

EAST CAROLINA UNIVERSITY
2017-2018 Faculty Governance Committee

MINUTES OF MEETING DATE: October 25, 2017

PRESIDING: Tracy Carpenter-Aeby (Chair)

REGULAR MEMBERS (X IN ATTENDANCE):

Tracy Carpenter-Aeby X, Cynthia Deale X, Kylie Dotson-Blake X, Brad Lockerbie X,
Derek Maher X, Andrew Morehead X, Marianna Walker , David Wilson-Okamura X

EX-OFFICIO MEMBERS (IN ATTENDANCE):

Patricia Fazzone, Chancellor's Rep X, Ron Mitchelson, Provost / VCAA ,
Phyllis Horns, VCHS X, Jay Golden, VCREDE , Jeff Popke, Rep of the Chair of the
Faculty X, Rachel Roper, Fac Sen Rep X

OTHERS IN ATTENDANCE: Chair of the Faculty John Stiller, Linda Ingalls (for the Office of the Provost), Univ. Counsel and VC for Legal Affairs Donna Gooden-Payne

I. Call to Order, 3:02 pm, Rawl 142

II. Minutes of Oct. 11, 2017 meeting were approved
with the amendment of "Board of Governance" to "Board of Governors."

III. Unfinished business

- A.** In consultation with Morehead and Walker, Stiller has uploaded a revised text of appellate reform for the committee's review.
1. Stiller suggested that Governance should put forward Part XII, and the Committee on Committees put forward Part II (since Part II revises committee structure).
 2. Faculty fora should be held in January.
- B.** Morehead moved that we revise this meeting's agenda to consider appellate reform at the next meeting and focus on Part VIII today. Carried.
- C.** Ingalls reported that formation of post-tenure review committees is under way across the university.
- D.** On Faculty Manual, Part X, the timeline for tenure and promotion.
1. Morehead will draft a deadline for joint-appointment notifications for discussion at the next meeting.
 2. Ingalls reported that the Chancellor's staff is reviewing a proposed timeline for decisions and recommendations by the Chancellor and Board of Trustees.
- E.** Discussion of sexual harassment and discrimination policies is expected to resume next semester, pending guidance from the Board of Governors.
- F.** On Oct. 23 Carpenter-Aeby, Maher, and Walker emailed the committee a revised text of Faculty Manual Part VIII that incorporates feedback from September's faculty fora.
1. Maher reviewed important changes in the proposed text.
 - a. "Patient care and related clinical duties, as appropriate" have been added to Teaching, Research, and Service under "General Criteria for Tenured or Probationary-Term Positions" and "Assignments of Faculty Workload."

- b. Teaching is defined more broadly, to include activities beyond the classroom.
 - c. Library titles have been clarified and grouped.
 - d. Language has been inserted at several points that will require unit codes to specify criteria for hiring, tenure and promotion, and evaluation.
 - e. Documents that may be withheld by the university without prejudice to the candidate are specified.
2. Changes suggested at this meeting
- a. Maher asks, Where should the qualifications for emeritus be specified: in the Faculty Manual, or unit codes? The committee decided for unit codes, but agreed that service should be “to the university” (viz., ECU).
 - b. Morehead: the revised text should leave it open for untenured faculty members to request promotion. Agreed (and fixed by the following deletion).
 - c. Morehead: we should eliminate the sentences leading up to “Procedures to be followed” in the section “Promotion for tenure and probationary-term faculty members.” This material is already covered in Part IX and can introduce ambiguity about what activities count toward promotion. Agreed.
 - d. Under “Salary,” “Full-time, fixed term permanently appointed faculty members are entitled to the same benefits as all other full-time permanent employees of ECU” seems to invoke an oxymoron. The committee agreed to strike this sentence and eliminate the phrase “Benefits and” and “and benefits” from the subtitle in which this paragraph occurred and the preceding paragraph, respectively. This text will be replaced by a reference to Faculty Manual, Part XI, section 2.
 - e. Morehead: Under “Access,” the stipulation of four calendar days for a unit administrator to gather all requested personnel materials from multiple locations is unreasonable. The committee agreed:
 - 1. The request to a unit administrator should be narrowed to unit documents.
 - 2. Broader requests should be addressed to the division.
 - 3. The recommendation for faculty members to check their complete personnel files will be deleted.
3. By email Gooden-Payne asked the committee to clarify this document’s use of the terms *personnel file*, *personal information*, and *Record*, to conform with statutory usage.
- a. Maher recommended that we discontinue the use of *primary* in reference to personnel files; Morehead suggested the use of *unit* personnel files instead. Maher’s suggestion, *primary collection* of personnel documents, will be adopted in place of *primary*, except where *unit* or *department* is more appropriate.
 - b. How will candidates know where all of the pieces in their personnel file can be found?
 - 1) As Ingalls explained at the previous meeting, the checklist proposed for deletion in the current draft served as a finding list of all possible locations for personnel documents.

- 2) Morehead suggested that a list of possible locations be included in the Faculty Manual; and that chairs should insert references in the unit personnel file to personnel decision-related documents that are not housed in the unit. Problem: what if the chair doesn't know such a document exists?
 - 3) Stiller: what's important is that there be a list of places to look.
 - c. Morehead suggested that the relevant text of the aforementioned checklist be retained for this purpose. A reference to this section of the Manual should be inserted in all personnel files.
4. Discussion of a clean draft will resume at the next meeting.

IV. Adjourned at 4:58 pm.

The next meeting of the 2017-2018 Faculty Governance Committee will be held on **Wednesday, November 8, 2017**, at 3:00pm in Rawl 142.

Respectfully submitted, David Wilson-Okamura.