


**MEMORANDUM**

**TO:** 2016-17 Provost's Task Force on Statements of Mutual Expectations  
Heike Sederoff, College of Agriculture and Life Sciences  
Elizabeth Hardie, College of Veterinary Medicine  
Don Brenner, College of Engineering  
Jason Delborne, College of Natural Resources  
Denis Pelletier, Poole College of Management  
Sharon Joines, College of Design  
Jane Lubischer, College of Sciences  
Alina Chertock, College of Sciences  
Seth Murray, College of Humanities and Social Sciences  
Jessica DeCuir-Gunby, College of Education  
Marguerite Moore, College of Textiles  
Carolyn Dunn, College of Agriculture and Life Sciences  
Bob Abt, College of Natural Resources  
Jonathan Horowitz, College of Veterinary Medicine

**FROM:** Warwick A. Arden,  
Executive Vice Chancellor and Provost 

**SUBJECT:** Provost's Task Force on Statements of Mutual Expectations

**DATE:** September 30, 2016

Thank you for your willingness to serve on the Provost's Task Force on Statements of Mutual Expectations. The purpose of this task force is to address questions and concerns about SMEs that have arisen frequently in routine departmental and faculty work as well as in the process of faculty review, especially RPT and post-tenure review. The goal of the Task Force will be to make recommendations to me about how to achieve more clarity and consistency in SMEs and their use at NC State while maintaining sufficient flexibility to serve the needs of the very diverse disciplines across the university.

I expect you will need to meet at least four or five times during the academic year to complete your work. I have asked Dr. Katharine Stewart, Vice Provost for Faculty Affairs, and Ms. Amy Jinnette, Assistant Vice Provost for Academic Affairs to coordinate your efforts. I will join the first meeting to discuss your charge in more detail and answer any questions you may have prior to beginning your work together.

I believe that NC State's use of SMEs is a strength of our faculty evaluation process, which has received positive national attention for its clarity and openness. However, all of our processes can and should be reviewed and improved on a regular basis, and thus I very much appreciate your service on this important task force. I look forward to receiving your recommendations.

cc: W. Randolph Woodson, Chancellor  
Katharine Stewart, Vice Provost for Faculty Affairs  
Amy Jinnette, Assistant Vice Provost for Academic Affairs