MINUTES OF MEETING DATE: 3/22/2017

REGULAR MEMBERS (_X_ IN ATTENDANCE):
Eleanor Cook __X__, Cynthia Deale __X__, Kylie Dotson-Blake __X__, 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 __X__, 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
2/22/17 – A motion was made and seconded for approval of the minutes.

III. Special Order of the Day

A. Roll Call

B. Announcements
   John Stiller provided brief updates regarding the appellate materials and clarification of the process for the continued progression of the materials through the committees engaged in review. Last Spring this process started and over the course of this year, they’ve gone about revising Part II (that is the bylaws and where all of the appellate committee structures are located). He shared highlights of the changes. So far the draft changes have gone from the writing committee to each of the appellate committees.

   Major changes in Part II – to take the 5 appellate committees and merge them into a single appellate committee with 30 members – effectively cuts down the number of members on appellate committees down by 40%. A random lottery will be used each year to determine the list of the committee members and for each panel that emerges, the panel will be populated by working through the list. Another major change is that committee membership will be limited to tenured faculty. Another change is that there will be a three year cooling off period required for potential membership on the appellate committee after participating in an appeal. Another proposed change to the bylaws is to allow a vote by acclamation for any vote for which there are no more nominees than there are open seats. He suggested that the Governance Committee plan to hold fora to share information about the proposed revisions to the process. The second part of Section I of Part IX where the appellate processes were described have been removed from Part IX and integrated into Part XII. Part XII, as proposed will include two sections, one of which must go forward to the Board of Governors and one of which will only need to go to the Board of Trustees for revisions. All members of the large committee/appellate pool will receive the same training and will be prepared to serve on panels for any of the types of appeals heard through the consolidated committees. For full announcement notes, please refer to Attachment A.
**Question:** Since a component will be removed from Part IX, will we have to submit Part IX to UNC-GA for review and approval?

**Response:** Since we are only removing a component part, it is believed that we should only have to submit components of Part IX and not the entire part for review. This will be investigated further.

**Question:** What is the proposed timeline for this process?

**Response:** Governance review here and potentially do public fora this Spring and have it go to the full Senate in the Fall in time to move it through and to UNC-GA in a way that allows us to have it ready to go by April next year when committees are elected. After committee discussion, the committee determined that it might be more feasible to hold fora in the Fall.

### 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 “CleanPart8372017.” The following changes were proposed:

98 – In general, tenured, and **probationary term** (tenure-track) positions are preferred

**Critical to do a find/replace in the document to revise document to use the term probationary term rather than tenure-track**

115 – probationary tenure-track faculty. *(RETURN at the end of this sentence).*

1. **Tenured and Probationary Term Positions**
   - A candidate who is under consideration for a tenured or probationary **term** position is evaluated on past achievements and potential for future contributions in **teaching, scholarship, service and contributions to patient care and related clinical activity as described below.**
     a. Teaching (Current lines 125-135 to follow)
     b. Scholarship (Current lines 137 – 138 to follow)
     c. Service (Current lines 140-144 to follow)
     d. Contributions to patient care and related clinical activity as appropriate.

2. **Fixed-Term Positions**
   - A candidate who is under consideration for a fixed-term position is evaluated on past achievements and potential for future contributions in the areas of responsibility stated in the advertisement for the position and established in the unit code.

167 – has demonstrated **potential for** effective clinical practice in disciplines, where appropriate

183 – has a demonstrated record of effective service to the university **and the profession**

184 – has a **demonstrated** record of effective service to the profession
A question for consideration: Do we have any number of people who are holding clinical or research instructor positions who cannot advance in rank because they do not hold a terminal degree? After discussion it was determined that this concern is addressed effectively as the ranks are described.

Faculty members teaching one or more courses must be discussed with the faculty member prior to being sent to any other administrator.

This section was discussed in-depth in terms of processes for calibrating across units within a college or departments within a unit and it was determined by the committee that at this time, to make no change to the current process.

A member signifies that he or she has read the evaluation.

Resolution #05-03 16-60. The peer review instrument for on-line courses is provided in Faculty publications, books, presentations, performances, patents, and national awards, including both services rendered on department, school, college and… in the private and public sectors; unit codes should define these criteria, and relative importance, in detail.

Add a hard return between 4 and 5.

Delete these lines in full. Among the many qualifications that may be considered when making recommendations for promotion, the requirements in Part IX, Section I (I.D.2) are essential.

Delete these lines in full. Full-time, fixed-term faculty members are entitled to the same benefits as all other full-time employees of ECU.

Delete these lines in full: Access to the statutes on the Internet are available at: LINK. Please note that the statutes reported on the internet may not be accurate and may not be updated in a timely manner to reflect the latest supplements.

All records used in the formal evaluation of faculty must be in the primary personnel file. A faculty member’s primary personnel file shall reside in the code unit office under the supervision of the code unit administrator. In addition, there may be other files containing personnel records that are located in approved University offices. The location and custodian of other files containing personnel records will be listed in the Personnel File Checklist attached to the inside cover of the primary personnel file. The unit administrator can inform the faculty member of the location of evaluative material.

Delete both faculty file checklist sections Lines 698-791.

Respectfully submitted, Kylie P. Dotson-Blake

The next meeting of the 2016-2017 Faculty Governance Committee will be held on Wednesday, April 12, 2017, at 3:00pm in the Rawl 142.