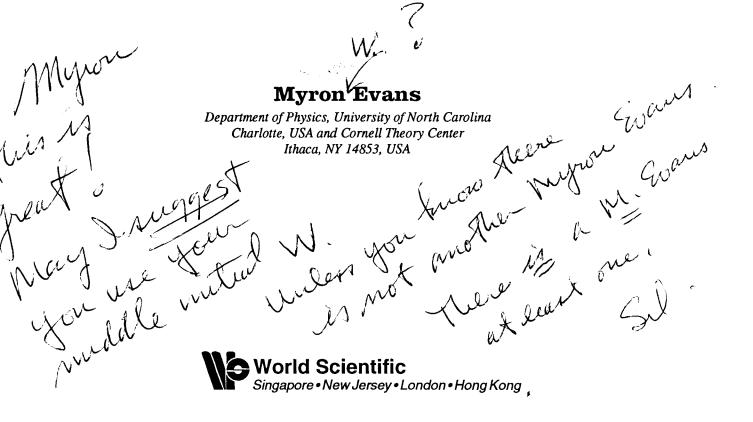


# PHOTON'S MAGNETIC FIELD

# OPTICAL NMR SPECTROSCOPY





The University of North Carolina at Charlotte Charlotte, N.C. 28223

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Department of Physics 704/547-2536
FAX 704/547-3160
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Office of Academic Affairs 704/547-2224

November 30, 1993

Professor Myron W. Evans Department of Physics

Dear Myron:

Thank you for your kind note of November 20. I was very glad to hear that your book was very successful and I very much appreciate your compliments concerning my performance. Vice Chancellor has not been an easy job so I appreciate hearing on occasion that I am doing a few things right.

I hope that the rest of your semester goes well and please accept my best wishes for a Happy Holiday.

Sincerely yours,

Philip L. Dubois Vice Chancellor

PLD:rbs

Nov. 16/92 To V Migron Faraman Congratulations On your paper being accepted to Plugs, Rev, A. This is and important Alep in getting your work recognized internationally, I look forward to hearing about other impartant Contributions you make. Keep it rip Degards Sithering



November 29, 1993

Office of Academic Affairs 704/547-2224

Professor Myron Evans Department of Physics

Re: Your Correspondence of September 16, 1993

Dear Professor Evans:

I am returning, without comment, your correspondence of September 16 concerning the promotion and tenure case of Professor Farahi. It is inappropriate for me to consider such opinion, except to the extent that it may be reflected in the recommendations submitted through our designated processes by the Chairperson of the Department of Physics and then the Dean of the College of Arts and Sciences.

Sincerely,

Philip L. Dubois Vice Chancellor

cc: Dean S. Lyons

Professor S. Almeida

FARAHI (ASE
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# UNCCHARLOTTE

The University of North Carolina at Charlotte

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Department of Physics 704/547-2536 FAX 704/547-3160

16th September, 1993.

#### IN CONFIDENCE

Dr Philip Dubois, Vice Chancellor, University of North Carolina, Charlotte, NC 28223,

### Dear Vice Chancellor,

I hereby submit my assessment of Dr Farahi in respect of promotion, having the statutory right to do so as full professor. I am not commenting on his application for tenure. Recently, I submitted this statement to the tenure and promotion committee of the Department here but was asked to resign from the committee. I am sceptical of the logic of this procedure. The following assessment appears to me to be entirely normal and appropriate. I think that Dr Farahi is not yet ready for promotion to full professor. Only seven years ago, he was still a student. I have therefore decided to submit a dissenting opinion direct to your Office.

#### Promotion of F. Farahi if awarded Tenure

### Requirements of the Bye Laws.

"A person appointed to the rank of professor must...exhibit a mature grasp of physics as a discipline, have excelled over a number of years in teaching and scholarship/research in physics above and beyond the associate professor level, and generally perform in the role of leadership."

#### **General Considerations**

The simultaneous award of tenure and promotion to full professor requires exceptional merit. I have carefully considered the record of Dr. Farahi, and my overall conclusion, based on the following observations, is that promotion to full professor cannot be recommended at this time.

As stated in the bye-laws, promotion to full professor requires a number of years of performance beyond that expected of associate professor. I summarise each category below.

#### Research

Summary of Research Performance.

- (1) Papers (40) to (54) in this Department, nine of which are non-plenary conference papers. Therefore six, probably refereed, papers published in this Department over a three year period, 1990 to present.
- (2) One single author paper, no. (50).
- (3) Four U.K. patents granted before arrival in this Department.
- (4) None granted from March 1990, five applied for.
- (5) One contributory paper to a book, no authored or edited books.
- (6) Seven proposals awarded, ranging from \$1,800 to \$49,895.
- (7) Service of three years as untenured associate professor.

Farahi has produced approximately 54 papers, but only one single author paper. The first forty papers were produced with colleagues at Kent and Southampton, and were with one or more co-authors. He has neither authored nor edited a book, and has contributed to only one volume. The conference papers appear to be non-plenary and it is not clear whether they were refereed. He has been awarded four patents, but these were **co-authored** British patents before he arrived here. During his time in this Department he appears to have published only about seven papers in journals, and these cannot be said to be in the first rank on the whole. He has applied for a number of U.S. patents, none have been awarded to date. He has a fairly good record of funding, but funding should produce published results. It is **results** which count, not funding. Many of the finest ideas in physics were not funded "officially". In work with me he performed quite well, but was prone to errors, some of which I noticed and corrected. Other errors were pointed out by referees of submitted MSS. However, he did try to help in the development of the B(3) theory, and can work well and originally.

On the whole, however, there is little in this record which indicates that he is worthy of promotion to full professor simultaneously with the award of tenure, if indeed the latter is awarded. In particular the performance does not meet the bye-law requirement of being above and beyond the associate professor level, and does not exhibit leadership beyond what is expected of an associate professor.

Review, and with books, then he would begin to look like a full professor in the highly competitive international system. Any advert will show what is expected in open international competitions for full professor in research Universities in the U.S., Europe or Japan. Would Farahi immediately stand out as an obvious contender for full professorship? I do not think so at present. There are no extenuating circumstances, for example a record of long and distinguished teaching and service to the College. Such a record in an associate professor with tenure would in my opinion, be worthy of serious consideration for promotion to full professor provided this met with the approval of the Dean and other relevant authority.

## Teaching.

Summary of Teaching Performance.

Student Evaluations: Some very good, some average, some less than average.

Course Evaluations: Selected Brief Comments.

Fall 1990 : 231, Mixed response, mostly 3/C.

: 2021, Mixed response, mostly 3/C.

Fall 1991

: 5211, Good to very good, three students.

Spring 1992

: 2221-910, fair overall.

921, very good results.

Fall 1992

: 6131, good to very good.

: 5211

below average to fair.

Spring 1993

: 2231

very good to excellent.

Overall, this is a mixed performance, and does not show evidence of being above and beyond the performance of an associate professor. Class enrollment was not heavy, and load was not exceptional. On these grounds, promotion to full professor cannot be recommended at this time.

#### Service.

Service on the patents committee and on several physics committees, therefore acceptable for an associate professor.

Reviewing books and journal articles is listed as community service, but this to my mind is run of the mill research activity, and cannot be credited as service.

Since several assistant professors have this kind of load, it cannot be used as grounds for promotion to full professor. It is normal performance for an associate professor.

#### Overall Performance.

About six probably refereed papers in about three years of untenured service; a mixed teaching performance; acceptable service. This candidate is not recommended for promotion to full professor at this time because there is no evidence of excellence over a number of years in teaching and scholarship/research in physics beyond the associate professor level, and there is no evidence for performance in the role of leadership.

# Comparitive Performance.

The above performance and record can be compared with other associate professors in the Department. For example, Dr. Mayes, with 26 years' service, who has been recommended for promotion but never promoted, and Dr OberHoffer, who has served ten years as Chairman, who has been recommended for promotion, but never promoted, and Dr. Simpson, who has been a full professor elsewhere. All of these have stronger or comparable records.

#### Character

On the whole, Farahi appears on the surface to have a fairly stable character, but on

several occasions he has delivered to me verbally some surprisingly acerbic and patronising comments. He does not impress me in a leadership role.

Sincerely Yours, (Dr. M. W. Evans, professor of physics).

Myn Wows

M. W. Evans, Ph.D., D.Sc.

Professor of Physics,
Department of Physics,
University of North Carolina,
Charlotte,
NC 28223,
U.S.A.

0/22/93

25 November 1994.

#### DELIVERED TO EACH COMMITTEE MEMBER IN CONFIDENCE.

To Tenure Committee,

It has been suggested by Dr. Vermillion that my assessment of Dr Farahi and record of his remarks shows bias against the candidate. My assessment is based objectively on my observations, judgement and personal experience of the candidate's character, and is my unbiased opinion. Dr Vermillion has suggested that I withdraw from the Committee, but in my opinion there are no grounds for this suggestion. Favorable remarks on the candidate were also recorded. Are these, then bias in favor of the candidate? The committee becomes inoperable if each and every remark is construed as bias instead of opinion. For example, is Dr Vermillion biased in favor of the candidate because he has sugested that I am biased against the candidate?

In these matters, it is proper and customary to ask for a frank, written, opinion from outside assessors, so the same rule must apply for Departmental assessors. I think that Dr Vermillion has no grounds to ask me to restrict myself to verbal opinion in committee, in the same way that he has no right to ask external assessors to restrict themselves to verbal opinion by, for example, telephone.

I was shocked and disappointed by Farahi's remarks, which amount to an attack on my work and sense of responsibility within the Department. Collegiality is an issue in the proceedings of this committee, and a full written record is normal practice. Since Farahi actually delivered these remarks, I do not see how I can be biased against him. Clearly, he is biased against me.

I refuse to withdraw from the Committee and am not biased against the candidate. In my opinion his candidature for full professorship is premature, but he may be worthy of tenure provided he exercises more self control over his verbal outbursts. Either the committee takes my word for this or it does not.

Sincerely Yours,

(Dr. M. W. Evans)

This is a parallel case to let of farsh is vill Vernillon reads
is a dometrically different way.

RWK. Myron: Thank you very much for your writte assessment regarding Dr. Corwin's recommendation. This is just the issue we need to discuss at on meeting this week [ Wed. 9/23/92 at 12:30p., The main issue, in my opinion, is whether-or-not, of UNCC, a foculty marker can still be promoted to Preferror bosed primarile on teaching. A I expect, ocross compos, that ther is a difference of opinion on that. UNCC hos moved, over the post 20 or 5. gods, from a primaril tooking" institution to an institution where research h become more important. Let's see where the discussion leads, on Wednesday. Thanks again. Bob Varmill Bob Varmilla.



ion Dr. M. W. Evens

my considered professional opinion.

Department of Physics 704/547-2536 252° FAX 704/547-3160

IN CONFIDENCE

NOTE ON STANDARDS

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PHYSICS DEPARTM NT UL `C RECEIVED

NOV 3 0 1993.

COLLEGE OF ARTS AND SCIENCES.

Dean Lyons

Why is it that one member of the physics department faculty, Dr. Evans, isn't required to meet his classes and participate in the teaching evaluation program as are other faculty?

Students say that Dr Evans meets his TT class only once a week at most, and sometimes goes two -three weeks without meeting it at all. This is an undergrad class with juniors/seniors in it. Also students say he does not allow students to do teaching evaluations in the class. The class is conducted, according to student reports, without regard to the previous preparation of the students, instead presuming that the students have had several courses that were not prerequisite to the course.

cc to vice chancellor DuBois

Sincerely, Concerned persons

AMPROVEN AND
AMONYMOUS ACCUSATIONS
WHICH LED TO DEC. 8TH
WEETING VITH LYONS
AND ALMEIDA.



Department of Physics 704/547-2536 FAX 704/547-3160

Dec. 2nd., 1993,

Dr. S. Almeida, Chair, Department of Physics, University of North Carolina, Charlotte, NC 28223,

Dear Dr. Almeida,

Your letter of 2nd Dec., appears to accept as true some anonymous accusations made against me, and sent as a letter to the Dean. These accusations are contrived and factually inaccurate. I respond as follows.

1) I welcome student evaluations, the accusation that I do not allow student evaluations is untrue. Evaluations should have been distributed to students in my Fall Semester class of 1992. If they were not distributed, they should be as soon as possible. An evaluation was received by your office from Mr Stephen Smallwood for my level six class of the Spring Semester of 1993. You evaluated my teaching performance as "very good" for last year. Your office has received evaluations for my level 4 class this Semester, at least one is "excellent".

The anonymous accusation that I do not allow student evaluations is demonstrably false, and defamatory. Your office has written evidence for student evaluation, if necessary the students can be consulted individually.

- 2) Acting upon your advice and instruction, I diligently prepared a course of heat physics for the students for last year. You gave me only four weeks at Cornell to do this, but my wife and I managed to get the whole course prepared on overhead slides. Members of the classes of 1992, for example Mr Jonathan Dre, and Mr Stephen Smallwood, can be asked to verify that I attended every lecture and gave the course on overhead slides, backed up with notes, made available to the students. These slides are available for inspection in my office. The assessment of the students took place with two half semester papers, time being allowed for the students to prepare these papers. The overall grade was assessed on these, and I made myself always available to the students for problem solving.
- 3) You sent me a copy of Kittel et al. while I was still at Cornell, I understand that Dr. Simpson had used this book before me. Naturally, I assumed that you wished me to prepare the lectures from this text. I showed you the slides and you made no objection at the time. In view of this, the anonymous accusation that I take no account of the student's previous courses is demonstrably false and defamatory. During my lectures I asked the class from time to time about its level of understanding, and I have also brought up the matter in staff meetings, e.g. I

have asked whether the students can understand Kittel et al.

4) Based on my experience last year, I found that the students found Kittel et al. hard going, so this Semester I tried to help the situation by allowing time for preparation and consultation, (Tuesdays). On Thursdays lectures were delivered. I announced this method to the class, and no objections were made. I also announced my availabilty on Tuesday mornings for consultation and problem solving. Time was also allowed for preparation of the half-term papers, some of which were very good. This method has worked well. All papers for last year and this year are available for inspection if permission is received from the students. I assessed the papers and handed them back to each student. Therefore I met with the students diligently during the advertised classes, and was available at all times, including week ends.

5) The student assessment from Stephen Smallwood was very good to excellent, I remember, and you should have a copy in your records. At least one of the assessments this Semester is "excellent" without reservation. You have a record of this assessment.

I object in the strongest possible terms to these accusations, which are untrue, malicious, and defamatory, I am prepared to defend my academic freedom to all-comers at any time whatsoever. I trust that you will see these accusations for what they are: a crude attempt at inuendo. In view of the fact that you have student evaluations in your office, and on record, it is clearly self-contradictory to assert, as you appear to do in your letter, that you agree with the anonymous accusers that I do not allow such evaluations. Also in your memo of 1st Dec., you appear to be saying that members of staff in physics do not allow student evaluations. The evidence is DEMONSTRABLY to the contrary.

Yours Faithfully, M. W. Kurn.

(Dr. M. W. Evans, professor of physics).

Copied: Dean, Vice Chancellor, Staff Members, Physics Department.

2nd Dec., 1993,

#### TO WHOM IT MAY CONCERN

Dr Almeida has drawn my attention to page 15 of the Faculty Handbook, and in particular to the wording: "Faculty Members are expected to meet their regularly scheduled classes."

In my interpretation, this does not mean that a faculty member must meet all the students in a lecture theater, and does not state that all the students must be met at the same time, and does not state that instruction must be given by the delivery of a lecture. In my opinion, it is permissible and sensible to ask the students to use the time alloted for the first formal lecture to prepare for a second formal weekly lecture by reading the appropriate material from a course book or books. This is especially so if the students agree to the procedure, if it is carefully explained to them and if the instructor is always available for advice and problem solving. In this way my effective contact hours far exceeded the formally advertised lecture hours.

I stand anonymously accused by inuendo that I have neglected my duties to the students, apparently by not delivering two formal lectures weekly. In my opinion, such an accusation is in itself a serious breach of discipline and collegiality, and it simply does not follow in logic or in practice that the delivery of two formal lectures results in more efficient learning than the delivery of one lecture, well prepared in advance by student participation, i.e. by the reading of course material, its preliminary understanding and appreciation, and dialogue with the instructor of said material as required.

Anonymous accusation is not a valid procedure, on campus or in common law, accusation must be made openly, by named individuals, who thereby become subject to that common law, and to justice. For example, some of the anonymous accusations are demonstrably untrue, but they were written and forwarded to a third, fourth and fifth party without my knowledge. For example the accusation that I do not allow evaluations is untrue because evaluations are available as a matter of fact, filled out by students of my classes.

The anonymous informants are obviously ill informed themselves, and such documents must in future be viewed with great caution. The net result of such material is the wholesale destruction of collegiality, the breeding of suspicion and discontent.

Sincerely Yours, (Dr. M. W. Evans, professor of physics).

December 5, 1993,

Dr. Sil Almeida, Chairman, Department of Physics, University of North Carolina, Charlotte, NC 28223,

#### Dear Sil.

In a formal reply to your letter of 2nd December, copied to the Dean and Vice Chancellor, the main points are:

- 1) the procedure is invalid, being based on a wildly inaccurate note, delivered anonymously to the Dean, and copied to the Vice-Chancellor.
- 2) I encourage and allow student evaluations.
- 3) I met with my class as scheduled, and there has been no violation of the rules.
- 4) Although I have one course per Semester, my recorded research output is currently greater than the combined output of both physics and chemistry. This represents an enormous load, in fact I have worked without a single day off, week-ends included, since I arrived here.

I wish to elaborate on this formal reply as in the following notes, but points 1 and 2 above are self-evident, no person should be subjected to anonymous accusations.

## Method of Teaching and Results.

My method of teaching this Semester, devised carefully, and based on experinece last year, was to use Tuesday mornings for study preparation for a formal lecture on Thursday mornings. I made myself available from 8.30 a.m. to 12.30. p.m. Mondays to Fridays, for student consultation. In the afternoons I worked on research. The results are as follows:

1) Student evaluations for Fall 1993 are positive, as least one is a straight "excellent". Only one student dropped out, the grades are good, the term papers (a total of thirty six) are good, some are very good. The method I have devised has worked well, it has encouraged the students to think in a mature manner, to consult the literature, to construct term papers, and to think for themselves. The class agreed to this procedure, which was carefully explained to them.

All lectures were delivered with overhead projector slides, prepared professionally with the help of my wife, and backed up with hard copy, made available to the students. These slides are available for your approval, and you approved them when I arrived here from Cornell.

I intend to use this method next Semester in level 6 dynamics. If there is any objection it would be a pleasure to discuss the matter at your convenience.

- 2) Your evaluations for the year 1992 to 1993 were as follows: a) Overall research "excellent";
- b) overall teaching "very good"; c) student evaluation Spring 1993, "very good to excellent";
- d) evaluations Fall 1992 are being obtained.

#### **Background**

While at Cornell you sent me a copy of Kittel et al., and I assumed that this was to be the course book. This is an advanced level text that assumes knowledge of quantum mechanics and the elements of heat physics. It was used at Cornell by Ph. D. Chemical Engineers. Your instructions were followed, and my wife and I worked hard to prepare overhead slides, using our personal resource, at no cost to UNCC, at Cornell Theory Center. These were shown to you on arrival, and approved by you.

The class of Fall 1992 found the material difficult, I now know that most did not have the required knowledge assumed by Kittel et al. I was not informed of this fact until a staff meeting of a few weeks ago where I brought the matter to open discussion. Even so, only about 15% of the class dropped out, and most students pulled through courageously, delivering good term papers. I am not allowed to discuss grades, but in general these were good to very good.

When I arrived here I was not informed of the existence of student evaluation forms, but merely sent at CTC a book of regulations running to many pages of fine print. I encourage student evaluations, and have arranged that evaluations be sent out to the class of Fall 1992. For the classes of Spring and Fall 1993 evaluations are a matter of official record.

Your advice that I should use Kittel et al. was naturally followed, and is in fact laudable. It was impossible for me to have known, without ever having been here, that the support courses for this book had not been given.

#### Research

My research activity here has been **very intense**, an outstandingly successful monograph in three parts has just been published by Wiley Interscience, **and sold out almost immediately**. As you know, I am currently working on a book with Jean Pierre Vigier (UPMC, Paris) and Keith Earle of Cornell on the B(3) field. Last week three letters and two papers on B(3) were accepted for publication. I have brought in \$200,000 (equivalent) in supercomputer resource. You advised me that my role should be theoretical, and I have not been given lab space or start up resource, excluding a computer terminal. My books are currently displayed in the Chancellor's Office. In assessing my overall load, account must be taken of these facts, especially as my primary role is clearly one of scholarship.

The fact that book I edited for Wiley has been reprinted almost immediately can be independently verified by contacting Dr. Charles Schmieg at Wiley Interscience, 605 Third Avenue, New York, NY 10158-0012.

## Investigation of the Anonymous Document.

The document was sent by "Concerned persons" and stamped "received Nov. 3rd". It was addressed to "Dean Lyons", cc "vice chancellor DuBois" (sic). Now, the correct spelling of the Vice-Chancellor's name is "Dubois". However, there is a professor of chemistry listed on p. 476 of the 1993-1995 UNCC Catalog, named "Thomas David DuBois". This is a matter of verifiable observation. It suggests that the author is familar with Professor DuBois, and has inadvertently, mixed up his name with that of Philip Dubois.

I have only been allowed to see a xerox copy, but the second par. starts with "Students say that Dr. Evans...". Therefore it is unlikely to have been written by students. It also shows an experience of procedure, in that it is addressed to the Dean and duplicated to the Vice-Chancellor. The style of English is reminiscent of mature bureaucracy, for example "..have had several courses that were not prerequisite to the course." This is not the style of a student. It is a document probably written by a member of staff or a person outside the campus. This is also supported by line 5, par. 2, "...according to student reports".

It is not known whether the document was mailed externally or internally to Dean Lyons, this could be ascertained by inspection of the envelope and original. This would show whether it came from a parent, or a member of UNCC staff.

Despite the fact that the document is signed "concerned persons", it is probably, in my opinion, typed by one person only, who tries to give the impression that it came from several people. It is clear that it does not come from students.

# Inaccuracies of the Anonymous Document.

The document is designed to give the impression that I am neglecting my duties.

1) I am required to, and do, meet my classes; 2) I encourage evaluations; 3) my methods are explained above; 4) time is allowed for term paper preparation; 5) I account carefully for the previous preparation of students.

# Objections to the way in which this has been handled.

I wish to object formally, and in the strongest possible terms, to the way in which this has been handled.

- 1) An anonymous document should never have been accepted as a valid internal procedure, because it is invalid in the common law.
- 2) This anonymous document appears to have been accepted unquestioningly without it even being shown to me, without any prior notice or any discussion, and without any consultation of my opinion as a full professor, or any regard to my right of reply. You then wrote a formal letter, delivered in an envelope, in which you mention a "serious violation" of UNCC regulations. In my opinion there has been no such violation, and I have been wrongly accused. Personal Best Regards,

Sincerely Yours,

(Dr. M. W. Evans, professor of physics).

Copied: Dean and Vice-Chancellor.

December 7, 1993,

Dr. S. Almeida, Chairman, Department of Physics, UNCC, Dear Sil,

The Dean has requested that we meet at 11.00 a.m. on Wednesday morning, but I have not yet been informed of the purpose of this meeting, I was merely asked to answer "yes" or "no" immediately by Ms C. Pope this morning by telephone. As I have been asked in writing by the Dean shortly after arriving here not to write to him directly, I have decided to ask for the reason for this meeting.

If it has something to do with the anonymous note delivered to the Dean, I have already indicated that any procedure based on an anonymous note is not valid. I have had insufficeint time to prepare for the meeting, (less than 48 hours), and I also request that a student and staff representative be present, so that there is no misunderstanding.

There is one further inaccuracy in the note, my class also included masters students, and I believe that the student evaluations are very positive. My method of teaching has therefore been very successful.

I will shortly be leaving for Europe to visit UC Swansea and UCW Aberystwyth, an maybe some other Universities, and I request postponment of the meeting until after I return on Jan, 6th., 1993. I have delivered my class grades for this Fall.

Sincerely,

(Dr. M. W. Evans, professor of physics)

Copied Dean, Vice Chancellor and physics staff.



January 3, 1994

Department of Physics 704/547-2536 FAX 704/547-3160

Dr. Myron Evans
Department of Physics
UNC Charlotte

This Almedais version,

Dear Myron:

This letter summarizes the outcome of the meeting attended by you, Dean Lyons, and me on December 8, 1993 in the Dean's office. The agenda for that meeting concerned your failure during fall 1993 to meet with your Physics 4251 class at the regularly scheduled time and to observe the requirements of the University's policy on scheduling final examinations. As indicated in our meeting, continued failure to meet these employment responsibilities will lead to actions that could result in your dismissal from the University of North Carolina at Charlotte.

The major points of discussion in our December 8, 1993 meeting were as follows.

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Class lecture assignment assigned to you by the Chairman of the Department of Physics are to be carried out in accordance to the UNC Charlotte Faculty Handbook. Insofar as lectures are concerned, this means that you are to meet with you classes at the scheduled times and lecture on the material to be covered in the textbook used for the course. Notwithstanding the lectures given to the students, examinations, and homework assignments are to be given to the students. Office contact hours are not to be considered as part of the lecture contact hours listed in the course schedule. Also, students are expected to do their homework and class study preparation outside of the regularly scheduled class period. You are expected to meet with the students as a group during the scheduled class times. If you have any questions covering teaching strategies that deviate in anyway from the above stated expectations, please discuss the matter with the department chair prior to taking any action.

Final examinations are to be given to students during the time periods listed in the "Schedule of Classes" distributed to all faculty members at the beginning of each semester. In accordance to the UNC Charlotte Faculty Handbook, any deviations from giving the final examination at its regularly scheduled time <u>must be approved in advance by the department chair</u> and

As (to fellowing do current shows there were no volotions on my determined to final examination policy.

Dr. Myron Evans January 3, 1994 Page Two

> the Dean of the College of Arts and Sciences. If you have any questions about this expectation, ask now because no further violations of the final examination policy will be tolerated.

Teaching evaluation forms are to be handed out each semester to students 3. attending a regularly scheduled class. Beginning in the spring semester 1994, the individual faculty members will no longer distribute the teaching evaluation forms. Instead, these forms will be distributed by personnel from the department office at a time which is convenient to the instructor and the department.

Should you not understand these and other procedures written in the UNC Charlotte Handbook, please consult with the department chair, office staff in the Department of Physics, or the Dean.

Sincerely,

Silverio P. Almeida

Chair

cc: Dr. Philip L. Dubois Dr. Schley R. Lyons

I have read and understand this letter and acknowledge receipt of it.

MWEJans 54 Jan 1993. Myron Evans, Ph.D.

**Professor of Physics** 

MAN

# Memo

TO: Physics Faculty

FROM: S.P. Almeida

DATE: December 5, 1994

RE: FINAL EXAMINATION SCHEDULES MUST BE ADHERED TO.

CC: File

According to the Faculty Handbook - May 1992, the Final Examinations must be given in accordance to the University Policy Statement # 16. (See page 22 of the Handbook; all faculty members were issued the book last May 1992.) The finals examination scheduled for each semester is listed in the SCHEDULE OF CLASSES. You MAY NOT give the examination other than the scheduled time unless you follow the guidelines on page 22. (In particular any deviation from the schedule requires approval of the Department Chair and the Dean of the College.

## COPY OF PAGE 22 (FACULTY HANDBOOK - MAY 1992)

#### Exams During the Last Week of Classes

There are questions and concerns each semester about the administration of exams during the last week of classes. Students believe faculty members are not permitted to give tests during that week. Faculty members may give exams during the last week of classes but they may not give the last, i.e., the final, examination for the course during that week. Final examinations are administered according to the schedule published by the Registrar. (Policy Statement #16)

#### Final Examinations

The normal expectation is that the completion of a course will include a final examination; however, it is the instructor's prerogative not to have an examination if the course organization is such that an examination is not appropriate. The University Registrar will publish the official final examination schedule each semester.

If an examination is given, the responsibility for administering it at the assigned period rests with the course instructor.

A departure from the published schedule may be made only with the consent of the students concerned and the approval of the departmental chairperson and the dean of the college. Approved changes are to be communicated to the Office of the Registrar without delay. (Policy Statement #16)

#### Procedure for Rescheduling Final Examinations

Students. If a student's regularly scheduled final examinations fall so that he or she has three final examinations scheduled for one day, the student should obtain verification of this fact in the Registrar's Office. Upon completion of a Verification of Three Scheduled Final Examinations Form, the student then arranges a make-up period for the middle examination, and that instructor signs the Verification Form indicating make-up time and date, and returns it to the Registrar's Office. Upon agreement of the student and another instructor, a different exam may be rescheduled.

<u>Faculty.</u> Examinations may be given at other than the prescribed times only with the consent of all students involved and with the approval of the department chairperson and the appropriate college dean. (Policy Statement #16)