

**The University of North Carolina at Greensboro
Department of Geography
Academic Professional Regulations**

Approved by the Faculty of the Geography Department

Revised Feb. 4, 2013

Approved by the Dean's office Feb. 13, 2013

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Section 1 – Overview

Within the Department of Geography Academic Professionals support and extend the education of our students by enhancing the understanding and application of fundamental concepts and theory through practical applications and professional practices. The appointment of individuals as Academic Professionals provides a level of continuity and stability to the program. In select cases, the duties of an Academic Professionals may include classroom teaching; however it is neither mandatory nor typical.

Academic Professional tracks within the Department of Geography are full-time positions. They may have contracts that specify nine, ten, eleven or twelve months of service to the department. Within the Department, Academic Professionals attend and participate in departmental faculty meetings and provide input on all department policy decisions (with the exception of those dealing with the evaluation of, or Promotion and Tenure of, tenure track faculty).

Department of Geography Academic Professionals faculty have the same due process protections and grievance rights as other faculty. In all respects the following Department of Geography guidelines for the appointment, reappointment and advancement of Academic Professionals (hereafter referred to as AP) conform to the College of Arts and Sciences “Guidelines on Appointment, Reappointment and Advancement of Academic Professionals” (hereafter referred to as “the College Guidelines”). The College guidelines and regulations can be found at [http:// www.uncg.edu/aas/about/documents/AcademicProfessionaltrackapproved4-9-122.pdf](http://www.uncg.edu/aas/about/documents/AcademicProfessionaltrackapproved4-9-122.pdf)

It is the responsibility of the candidate to become thoroughly familiar with the relevant College and University documents.

Section 2 – Conversions/Appointments (for faculty already in the Department)

Department of Geography Academic Professional: Conversion/Appointment Procedures

The guidelines of the department conform to the College guidelines with regard to the qualifications of candidates being appointed to the position of Academic Professional. It is expected that a candidate will have at a minimum a Master's degree in Geography or closely allied discipline.

Any request to convert or appoint an existing position from within the Department to Academic Professional will be sent to the Dean by the Department Head.

Department of Geography Academic Professional: Guidelines on performance expectations and criteria (for Conversions/Appointments)

The department will provide clear and specific descriptions and explanations of the prevailing procedures, expectations/criteria, standards of achievement, and practices in the Academic Professional candidate's area of expertise as part of the creation of each individual Academic Professional position description.

A document outlining the duties and scope of the position as well as the criteria to be used for yearly evaluations, reappointment and advancement shall be developed by the Department Head in consultation with the faculty most closely aligned to the position as well as input with input from the prospective Academic Professional. It is expected that this will be a mutually beneficial, collaborative undertaking, and that there will be agreement in the performance expectations and criteria on which the Academic Professional will be evaluated.

The performance expectations and evaluation criteria document will be signed by both the Department Head and the Academic Professional, and will be approved by the Dean of the College of Arts and Sciences.

**Department of Geography Academic Professional:
Portfolios/Dossiers (for Conversions/Appointments)**

If the Department Head believes that a current faculty lecture position would be more accurately defined by the Academic Professional designation he or she will appoint a committee of three faculty who are most familiar with the duties of the position to advise the Department Head on the appropriateness of the AP status for the position. In addition the committee will advise the Department Head in the development of a set of criteria for yearly, reappointment, and advancement evaluation decisions. If the department Head believes the conversion is warranted he/she will then submit a request to change to the Dean of the College of Arts and Sciences.

Section 3 – Hiring New Academic Professionals

Department of Geography Academic Professional: Hiring Procedures

The department guidelines conform to the College guidelines with regard to the qualifications of candidates applying for the position of Academic Professional. . It is expected that a candidate will have at a minimum a Master's degree in Geography or closely allied discipline.

For the selection of a new hire to fill an Academic Professional position the following steps shall be taken. First, a discussion of the need for such a position will occur at a scheduled faculty/staff meeting. After the meeting the department head will seek permission to search from the Dean of the College of Arts and Sciences. A search committee selected by the department head and approved by the Dean of the College will be formed. Typically the committee will be comprised of three department members who will be closely associated with the new position. The committee will be charged with creating the position description and the criteria by which the candidate will be evaluated. The search committee will review the pool of applications and will bring forth a slate of possible candidates for discussion at a scheduled faculty/staff meeting. From that discussion the department head will forward to the dean a list of acceptable candidates. The final selection of the candidate is made by the Dean of the College.

**Department of Geography Academic Professional:
Guidelines on performance expectations and criteria (for New Hires)**

Within the Department of Geography, the initial evaluation criteria will be created by the Department Head, with input from the Search Committee.

The position description created by the committee will provide clear and specific descriptions and explanations of the prevailing procedures, expectations/criteria, standards of achievement, and practices in the AP candidate's discipline as part of the creation of each individual Academic Professional position.

As the needs of the department may evolve over time modifications to the scope and duties as well as the evaluation criteria may be negotiated with the Academic Professional at the time of reappointment. The Dean will be informed of any modifications to the criteria and will have final approval.

**Department of Geography Academic Professional:
Portfolios/Dossiers (for New Hires)**

Academic Professional candidates will be required to create and submit a portfolio/dossier for advancement. The Department of Geography will require that all Academic Professional personnel create and submit a portfolio for reappointment.

Discussion of the need for a portfolio/dossier will take place between the Department Head and the Academic Professional during the initial appointment of the Academic Professional. It will be strongly recommended at the time of initial appointment that the Academic Professional begin a portfolio/dossier to maintain/store documentation that will support both reappointment and advancement.

Items to be included in the portfolio/dossier will vary from candidate to candidate and will be discussed at the time of appointment, and will typically include items such as annual reviews, letters of support, evidence of currency with the profession, certificates, workshop and conference attendance, etc.

The Academic Professional will be free to include any and all evaluative material that he/she thinks will enhance their potential reappointment or advancement.

The performance expectations and evaluation criteria will be formalized in a memo of understanding and will be signed by both the Department Head and the Academic Professional.

Section 4 – Yearly Evaluations

Department of Geography Academic Professional: Yearly Evaluations

Within the Department of Geography, Academic Professionals will be evaluated on a yearly basis. The timing of the Academic Professional evaluations will be agreed upon by the Department Head and the Academic Professional at the time of initial appointment. An ideal time period would be near the end of the Spring Semester, or one month before the end of their yearly contract period, but it is not mandatory that the evaluations take place during this time.

Academic Professional evaluations will be based on a set of criteria that are specific to the individual position and that are based on the job description/memo of understanding that is formulated when the position is created.

Changes or updates to the yearly evaluation criteria are possible, and will be agreed upon by the Department Head, the Head of the Evaluation Committee, and the Academic Professional.

Yearly evaluations will consist of: 1. evaluation by a Department Committee, 2. evaluation by the Department Head.

1. Evaluation by a Department Committee. Evaluators will be three faculty members from within the department who are most closely aligned with the Academic Professional position being evaluated.
2. Evaluation by the Department Head. The Department Head will include a separate evaluation and assessment.

Evaluations After the yearly evaluation has been completed, the candidate must be allowed to review all portions of the evaluation and sign a statement to this effect following his/her evaluation. The candidate may, but is not obliged to, write a response to the evaluation or to opinions expressed in it.

Section 5 – Reappointment and Advancement

Section 5.A. – Overview

Department of Geography Academic Professional: General Criteria and Evaluation (for Reappointment and Advancement)

As part of the Appointing/Hiring process, the Department of Geography will have provided to the Academic Professional “clear and specific descriptions and explanations of the prevailing procedures, expectations/criteria, standards of achievement, and practices in the AP candidate’s discipline”. These criteria will have been formalized and agreed upon by the Department Head and the Academic Professional, and will have been forwarded to the Dean. These criteria will be used in evaluating the work of the Academic Professional for Reappointment, and for Advancement. It is to be expected that in cases of reappointment and advancement for Academic Professional positions that are “conversions or appointments” from other positions within the department, “work done prior to their appointment” may be “included in the dossier for consideration”.

As noted in the College of Arts and Sciences guidelines, “work done prior to their appointment at UNCG” may be “included in the dossier for consideration”, for both reappointment and advancement (Section 2. Procedures, II.C. Circumstances of Advancement, pg. 5).

As part of the Reappointment process, it is expected that any major changes in the job duties will have been noted and agreed upon in a new memo of understanding.

Department of Geography Academic Professional: Expectations and Criteria for Review (for Reappointment and Advancement)

Typically, newly hired Academic Professionals would need to spend five years in rank before they would be considered for promotion to Senior Academic Professional. Deviations from this time frame will most often be agreed upon during negotiations at the time of hiring.

In the case of a faculty member who held a departmental position that was subsequently converted to Academic Professional status, previous years of relevant experience at UNCG may be considered as time in rank. The decision to count previous years completed at UNCG as time in rank toward advancement should be negotiated at the time of conversion.

The College guidelines state that an Academic Professional may be promoted “If the candidate performs her or his duties and responsibilities effectively, relative to her or his job contract/memorandum of understanding.” It will not be necessary for additional criteria to be met in order for an Academic Professional to be promoted to Senior Academic Professional. Typically, five years’ time in rank will be sufficient for promotion to be considered following this path.

The College guidelines, also state that an Academic Professional may be promoted “If the scope of work has changed significantly, either by an increase in the position’s duties--in kind as well as in number--and/or by an increase of responsibilities.” Time in rank may be less critical in this category.

Section 5.B. – Reappointment

Department of Geography Academic Professional: Guidelines on Reappointment Process

The reappointment review process will be initiated by the Department Head. An Academic Professional contract can be renewed in any year of the contract.

The Department Head and an evaluation committee consisting of three members from within the department who are most closely aligned with the Academic Professional position being evaluated shall consider the following in determining the appropriateness of reappointment:

- The annual assessments completed by the Department Evaluation Committee and the Department Head.
- A portfolio/dossier created by the Academic Professional documenting all accomplishments since the time of the previous reappointment.
- Any additional evaluative material that the candidate believes will enhance their potential reappointment or advancement.

The Academic Professional will be allowed to review the evaluation and recommendations of the Department Head, and the evaluations and recommendations of the Evaluation Committee.

The Academic Professional will sign the form stating he or she has reviewed all of the evaluations and recommendations (a signature page template may be found in Section 7.D.).

All parties in the Reappointment process will sign the signature form.

Within the Department of Geography, the candidate may include a written response to the portfolio/dossier and/or to the opinions expressed in it, and at the request of the candidate this written response will be submitted directly to the Dean.

A good faith effort will be made by all parties to adhere as closely as possible to the proposed timetable for each individual Academic Professional evaluation. The only date that will be considered “non-negotiable” will be that date when all materials must be sent to the Dean.

Section 5. C. – Advancement

Department of Geography Academic Professional: Guidelines on performance expectations and criteria (for Advancement)

The advancement review process may be initiated by the Department Head, by the faculty of the department or, after five years in the position, the AP faculty member may request and initiate an advancement review of her/himself.

Within the Department of Geography, the Department Head shall establish an ad hoc committee to perform the formal review. The committee will consist of three members of the faculty from within the department who are most closely aligned with the Academic Professional position being evaluated and will also include senior Academic Professional faculty.

If there are no senior Academic Professionals in the Department, the Dean may appoint Academic Professional faculty from a related department. The Department Head will select one member of the Evaluation Committee to serve as the chair of the committee. The chair will work closely with the candidate in overseeing the preparation and submission of materials.

The Academic Professional will be free to withdraw his candidacy for advancement at any time prior to the submission of the portfolio to the Dean. If a candidate chooses to withdraw his candidacy for advancement, there will be no time limit/duration on when he/she may resubmit for advancement. The Department of Geography will follow the College guidelines with regard to written consideration of advancement at a certain time, and with regard to work done prior to their appointment at UNCG being included in the portfolio/dossier. The Department of Geography recognizes that these guidelines do not impede the early advancement to candidacy of an Academic Professional, which may happen by the recommendation of the Department Head, or the Evaluation Committee.

A timeline for the submission and evaluation of materials will be established by the Department Head to ensure that all phases of the advancement evaluation will be completed prior to the date when all materials must be sent to the Dean. The timeline will be established at the beginning of the spring semester before the academic year that the candidate is seeking advancement. See the example timetable provided in Section 7 – Forms: 7.C. Example Advancement Timetable/Checklist.

The Department Head and the evaluation committee shall consider the following in determining the appropriateness of reappointment:

- The annual assessments completed by the Department Evaluation Committee and the Department Head.
- Reappointment evaluations
- A portfolio/dossier created by the Academic Professional documenting all accomplishments since the time of the previous reappointment.
- A written narrative that describes and analyzes their activities and achievements and their significance in relation to the scope of the work and other duties set forth in the job contract/memorandum of understanding and the department's AP document
- Any additional evaluative material that the candidate believes will enhance their potential reappointment or advancement.

The Academic Professional will be allowed to review the evaluation and recommendations of the Department Head, and the evaluations and recommendations of the Evaluation Committee, and will

sign the statements to this effect following his/her review (a signature page template may be found in Section 7.D.).

Within the Department of Geography, the candidate may include a written response to the portfolio/dossier and/or to the opinions expressed in it, and at the request of the candidate this written response will be submitted directly to the Dean.

All parties in the Advancement process will sign the signature form.

Section 6 – Examples of Possible Positions

Department of Geography Academic Professional: Possible Positions

These are some Academic Professional positions that have been identified as possibilities within the Department. This is, by no means, an exhaustive list.

Academic Professional: Geospatial Technology Lab Director

Academic Professional: Earth Sciences Lab Coordinator

Academic Professional: Cartography Lab Director

Academic Professional: Grants Coordinator

Academic Professional: Director of the Center for Urban and Regional Planning

Academic Professional: Center Director.

Academic Professional: Department Webmaster/Outreach Coordinator

Academic Professional: Research Scientist

Section 7 – Forms

Section 7.A. Appointment Checklist

- _____ Position approved by the Dean
- _____ Academic Professional hired, subject to approval by the Dean
- _____ Discussion of Portfolio/dossier requirement
- _____ Copy of College and Department Guidelines and Regulations provided to Academic Professional
- _____ Evaluation criteria agreed upon and MOU signed, and copies provided to AP, DH, and Dean

Section 7.B. Hiring Checklist

- _____ Position Granted by the Dean
- _____ Search Committee formed
- _____ Initial evaluation criteria formed, supplied to the Dean
- _____ AP hired, subject to approval by the Dean
- _____ Discussion of Evaluation criteria
- _____ Discussion of Portfolio/dossier requirement
- _____ Copy of College and Department Guidelines and Regulations provided to Academic Professional
- _____ Evaluation criteria agreed upon and job contract/MOU signed, and copies provided to AP, DH, and Dean

Section 7.C. Advancement Timetable/Checklist

A good faith effort will be made by all parties to adhere as closely as possible to the proposed timetable for each individual Academic Professional evaluation. The only date that will be considered “non-negotiable” will be that date when all materials must be sent to the Dean.

Typically, within the Department of Geography, the timetable for advancement should use the following page as a guide:

Section 7.C. Example of a Typical Advancement Timetable/Checklist-

Semester prior to review year:

- ___ Deadline for A.P. to request review for Reappointment and/or Advancement. Date: March 1.
- ___ Department Head contacts Dean to ascertain due date for all materials to be submitted, and to notify Dean of Department's choice of Reappointment or Advancement.(third week prior to the end of the semester).
- ___ Distribution of written timetable and statement of required documents to Academic Professional March 15th
- ___ Formation of ad hoc Evaluation Committee by the Department Head. Date: April 1st

Review year, Fall Semester:

- ___ Notification/reminder that Evaluation is taking place. Date: August 15
- ___ Candidate-written narrative to be submitted. Date: August 15th
- ___ Candidates portfolio/dossier available via Blackboard or Departmental Server to Evaluation Committee and Department Head for review. Date: August 20th
- ___ Evaluation Committee meets to consider candidates case and votes by secret ballot; vote reported immediately by committee chair to department head. Date: Sept. 1st
- ___ Chair of Evaluation Committee must distribute a draft of committee report to the Evaluation committee members. Members may suggest alterations, additions, or deletions. Date: Sept. 5th
- ___ Final Evaluation Committee report must be added to the candidate's portfolio/dossier. Date: Sept. 10th
- ___ Any dissenting opinions from members of the Evaluation committee must be added to the candidate's portfolio/dossier by this date. Date: Sept. 13th
- ___ Department Head evaluation must be added to the report. Date: Sept. 18th
- ___ Portfolio/dossier must be available to candidate for comments and signature. Date: Sept. 20th
- ___ Academic Professional submits comments. Date: Sept 27th
- ___ All materials will be submitted to the Dean. Date: Oct 1st.

Section 7.D. Advancement Signatures

Academic Professional Evaluation Committee:

Name: _____ Department: _____ Signature: _____

Academic Professional Candidate Signatures:

I, _____, reviewed the portfolio/dossier on _____.

Signature: _____

I, _____, reviewed the recommendations/evaluations of the Department Head
on _____.

Signature: _____

I, _____, reviewed the recommendations/evaluations of the Academic
Professional Evaluation Committee on _____.

Signature: _____