

EAST CAROLINA UNIVERSITY
2016-2017 Faculty Governance Committee

MINUTES OF MEETING DATE: January 11, 2017

REGULAR MEMBERS (X IN ATTENDANCE):

Eleanor Cook X, Cynthia Deale X, Kylie Dotson-Blake X, Edson Justiniano O, Derek Maher X, Andrew Morehead O, 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 O, 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, 3:07 pm, Rawl 142

**II. Approval of Minutes
12/14/2016 – Motion John Stiller, Second Kylie Dotson-Blake**

III. Special Order of the Day

- A. Roll Call
- B. Announcements
Discussion of the approval process for Part IX.

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 12-16-16"
The following changes were proposed

383 Faculty members are also expected to be on campus a ~~sufficient~~ number of hours consistent with ~~in order to carry out additional~~ assigned instructional duties.

383 switch the two sentences currently on lines 383 and 385, so that they read:

Faculty members teaching one or more face-to-face course must maintain office hours in a designated on-campus location for a minimum of five hours during the work week. Faculty members are also expected to be on campus a ~~sufficient~~ number of hours consistent with ~~in order to carry out additional~~ assigned instructional duties.

388 Each faculty member will be assigned and/or will assume responsibilities to serve **diverse service roles** the department~~er~~/program, the college, the university, the profession and/or the community in consultation with their unit administrator

390 ~~Faculty members are expected to serve diverse service roles, as specified by the administrators of the units to which they belong.~~

392 These may include formal service in committees at various levels or ~~the~~ informal activities, such as mentoring ~~efforts to mentor~~ students or ~~and~~ junior faculty members ~~that arise through causal unplanned interactions.~~

399 ~~Research~~ Scholarly Responsibilities

400 ~~Each probationary-term and permanently-tenured~~ Faculty members shall fulfill their ~~research and creative activities~~ scholarly responsibilities as outlined in their unit code and consistent with their overall assigned duties.

403 ~~Assignments of released time are~~ Faculty reassigned time is governed by the Faculty Scholarly Reassignment Administrative Regulation. Faculty members who are to be granted ~~released~~ reassigned time shall be informed in writing of the purpose of the ~~reduced assignment~~ reassignment.

421 The faculty member has ~~four~~ seven working ~~calendar~~ days after receiving the evaluation to attach the statement

422 The signature of the faculty member signifies that ~~he or she~~ ~~he faculty member~~ has read the evaluation, but does not necessarily ~~concur in, the evaluation.~~ indicate concurrence.

449 review of ~~student~~ opinion data from course evaluations ~~data~~

455 Move following sentence from Line 455 to Line 413 to precede the sentence that begins: This annual evaluation shall:

The relative weight given to teaching, scholarship, service and where appropriate clinical duties in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching and scholarship.

459 Suggested to include a reference to the Unit Code

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465 Other assigned responsibilities ~~as may be appropriate~~

Brief discussion of the section included a focus on the calibration of the process across the units, with comments regarding how this is currently part of the discussion within the university. Shared consideration and information regarding processes helps to build culture.

Delineate sections for evaluation of probationary-term and evaluation of fixed-term by placing capital letters at the beginning of each:

429 **A. Probationary-term and permanently-tenured faculty**

The evaluation of probationary-term and permanently-tenured faculty members shall be based upon that year's duties and responsibilities (except data from the previous year's Spring semester survey of student opinion) and shall consider

B. Fixed-term faculty members

The evaluation of fixed-term faculty members shall be based on their performance of duties as stated in their ~~contracts.~~ **appointment letters, utilizing the criteria stated in the unit code.**

473 Subsequent ~~new~~ appointments of Fixed-Term Faculty Members

~~474 Faculty positions that are occupied by faculty members holding fixed-term contracts shall periodically be evaluated to determine if it is feasible to convert the position to one that is tenure-eligible. When it is recommended that a position that is occupied by a fixed-term faculty member be made tenure-eligible, the personnel committee and unit administrator shall determine collaboratively the appropriate kind of search recommended (search waiver, internal search, or external search), with the final approval authority for the type of search (i.e. local, regional, national) governed by University EEO policies. [Does this ever happen??]~~

~~The repeated re-employment in full-time, fixed-term positions of faculty members whose qualifications are equivalent to on a par with those who are probationary term faculty members in the unit is justifiable when special conditions apply such as: (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term-limited (term-limited endowed professorships, for example), (f) reflects the preference of the faculty member taking the position. Qualified full-time, fixed-term faculty members should be encouraged to apply for tenure-eligible positions, or (g) budgetary considerations.~~

~~Repeated re-employment of part-time fixed-term faculty members should be subject to the same conditions listed in a-f-g in the above paragraph. The continuous re-employment of faculty in part-time or temporary positions should be avoided, unless mutually beneficial for the candidate and the unit.~~

474 Refer to Part IX of the *ECU Faculty Manual*.

497 For VI: Brief discussion of how to clarify the distinctions between promotion and advancement and it was determined that this section should be sent back to the Writing Group for further review. The committee requested that the Writing Group compare this section and Part IX to determine if references to Part IX might be the most efficient and effective way to proceed with this section. Of additional note and discussion was the process of providing information and the calendar (as noted in Line 516).

Review of the document stopped at Line 497

- B. John Stiller asked that committee members review the materials related to Title IX in the SharePoint site and come to the next meeting prepared to discuss.

Respectfully submitted,
Kylie Dotson-Blake