

EAST CAROLINA UNIVERSITY
2017-2018 Faculty Governance Committee

MINUTES OF MEETING DATE: February 28, 2018

PRESIDING: Tracy Carpenter-Aeby

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 X, David Wilson-Okamura X

EX-OFFICIO MEMBERS (X IN ATTENDANCE):

Patricia Fazzone, Chancellor's Rep ____, 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

I. Call to Order, 3:05 pm, Rawl 142

II. There were no minutes from the Feb. 14 meeting, attendance having been insufficient for quorum.

III. Unfinished business

- A.** Morehead circulated a fresh draft of the personnel timeline in Faculty Manual, Part X
1. In the process of harmonizing deadlines across the university, Morehead has been able to simplify the timetable's formatting.
 2. Spring personnel activities such as writing progress toward tenure letters are described in Part IX, and need to be assigned dates in the Part X timetable, with exceptions (as necessary) by the chancellor or his/her designee.
 3. It was suggested to group all tenure and promotion activities together.
 4. Wilson-Okamura moved to adopt all of these changes; motion carried. Morehead will submit the existing text and final, revised text for the senate to discuss and approve.
- B.** Maher circulated a fresh draft of Faculty Manual, Part VIII: Personnel Policies and Procedures.
1. The term "primary personnel file" is potentially confusing and should be replaced by "unit personnel file."
 - a. This clarifies that the onus of collecting personnel documents housed outside of the unit rests with the candidate.
 - b. Maher will confer with University Counsel to see why the phrase "primary" has been suggested in several places.
 2. A comprehensive checklist of places to look for personnel documents will not remain static, and therefore shouldn't go in the Faculty Manual.
 - a. But such a list is still needed, and should be mentioned in Part VIII under "C. Location."
 - b. Where should the comprehensive checklist be maintained? The faculty senate office was suggested.

3. Wilson-Okamura suggested reversing the role of unit administrator and faculty in requesting positions for a unit, so that the unit's faculty makes the request with input from the unit administrator. Positions play a large role in determining curriculum, and under the UNC principles of shared governance, curriculum is primarily the responsibility of faculty members.
 - a. Morehead: ideally, this is the way it already works. But it's the administrator who drafts the criticality request.
 - b. Stiller: there are two issues. There is the issue here, of how units request positions, which is distinct from how positions are assigned by the upper administration. Both have a bearing on shared governance.
 - c. Maher: the majority isn't always right; if the chair decides, he or she can safeguard the needs of a smaller area within the unit.
 - d. Horns: ultimately the unit administrator is responsible for the outcomes, and therefore the decision should rest with that person.
 - e. Dotson-Blake: some units are colleges; the scale of faculty discussions can vary widely.
 - f. Ingalls: unit codes require unit administrators to discuss budgets with the department, and staffing is part of all unit budgets..
 - g. Maher suggests, as an alternative to Wilson-Okamura's proposal, that the committee insert a sentence with a philosophical reminder that the faculty has primary responsibility for oversight of curriculum, and therefore shall make recommendations about which positions a unit requests.
 1. Morehead suggests putting Maher's philosophical sentence at the beginning of this section.
 2. Maher: yes, and move sentence about Academic Council allocating positions to its chronological position, after colleges make their recommendations.
 - h. Ingalls: the Trustees have scrutinized this section of the Manual carefully, and are likely to do so again.
 - i. Morehead pointed out that a unit chair cannot recommend a candidate that a personnel committee has declared unacceptable.
 1. Horn: yes, provided that a unit's faculty acts in accord with employment regulations.
 - j. Horns will invite input on this issue from the provost.

IV. Adjourned at 5:00 pm.

Respectfully submitted, David Wilson-Okamura.

The next meeting of the 2017-2018 Faculty Governance Committee will be held on **Wednesday, March 14**, at 3:00 pm in Rawl Annex 142.