MINUTES OF MEETING DATE:  9/28/16

REGULAR MEMBERS (_X_ IN ATTENDANCE):
Eleanor Cook _X__, Kylie Dotson-Blake _X__, Edson Justiniano _X__, Derek Maher _X__, Marianne Montgomery _X__, Andrew Morehead _X__, Jonathan Morris _X__, John Stiller _X__

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

OTHERS IN ATTENDANCE: Donna Payne, Linda Ingalls

PERSON PRESIDING: Morris

ACTIONS OF MEETING

I. Meeting called to order: 3:05
II. Approval of minutes of 9/14/2016
III. Unfinished Business

a. Discussion on proposed addition to the ECU Faculty Manual, Part VIII, Section I. Personnel Policies and Procedures for the Faculty of East Carolina University, Subsection III. entitled Faculty Presence.
The committee decided to have Chair Morris make a motion in the Senate to send the Presence Policy back to the Faculty Governance Committee to explore methods of addressing the issues of Faculty Presence and Engagement as part of the general revision of Part VIII.

b. Discussion of revisions to the ECU Faculty Manual, Part VIII, in accordance with the pending changes to Part IX.
The committee reviewed the entirety of Part VIII, Section I to highlight issues that can be addressed by a writing group, which will then bring questions and eventually a completed draft to the full FGC. The writing group will consist of Eleanor Cook, Derek Maher, and Jay Morris, with assistance from Linda Ingalls and Donna Payne, as needed.
The following issues, written in green, were raised and discussed by the committee. Headings of the sections of Part VIII are in red.

http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part8section1.pdf

I. Selection and Appointment of New Faculty
A. Determination of Number and Nature of Positions
p. 2 – Since deans and directors guide the formation of strategy in their units. The language should be revised to indicate the recommendations they advance to the Academic Council should be framed in terms of strategic priorities.

B. Selection Procedure
- Does unit administrator have a part to play? Look at Part IX and see if we can write something here that articulates that the unit administrator uses the advice of the committee to shape a request based on instructional demand and other unit criteria.

C. General Criteria
- Check UNC Code about what it says on teaching being the primary consideration for tenure.
- Where appropriate, change teaching to instruction, which is broader
- C. revise:
  “For appointments, candidates for appointments as tenured or probationary faculty members are evaluated on past achievements and potential for future contributions...”
- Infuse the concerns of the Presence Policy draft here: “Expectation that faculty be present and engaged on campus and members of the scholarly community.”
- The two sentences in 2. that begin, “The relative importance...” (two sentences) need to move down to the section on annual evaluations.

D. Requirements for ranks and titles
- Amend the changes in ranks and titles as appropriate, including additional fixed-term titles for long-serving faculty.
- Include titles for library faculty
- Emeritus/a: what roles do departments have in making recommendations? Needs to specify that unit codes must be clear with what criteria should be used to designate a faculty member in this way. We should strive for uniformity across the university so that it either means “retired” or is an honor that corresponds to higher achievements. Reference to Part XI section on emeritus/a.

E. Initial Appointment

II. Assignments of Faculty Workload
- Reconcile this section with the newer PRR that is linked.
- Provide language recognizing differential workload
- Figure out max and mins for three categories; Morehead says – “functional minimum is 80-10-10”. See [Part VIII, Section III Annual evaluation – in no case...] Make the maxes and mins for the workload categories clear.

A. Assignment of Teaching Responsibilities
B. Teaching Load
- Change to instruction as appropriate

C. Assignment of Released Time

III. Annual Evaluation
- Change reference to SPOTS to something general
- Add something here about Faculty Presence/Faculty Engagement
IV. Reappointment of Probationary Term Faculty Members
- Also refer to Part X
- Specify the topics that are addressed in both IX and X.

V. Subsequent New Appointments of Fixed-Term Faculty Members
The dean has no part in this?
Does this set up a situation in which units might be reluctant to rehire someone for the sole reason that they do not want to violate the re-employment line.
- Revise this section to clarify that there is no presumption that positions will be converted to probationary.
- We don’t follow the second paragraph
- Linda Ingalls referred to Fixed-Term Task Force Report.
- Rewrite to be clear it is aspirational, a statement of values, rather than false hope.
- Ingalls: written prior to change in federal law on mandatory recruitment; get reference and reconcile this with the newer regulations

VI. Professional Advancement
Edits:
- Probationary-term (hyphen)
- Make available procedures which will...
Among the many qualifications which that
- Are some parts of this out of line with Part IX section on fixed-term?
- Should the salary line be in the next section? Condense last two paragraphs and move into Section VII. Make sure this lines up with the new Part IX.

VII. Salary
- Include a line saying that the administrator will follow guidelines provided from higher in the chain of command.
A. Initial Salary
B. Determination of Annual Salary Increments
- Section beginning with “Basic Criteria...” is redundant
C. Benefits and Salary Increases for Fixed-Term Faculty

VIII. Faculty Personnel Files
- 1. Those links are broken.
- Discuss with Donna Payne

IX. Amendment Procedure
X. Effective Date
XI. Faculty Personnel File Checklists
XII. Conflicts of Interest & Commitment and External Activities for Pay

V. New Business
VI. Meeting adjourned

Respectfully submitted, Derek Maher