## EPP Operational Structure Within the Institution

<table>
<thead>
<tr>
<th>Component</th>
<th>Type</th>
<th>Where To Access</th>
<th>Description</th>
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<tbody>
<tr>
<td>University Faculty/Adjunct Expectations</td>
<td>New Faculty Orientation</td>
<td>Week prior to start of classes. Conducted by HPU Provost.</td>
<td>Conducted by HPU Provost. Each new faculty member is assigned a Mentor for year 1 of employment outside of the assigned unit. Comprehensive Handbook Updated each year and accessible on SOE Website. Includes information on HPU Policies. Annual Evaluation/Tenure/Promotion Guidelines. Teaching Responsibilities. Faculty Hiring/Dismissal/Grievance Policies. University Committees. Faculty Advising Expectations.</td>
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<tr>
<td>Faculty Professional Development</td>
<td>$1,800 per faculty member from Office of Provost</td>
<td>Operational Budget. Oversight from Unit Dean.</td>
<td>All faculty are awarded Professional Development money to engage in scholarship activities relevant to the Professional Growth Plan, teaching assignments and research interests. Unit Dean must approve prior to the Office of the Provost approval. Reviewed by Unit Professional Growth Committee for feedback. Copy filed in Office of Provost. Faculty member outlines goals for Teaching, University Service and Scholarship with corresponding objectives for three years.</td>
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<tr>
<td>Faculty University Committee Expectations</td>
<td>University Committees meet second Friday of each month. No classes scheduled from 11:45-1:15 on Fridays.</td>
<td>Provost distributes list of committees and membership at the conclusion of each AY.</td>
<td>Faculty are expected to serve on two university-wide committees beginning in the second year of employment. Committee assignments are selected by the faculty member with input from chair and/or dean. Some committees require the vote of the unit or the faculty-at-large such as Faculty Senate. Each College/School has representation on the following university committees: Faculty Senate, Educational Policies, Academic Planning, IRB, Global Studies, Honors Committee.</td>
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### At-Large Faculty Meetings/Access to Provost

University At-Large faculty meetings are scheduled for the third Friday of each month as needed. **No classes scheduled from 11:45-1:15 on Fridays.**

Full university faculty meetings are convened by the Provost and are scheduled approximately four-five times each academic year (August, November, January, April). Agenda includes reports from key committees such as Educational Policies and Faculty Senate. Committee chairs report as needed. These full-faculty meetings alternate with College/School faculty meetings and use the same 3rd Friday scheduled time.

### Faculty Tenure & Promotion Guidelines

Teaching Performance, University Service and Scholarship are reviewed by the Tenure/Promotion Committee as appropriate.

General T&P guidelines are available in the Faculty Handbook which can be accessed on the university’s HR link.

General T&P guidelines are available in the Faculty Handbook which can be accessed on the university’s HR link. High Point University is moving to decentralize Tenure and Promotion and currently is in the process of developing College/School procedures and Discipline-Specific guidelines for faculty tenure and promotion. The university oversight committee procedures and the general framework of this new model was presented to the full faculty at the conclusion of the 2015 spring semester. A faculty vote is tentatively scheduled for August 2015.

### Faculty Evaluations

Teaching Performance, University Service and Scholarship are evaluated annually by the Department Chair.

General evaluation guidelines are available in the Faculty Handbook which can be accessed on the university’s HR link.

This is now an online process that begins in January with each faculty member’s self-assessment in the areas of Teaching, University Service and Scholarship. The faculty member is expected to provide an update on the progress made toward the Professional Growth which is submitted in year two of employment. The chair, in turn, evaluates the faculty member after the self-assessment is completed. The Dean evaluates the chairs and the Associate Dean. The faculty assess their department chair and these evaluations are reviewed by the Dean. The chairs evaluate the Dean and these evaluations are reviewed by the Provost.

### Faculty Advising Load

Faculty are assigned candidates majoring in the field to provide.

General guidelines are available from the Office of Academic Services.

The university began using **Student Planning**, a new software program to assist with registration and planning in spring 2015. During freshmen year all HPU students are assigned an academic coach who is responsible for academic advising in year one. Each School of College has its own Academic Coach. In year two,
| **Budget Allocation** | Academic Budget is controlled by the Provost and includes all Colleges/Schools and Divisions of Academic Services which report directly to him (ex.- Office of Undergraduate Research, Office of Disability Services, Library, Academic Services, etc.). | HPU Board of Trustees must approve budget at its annual September meeting. | Colleges and Schools are provided with updated budget information during the summer of each academic year. Final approval of budget is completed in September. The Dean of each College/School must approve all items requested by chairs/faculty. Each College/School is allotted an adjunct budget as well as overload budget for full-time faculty. **Chairs receive a $3,000 stipend for administrative duties, the Associate Dean receives a $3,000 stipend for administrative duties, and each Dean receives a $5,000 stipend for administrative duties.** |
| **HPU Scheduling/Calendar of Events** | Academic Calendar is set by the Provost with input from academic Deans. It can be accessed on the High Point University Website. | Includes orientation week for faculty, dates of start of undergraduate and graduate classes, add/drop dates, midterm and final exam schedules, holidays, fall and spring break, end of semester dates, commencement and other HPU events such as Family Weekend, Alumni Weekend, Presidential Scholars weekends, etc. | **HPU**

**Budget Allocation**

| **SOE Resources/Infrastructure** | Physical facilities, Space, Faculty Needs | New renovation or infrastructure needs/requests must be approved by Provost and submitted at the end of each academic year for consideration. | **SOE** **Resources/Infrastructure**

**HPU Scheduling/Calendar of Events**

| **mentoring and assistance with scheduling during preregistration and registration.** | students transition to a faculty advisor in the major and **advisees assigned only to faculty who are at year two of employment.** Academic Coaches are uses Faculty begin having advisees in the sophomore year. The average number of advisees per faculty member is 25. | **SOE Resources/Infrastructure**

**Physical facilities, Space, Faculty Needs**

New renovation or infrastructure needs/requests must be approved by Provost and submitted at the end of each academic year for consideration. | Since 2005, High Point University has experienced significant and measurable academic growth
- 197% increase in traditional undergraduate enrollment
- 152% increase in faculty
- 313% increase in campus acreage

Recent projects include the construction of the Center for Student Success and the Schools of Health Science and... |
Pharmacy.
The School of Education moved to a new Leeds-Certified facility in 2012.
All faculty have offices, telephones, computers (may request desktop or laptop).