

EAST CAROLINA UNIVERSITY
2017-2018 Faculty Governance Committee

REVISED MINUTES OF MEETING DATE: March 14, 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 , David Wilson-Okamura X

EX-OFFICIO MEMBERS (X IN ATTENDANCE):

Patricia Fazzone, Chancellor's Rep , Ron Mitchelson, Provost / VCAA ,
Phyllis Horns, VCHS , 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,
Mike Van Scott for Jay Golden, VCREDE

I. Call to Order, 3:03 pm, Rawl 142

II. The minutes of Jan. 24 and Feb. 28 were approved.

III. Unfinished business

- A.** After consulting with the academic council, Morehead circulated a fresh draft of the personnel timeline in Faculty Manual, Part X. Similar items were grouped together and deadlines for annual review of probationary faculty were set to be as flexible (viz., late) as practical. Deadlines that coincided with school holidays and breaks were avoided.
1. Popke queried the phrase "prior academic credit"; Ingalls explained: this refers to faculty members hired with an abbreviated tenure clock. Roper indicated that these agreements are made prior to employment and written into the employment contract.
 2. Popke suggested clarifying the reference for "time allotted for decision"; Morehead will also add the word "approximate" to this phrase.
 3. Changes to conform with Part IX:
 - a. Requests for promotion should go to the unit administrator (as in Part IX), not the personnel committee.
 - b. External review business, conducted in the spring, is handled by the tenure committee.
 4. Wilson-Okamura moved to recommend Morehead's text, as amended above, to the Faculty Senate. Motion carried.
- B.** On Mar. 2, Maher circulated a revised text of Faculty Manual, Part VIII: Personnel Policies and Procedures.
1. Popke suggested putting allocations by the academic council prior to deans' requests for positions.
 2. Wilson-Okamura: is the mechanism of an Academic Council likely to be long-lived enough that it should be written into the Faculty Manual as allocating faculty positions?

- a. Stiller: it's hard to imagine that something similar wouldn't take its place.
 - b. Popke: this language clarifies that faculty allocations are an *academic* prerogative.
3. Where should the finding list for personnel documents reside?
- a. Ingalls recommends that the finding list for personnel documents in Academic Affairs be located in the same place as materials for phased retirement, etc., since not all faculty members have access to Sharepoint.
 - b. Stiller: faculty members might not want to ask their unit administrator.
 - c. Maher proposes: "Faculty members may obtain access to their departmental/unit personnel file by submitting advance notice of at least 4 calendar days to the unit administrator. Confidential documents, as specified in D.1 (above), will be removed. The faculty member may request the unit administrator's assistance in gathering files from various locations. Personnel records may exist at various locations across campus. The personnel offices of Academic Affairs and the Health Sciences divisions will maintain comprehensive lists of locations where files may be found. The unit administrator must make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies of the file, if applicable."
 - d. Popke suggests moving the sentence about various locations to the beginning of this paragraph, so that unit activities are grouped together.
 - e. Wilson-Okamura: can a promotion committee request to see personnel documents mentioned but not included in the PAD?
 - 1. Ingalls: the tenure or promotion committee can request to see it, or ask for an administrator's explanation of the circumstances.
 - 2. Stiller suggests consulting University Counsel on a case-by-case basis.
4. The existing recommendation to check the personnel file "often" was deemed unnecessary and deleted.
5. Popke offered stylistic improvements.
6. Wilson-Okamura moved to recommend the amended text to the Faculty Senate. Maher will circulate a clean text to the committee. Motion carried.
- C.** Roper asked what we should prepare to discuss at the next meeting?
- 1. Faculty Manual, Part XII: Appeals Process.
 - 2. Evaluative surveys of administrators.

IV. Adjourned at 4:53 pm.

The next meeting of the 2017-2018 Faculty Governance Committee will be held on **Wednesday, March 28**, at 3:00pm in Rawl 142.

Respectfully submitted, David Wilson-Okamura.