

**COMMITTEE:** Unit Code Screening Committee

**MEETING DATE:** 21 January 2015

**PERSON PRESIDING:** Tricia Anderson (Chair)

**REGULAR MEMBERS IN ATTENDANCE:** Cheryl Johnson, Don Philyaw, Tom Shields, George Sigounas, Christin Zoller

**EX-OFFICIO MEMBERS IN ATTENDANCE:** David Tulis

**OTHERS IN ATTENDANCE:** Greg Hassler, Melissa Nasea, Roger Russell (Laupus Library)

Anderson called the meeting to order at 3:02 pm.

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## **ACTIONS OF MEETING**

### Agenda Item:

Approval of 1 December 2014 minutes

### Action Taken:

The minutes were approved.

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### Agenda Item:

Academic Library Services code

### Discussion:

It is hoped that Academic Library Services will be ready to come to continue review of its code at the February meeting.

### Action Taken:

Anderson took the sense of the committee, which agreed that both the Academic Library Services code could be finished and the Child Development and Family Relations (CDFR) code could be reviewed at the February meeting. The proposed CDFR code was handed out to committee members.

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### Agenda Item:

Ad hoc committee on "unusual" codes

### Discussion:

Johnson has the first items to come out of this ad hoc committee and will be discussing them with Anderson before bringing them to the committee as a whole.

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### Agenda Item:

Review of the Laupus Library Unit Code

### Discussion:

Two committee members who could not attend the meeting sent notes following their reviews of the Laupus Library Unit Code prior to the meeting. Anderson had received notes from ex officio committee member Linda Ingalls, which Anderson shared as appropriate as the code was reviewed. The representatives from Laupus Library had received notes from ex officio committee member Lisa Sutton, which were being taken under advisement.

It was recognized by the Laupus Library representatives and the committee that because of the special circumstances under which the new versions of their code had been revised, the committee would review the code, make recommendations, and that Laupus Library's representatives would need to take the recommendations back to their faculty and return with a revised code when they were ready.

The major special circumstance is that the code was written at the direction of the Vice Chancellor for Health Sciences to accommodate the university's intention to no longer make new hires in either Laupus Library or Academic Library Services in tenure lines, probationary term or tenured. The code would have to take into account both current faculty members who are tenured or probationary-term faculty and who would continue to hold tenure-line positions with tenure-line ranks, while many current and all future faculty members would be in fixed-term positions with fixed-term titles.

To meet the demand of the intended hiring practice, several sections of the proposed code would require changes to the *ECU Faculty Manual*. It was decided that sections of the revised code which would require such changes would be highlighted in yellow so they could be taken to the Faculty Senate for review and action. Such changes would be needed for not only the Laupus Library Unit Code, but the Academic Library Services Unit Code. The committee felt it would be best if representatives from both library faculties went before the Faculty Senate along with the representatives of the Unit Code Screening Committee when the issue was raised.

The following revisions were requested by the committee:

#### *Universal Changes*

- Mark the appropriate *ECU Faculty Manual* part number (but not the section or subsection numbers) for all references to the *ECU Faculty Manual*.
- Capitalize *Associate Director*, *Assistant Director*, etc., as titles similar to *Director* (first instance I. 70).
- Insert articles (*the*, *a*, *an*) as appropriate to make complete sentences. (For example, on I. 76, insert *The* before *Academic Council*; on I. 79, insert *the* before *Administrative Council*; similarly II. 612-634; etc.).
- Hyphenate *Fixed-Term/fixed-term* and *probationary-Term/probationary-term* throughout when used as adjectives.
- When describing fixed-term faculty, use the term *title* rather than *rank* (e.g., Library Assistant Professor, Library Associate Professor, and Library Professor are proposed fixed-term titles, not ranks).

#### *Individual Changes*

- I. 53: Insert the term *full-time* between the words *All* and *faculty*; delete the phrase "as defined above."

- I. 60: Give specific language concerning Laupus Library’s criteria for awarding emeritus status, including the possibility of awarding emeritus status to fixed-term faculty.
- I. 67: Replace the word *as* with the phrase “included in, but not limited to those.”
- I. 85: Delete *STANDING AND SPECIAL*.
- II. 87-89: Move the sentence beginning “All committee meetings . . .” to the code Preamble.
- II. 89-92: Delete everything beginning with “All of the following committees . . . .”
- II. 94-230: Reorder to fit current Unit Code of Operation Format, with Section A, “Standing Committees,” which would include the Faculty Affairs Committee, and Section B, “Personnel Committees, Tenure Committees, Promotion Committees,” which would include all other committees in the proposed code.
- II. 103-105: Revise to read: “Members of the Faculty Affairs Committee shall be nominated and elected at the June faculty meeting. Election is by secret ballot by a simple majority of the Library faculty and EPA non-faculty present.”
- II. 117-122: Highlight in yellow to indicate that this section would not be in compliance with the current *ECU Faculty Manual*.
- I. 120: Because it is referred to here and used as part of performance evaluation (cf. II. 444-445), include the “Guidelines for Evaluation of Laupus Faculty” as an appendix to the code.
- II. 133-136: Move to the end of the paragraph at (I. 142).
- I. 143: Change “with the day of the August Laupus Library faculty meeting” to “July 1.”
- II. 147-148: Remove item letter/number and make introduction to the section on “Duties”; start items with I. 149, “Elect ad hoc search committees . . . .”
- II. 156-157: Delete.
- II. 159-167: Reverse order of sections, with “Tenure Committee” coming before “Promotion Committees.”
- II. 169-212: Highlight in yellow to indicate that this section would not be in compliance with the current *ECU Faculty Manual*.
- II. 185-212: Consider making the Fixed-Term Faculty Advancement Committees a standing committee that makes recommendations to the Personnel Committee. Such an approach may be in compliance with the current *ECU Faculty Manual*.
- I. 196: Insert the term *full-time* between the words *all* and *faculty*.
- I. 197: Change *i.e.* to *e.g.*, followed by a comma.

- I. 201: Insert the word *Library* between the words *Laupus* and *does*.
- I. 219: Specify the maximum number of SPA employees that could serve on an Ad Hoc Search Committee.
- II. 232-715: Reorganize to fit current Unit Code of Operation Format, with section A as discussion of required evaluation guidelines, criteria, and weights for tenured and probationary-term faculty; section B as discussion of required evaluation guidelines, criteria, and weights for fixed-term faculty; and section C as standards for post-tenure review.
- I. 240: Insert the word *the* between the word *by* and the abbreviation *ACRL*.
- II. 241-242: Delete the period between the word *librarians* and the end quotation mark; make the word *approved* lower case; change the period after the date *1975* to a semicolon; make the word *approved* lower case; delete the period between the date *2001* and the close parenthesis; add a period after the close parenthesis.
- I. 251: Change *Probationary Track* to *Probationary-Term*.
- II. 253-263: Highlight in yellow to indicate that this section would not be in compliance with the current *ECU Faculty Manual*.
- I. 260: Change “University Human Resources” to “their respective Vice Chancellors”; insert a comma after the newly inserted *Vice Chancellors*.
- II. 265-299: Change font size to match that of the rest of the document.
- II. 275 & 282: Discuss with faculty if only academic health service library experience could be counted toward appointing or promoting someone to the rank of Associate Professor or Professor; if other sorts of library experience could be counted, then suggest that the phrase “experience in an academic health sciences library” be changed to either “experience in an academic health service library or in another relevant area” or to just “experience relevant to the position.”
- I. 297: Change the phrase “altered somewhat” to the word *amended*.
- II. 301-342: Highlight in yellow to indicate that this section would not be in compliance with the current *ECU Faculty Manual*.
- I. 307: Delete the word *or*.
- II. 312-314: Delete “(required); service to the University and/or to the profession (optional).”
- I. 317: Change the word *promotion* to the word *advancement*.
- I. 321: Change the word *promotion* to the word *advancement*.
- I. 330: Change the word *promotion* to the word *advancement*.
- I. 334: Change the word *promotion* to the word *advancement*.

- I. 360: Change *Probationary Track* to *Probationary-Term*.
- I. 395: Change the word *designee* to the phrase “direct supervisor if designated by the Director” (or similar language).
- II. 398-430: Indent these items to match those of other items at these levels and to differentiate from the paragraphs that follow that are at the item level above these.
- II. 408-409: For parallelism with other items, insert an introductory clause between these two lines, such as “Scholarship shall be evaluated on:” (or similar language).
- II. 435-438: Move this sentence to I. 392, after the sentence that ends with “. . . and the Director.”
- II. 440-442: Move to the end of I. 396.
- II. 456-590: Reconsider the requirement that for reappointment of probationary-term faculty, for the award of permanent tenure, and for promotion of tenured and probationary-term faculty, that candidates must receive “exceeds expectation” rather than “meets expectations” concerning professional duties on annual evaluations. Criteria for reappointment, awarding of permanent tenure, and promotion are the criteria for these actions. *Meeting* these criteria should be the basis for these actions. To require that someone *exceed* any of these expectations either logically contradicts the purpose of criteria that need to met or else uses “exceeds expectations” in a special meaning that is not given here and that may not be useful, leading to inflated annual evaluations.
- II. 490-495: Suggest deleting these lines as they should be already understood because the criteria themselves already make this clear.
- II. 513-514: Clarify what is mean by “at a progressively higher level of leadership” (e.g., *must* someone chair one or more committees in order to be reappointed for years six and seven?).
- I. 535: Change the word *departmental* to the name *Laupus Library*.
- I. 536: Delete the word *departmental* or change the word *departmental* to the name *Laupus Library*.
- I. 537: Delete the word *departmental* or change the word *departmental* to the name *Laupus Library*.
- I. 549: Change the singular phrase “a professional meeting” to the plural phrase “professional meetings.”
- I. 550: Change the singular phrase “a peer reviewed journal” to the plural phrase “peer-reviewed journals” (hyphenating the term *peer-reviewed*); consider adding other possible outlets, such as book chapters, books, etc., making these examples as opposed to limiting to one or two specific forms of outlets.
- II. 596-597: Delete the word *normally*; insert the phrase “whenever possible” after “three years” at the end of the sentence.

- II. 598-599: Delete the word *normally*; insert the phrase “whenever possible” after “five years” at the end of the sentence.
- I. 620: Change the word *their* for the term *his/her*.
- I. 621: Change the word *to* to the phrase “for review by.”
- I. 662: Define/explain the Cumulative Report; note the “Guidelines for Evaluation of Laupus Faculty” if the Cumulative Report is defined/explained there.
- I. 670: Insert the phrase “will be” between the words *member* and *notified*.
- I. 674: Change the phrase “are available” to the phrase “shall be followed” or “are applicable.”
- I. 679: Insert the phrase “Subject to availability” to introduce the sentence beginning “Fixed-term library faculty should receive . . . .”
- I. 692: Delete the comma following the word *only*.
- I. 694: Change the word *review* to *reviews*.
- I. 697: change the word *systems* to the term *employment provisions*.
- II. 710-711: Change the phrase “the department” to the name *Laupus Library*.
- I. 714: Change the term *Post-Tenure Review* to the term *Performance Review of Permanently-Tenured Faculty*.
- I. 715: Give the standards that Laupus Library uses; the *ECU Faculty Manual*, Part IX, Section II.II.B, gives guidelines for how the standards are to be created but does not give standards themselves. If Laupus Library already has standards, include them either in this section or as an appendix to the code.
- I. 735: Insert the word *otherwise* between the words *where* and *specified*.
- II. 786-787: Highlight the final sentence in yellow to indicate that this requirement would not be in compliance with the current *ECU Faculty Manual*.

Action Taken:

The committee agreed that the Laupus Library Unit Code would need to be revised and resubmitted. In addition, the committee could only conditionally approve such a revised code with the stipulation the Faculty Senate make changes to the *ECU Faculty Manual* that would accommodate a unit that would be made up mostly or entirely fixed-term faculty members.

Assigned additional duties to:

Nasea and Russell will take the requested revisions back to the Laupus Library faculty. Once it has been revised and reviewed, Anderson, along with representatives from Laupus Library and Academic Library Services, will take it and the proposed Academic Library Services Unit Code to the Faculty Senate to address issues of areas where these codes would not be in compliance with the *ECU Faculty Manual* in order to accommodate the University’s intended hiring practices for faculty in both library units.

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**NEXT MEETING:** 3:00 pm, 18 February 2015, 129 Rawl

**ITEMS TO BE DISCUSSED:**

- Continuation of review of ALS unit code (if ready)
- Review of Child Development and Family Relations (CDFR) Unit Code

Meeting adjourned at 5:08 pm

Submitted by Tom Shields, Committee Secretary