



MEMORANDUM

TO: All Full Time Non-Tenure Track Faculty
FROM: Joe B. Whitehead, Jr., Provost and Vice Chancellor of Academic Affairs
Ericka Smith, Vice Chancellor for Human Resources
DATE: April 10, 2017
SUBJECT: Full-Time NTTF Structure and Assignment

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Recently we informed you of a new Non-Tenure Track Faculty (NTTF) structure along with the timeline associated with the transition and notification of all current full time non-tenured faculty within the new structure. This process entails multiple steps and reviews to include assessing evaluations, both student and academic, reviewing current responsibilities outside of the classroom, and validating credentials to ensure that the university is within the guidelines provided by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with regards to its teaching standards and qualifications.

Due to the complexity of this review, all full time non-tenure track faculty assignments have not yet been completed. We are diligently working to complete this process within the next two to three weeks. We may be contacting your dean to acquire additional information, such as unofficial transcripts. Please provide this information as soon as possible as to not delay the process any further. Once the reviews are complete, you will receive an individual letter informing you of your final title and placement within the new structure.

In the meantime, if you have questions, do not hesitate to contact Vice Chancellor Smith at emsmith@ncat.edu.

cc: Harold L. Martin, Sr., Chancellor
Shirley, Hymon-Parker, Interim Dean, College of Agricultural and Environmental Studies
Gloria Jones-Johnson, Interim Dean, College of Arts, Humanities and Social Sciences
Beryl McEwen, Dean, College of Business and Economics
Anthony Graham, Dean, College of Education
Robin Coger, Dean, College of Engineering
Lenora Campbell, Interim Dean, College of Health and Human Sciences
Abdellah Ahmidouch, Interim Dean, College of Science and Technology