MINUTES OF MEETING DATE: 12/14/16

REGULAR MEMBERS ( _X_ IN ATTENDANCE):
Eleanor Cook __X__, Kylie Dotson-Blake __O__, Edson Justiniano__X__, Derek Maher__X__,
Andrew Morehead __X__, Jonathan Morris__X__, John Stiller __X__

EX-OFFICIO MEMBERS ( _X_ IN ATTENDANCE):
Patricia Fazzone, Chancellor’s Rep _O__, Ron Mitchelson, Provost / VCAA _O__, Phyllis Horns, VCHS _X__,
Mike Van Scott, Assoc VCRGS _O__, Jeff Popke, Rep of the Chair of the Faculty __X__,
Mary Gilliland, Fac Sen Rep __X__

OTHERS IN ATTENDANCE: Linda Ingalls

I. Call to Order, 3:04 pm, Rawl 142

II. Approval of Minutes
11/9/16 – Motion Andrew Morehead, Second Eleanor Cook

III. Special Order of the Day

A. Roll Call

B. Announcements
Discussion of the approval process for Part IX.
We need to be sure that as it is implemented we avoid unintended consequences

IV. Unfinished Business

A. Report from the writing group on ECU Faculty Manual, Part VIII, Section I. Personnel Policies and Procedures for the Faculty of East Carolina University.

The Writing Group presented a draft entitled “Part 8 12-13-16”
The following changes were proposed

96-97 The unit administrator shall recommend, with input from the unit’s faculty, to the next higher administrator... Such recommendations shall be developed with input from the unit’s fixed-term, probationary term, and tenured faculty, and shall contain justifications addressing the unit staffing plan and appropriate planning goals of the university, division, college, and unit.

100-101 add
The Academic Council and deans shall not require that a faculty position be fixed-term rather than probationary term. In general, probationary-term faculty positions are preferred, unless other sound reasons exist.
The unit administrator shall notify the unit personnel committee of the number and nature of positions allocated to the unit.

Based on the recommendation of the unit personnel committee and the department’s strategic priorities, the unit administrator shall submit a request to the next higher administrator.

For appointment, a faculty member candidate who is under consideration for a tenured or probationary position is evaluated on past achievements and potential for future contributions in:

123 – add a fourth bullet point
 contributions to patient care and related clinical activity, as appropriate

add the word “professional” before relationships

move section

The relative importance of each type of scholarship, and the type of activity to be considered under each category must be clearly defined in the unit code. The procedures by which relative weights are established for each individual faculty member for annual evaluation, tenure, and promotion must also be clearly defined in the unit code. [MOVE TO SECTION ON ANNUAL EVALUATIONS PAGE 8, III]

Move
Evaluation of scholarship must be based primarily on peer-reviewed materials as defined in the unit code.
[5001747]

VC Horns raised the point that somewhere in the Faculty Manual it should be stated that there are expectations for external funding as appropriate to the discipline.

152-3  add
The types of service a faculty member contributes to the university, the college, the department, and the community shall be defined in the unit code.

154-156  
Faculty members’ on-campus presence is expected to the extent necessary in the performance of these responsibilities.

Change “is” to “will be”, as above

157  
item 4 – clinical (as above)

160  
change “contract” to “appointment letter”

173-181, and 184 – delete
writing group can massage this section now that instructor is being deleted

185 – add
alternate professional credential

187 – delete “continued”

193 – add:
has potential for generating external research funding, as appropriate

215 – wordsmith by writing group
add “senior teaching instructor”
“has demonstrated excellence in teaching”
“has engaged in professional development”
take from 229

358 add “at the earliest possible opportunity”
If changes in a faculty member’s assignment subsequently become necessary, the faculty member shall be notified at the earliest possible opportunity, when possible, at least two weeks prior to the beginning of each semester of such changes prior to the effective date of the amended assignment.

366
Full-time faculty members whose primary responsibilities are teaching should not be required to teach more than the equivalent of 12 credit hours per semester or 6 credit hours per summer session, as consistent with the discipline norms, with the exception of faculty members who voluntarily teach directed readings and similar courses.

371 add
“one or more face-to-face courses”

371-374 - switch the two sentences
more the “also”

Faculty members are expected to be on campus a sufficient number of hours in order to carry out additional instructional duties.

Faculty members teaching a face-to-face course must maintain also office hours in a designated on-campus location for a minimum of five hours during the work week.

Stopped at 375

Respectfully submitted,
Derek F. Maher