

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 18 February 2015

PERSON PRESIDING: Tricia Anderson (Chair)

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson, Clark Nall, David Rudel, Tom Shields,
George Sigounas

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Kathy Misulis, Lisa Sutton, David Tulis

OTHERS IN ATTENDANCE: Sharon Ballard, Bettie Ann Carol (Department of Child Development and
Family Relations)

Anderson called the meeting to order at 3:01 pm

ACTIONS OF MEETING

Agenda Item:

Approval of 21 January 2015 minutes

Action Taken:

The minutes were approved

Agenda Item:

Follow-up on request from Rachel Roper, Chair of the Committee on the Status of Women

Discussion:

The committee discussed a request to encourage language in unit codes promoting diversity in the running of units at its 17 November 2014 meeting and returned to that discussion at this meeting. The suggestion from Roper was for all codes to include language similar to that in the code recently approved for the Brody School of Medicine in its section on chairs' duties, i.e., to "promote effective professional relationships within the department, school and university, creating and maintaining an environment supportive of diversity."

The committee saw two possible approaches, either taking the issue to the Faculty Governance Committee to discuss making such language a requirement for codes or else for the committee to make the suggestion that such language be included part of its materials but not a requirement.

Action Taken:

The committee agreed as a whole to suggest to units writing or revising codes to include such language.

Agenda Item:

Guidance Request from the School of Dental Medicine

Discussion:

The School of Dental Medicine's is revising its draft guidelines for tenure, promotion, and advancement in title which are referenced in its code. The School wanted verification that the following was the approval process that would need to be followed once the guidelines are completed:

1. The draft guidelines are voted upon by our voting faculty as defined in our Unit Code
2. The draft guidelines are submitted to the Vice Chancellor for Health Sciences for review and approval
3. The draft guidelines are forwarded to the Unit Code Screening Committee when our Unit Code is up for regular review or if we submit our Code with draft revisions prior to its regular review
4. After revision as needed, the Committee forwards the guidelines and Unit Code to the Faculty Senate
5. The Faculty Senate reviews and if approves, forwards to the Chancellor for final approval

Action Taken:

The committee agreed that the process for approval appeared to be correct.

Assigned additional duties to:

Anderson will contact the School of Dental Medicine to let them know our opinion about the process.

Agenda Item:

Review of the Department of Child Development and Family Relations (CDFR) Unit Code

Discussion:

The following revisions were requested by the committee:

Universal Changes

The following apply to both the proposed revised unit code, to the *CDFR Departmental Guidelines*, and "Appendix A: Graduate Faculty Appointments."

- Make references consistent throughout to "the *East Carolina University Faculty Manual*" or "the *ECU Faculty Manual*," including the word "the" before the title and italicizing *East Carolina University* or *ECU* as part of the title. Similarly, use "the *East Carolina University Policy Manual*" or "the *ECU Policy Manual*" throughout.
- Change all references to the CDFR faculty guidelines into the italicized title *CDFR Departmental Guidelines*.
- Capitalize *Department* when specifically referring to the Department of Child Development and Family Relations, even if the phrase "Child Development and Family Relations" is not added.
- Consistently capitalize *Chair* when giving the title of the Department's officer.
- Consistently capitalize *Chair* when giving the title of a specific committee Chair, e.g., Chair of the Personnel Committee.
- Change "tenure-track" to "probationary" or "probationary-term." For clarity, parenthetically add the term *tenure-track* whenever seems useful, e.g., "probationary-term (tenure track)."

- Change “post-tenure review” to “performance review of tenured faculty.” For clarity, parenthetically add the term *post-tenure review* whenever seems useful, e.g., “performance review of tenured faculty (post-tenure review).”
- Indent outline levels consistently as hanging indentations, i.e., the item number/letter stands out by itself to the left with second and following lines should be indented. (See, for example, II. 92-93, which should be indented so that the item letter a. stands out to the left, as is done correctly at II. 73ff.)

Individual Changes (Code)

- I. 10-12: Replace “the East Carolina University (EAST CAROLINA UNIVERSITY) (EAST CAROLINA UNIVERSITY) *Policy Manual*, the EAST CAROLINA UNIVERSITY *Faculty Manual*” with “the *East Carolina University (ECU) Policy Manual*, the *ECU Faculty Manual*.”
- I. 22: Insert “(CDFR)” between the words *Relations* and *consists*.
- I. 23: Delete the phrase “or title.”
- I. 24: Insert the “instructor,” between the words *as* and *assistant*; change “professors” to “professor”; delete “adjunct faculty.”
- II. 32-33: Delete the phrase “holding the title of professor, associate professor, assistant professor, instructor, or lecturer.”
- II. 38-44: Revise to put the CDFR criteria statement first, followed by the ECU Graduate Faculty appointment statement, e.g., “The process and criteria for graduate appointments is defined in the *CDFR Departmental Guidelines*. The voting graduate faculty shall consist of those faculty who have been appointed as graduate faculty members, associate graduate faculty members, or graduate teaching faculty members of the ECU Graduate Faculty as defined in Part II, of the *ECU Faculty Manual* and who hold a greater than 50% teaching, research/creative activity, or administrative appointment in the Department of Child Development and Family Relations.”
- II. 44-45: Delete “Only faculty who hold status as a graduate faculty member may vote on university-wide graduate issues.”
- II. 48, 52: Lower case *e* in *emeritus*.
- I. 63-64: Change “conforms” to “conform” or “will conform”; change “the EAST CAROLINA UNIVERSITY *Faculty Manual*” to “established University policy.”
- I. 66-67: Insert “(CHE)” after the word *Ecology*; delete “, herein after also referred to as CHE,”.
- I. 71: Delete “SPA”; insert “including staff and students” between the words *employees* and *assigned*.
- I. 73: Either here or as an introduction at the start of Section III, lay out the individual positions of the various Program Coordinators, Directors, telling what they are Program Coordinators or Directors of. You may use the language such as “may consist of but

are not limited to” to keep open the possibility of adding or eliminating positions without having to change your code. This description of the various Program Coordinator and Director positions can define the program areas referenced at other points in the code.

- I. 76: Change “is” to “are.”
- I. 77: Insert “and evaluate” between the words *review* and *the*; change “Coordinator” to “Coordinators.”
- I. 90: Rename “Curriculum Committee” to “Undergraduate Curriculum Committee”
- I. 92: Insert “Undergraduate” between the words *The* and *Curriculum*; delete the second “committee.”
- I. 93: Change “section II, part B” to “section II.B.”
- I. 96: Delete “and graduate.”
- I. 97: Insert a colon after the word *will*.
- II. 98-104: Insert semicolons at the ends of items i-iii.
- I. 110: Change “full time” to “full-time”; change the period after *faculty* to a comma and insert after the comma “normally at the beginning faculty meeting of the year.”
- I. 112: Change “duty” to “duties”; change “is” to “are.”
- II. 119-122: Revise to read: “The Code Committee shall consist of at least three voting faculty members as defined in Part IV of the *ECU Faculty Manual*, elected from the members who have at least three years of service at East Carolina University, and normally elected at the beginning faculty meeting of the year.”
- I. 136: Insert a comma after *chairperson*.
- II. 144-153: Insert semicolons at the ends of items i-iv.
- I. 155: Change “Personnel Committees, Tenure Committees” to “Personnel Committee, Tenure Committee.”
- I. 160: Insert “the” between the *with* and *EAST CAROLINA UNIVERSITY* (now changed to *ECU*).
- I. 65: Insert “(though insuring a 2/3 majority of the committee is tenured faculty)” between the words *member* and *all*.
- I. 67: Insert “normally at the beginning faculty meeting of the year” at the end of the sentence.
- I. 74: Change the comma after *member* to a period; delete “except as follows:”.
- II. 74-81: Cut starting at “If the . . .” and running to “. . . as noted above.” (To be pasted at I. 223.)

- I. 201: Delete “Dean of the College of Human Ecology” and insert in its place “next higher administrator”; delete “initiation of administrative.”
- II. 192-204: Cut, starting at “Recommendations for appointments, reappointments, promotion, . . .” to the end of the paragraph; move to I. 157 as part of the introduction to section B.
- II. 223-224: Delete the sentence beginning “The first order of business . . .”; insert the material cut from II. 74-81.
- II. 233-238: Delete section a; re-letter sections b-d as a-c.
- II. 243-244: Delete “In accordance with EAST CAROLINA UNIVERSITY *Faculty Manual*, Part IX,”; capitalize *The* to being the sentence “The Chair of the CDFR Personnel Committee . . .”
- I. 245: Delete “shall be permanently tenured and.”
- II. 267-274: Revise to read: “In accordance with Part IX of the *East Carolina University Manual*, the CDFR Tenure Committee may elect a subcommittee of at least five members, to as closely as possible provide representation from each of the major disciplines/program areas. The Unit Tenure Committee (or its properly constituted subcommittee) has the following roles:”.
- I. 289: Insert a semicolon after the word *activities*; delete the word “programs.”
- I. 290: Change the comma after the word *community* to a semicolon.
- I. 296: Delete the phrase “and with the approval of.”
- I. 306: Delete “(as specified in Part VIII of the ECU *Faculty Manual*)”.
- I. 309: Revise “teaching, research/creative activities, administrative or service” to “teaching, research/creative activities, service, or administrative”; change “i.e.” to “e.g.”
- II. 310-313: Delete from “Fixed-term faculty . . .” to “. . . more than teaching or research/creative activities.”
- I. 316: Add a space between the words *and* and *to*.
- I. 318: Add a hyperlink to “Part VIII.”
- I. 319: Insert the phrase “in part” between the words *based* and *on*.
- II. 319-321: The *CDFR Departmental Guidelines* attached to the revised code included criteria for performance review of tenured faculty (post-tenure review) and graduate faculty appointments. If either or both of these are also used for annual evaluation of tenured and probationary-term faculty (as well as for tenure, promotion, evaluation of fixed-term faculty, and advancement in title for fixed-term faculty, as noted in II. 354-355, 369-370, 380, and 388), that needs to be indicated, or if not, there needs to be a separate section/document outlining the criteria used for annual evaluation.

- II. 337-338: Revise to read “The Chair shall report salary increments annually to the unit in accordance with the *ECU Faculty Manual*, Part VIII.”
- I. 348: Insert a comma after *and* and before *where appropriate*.
- I. 351: Delete the comma after *competence*.
- II. 354-355: See note for II. 319-321.
- I. 355: Insert a comma and the word *including* following *Guidelines*.
- II. 357-365: Insert periods at the ends of items a-d.
- I. 360: Change “three” to “the.”
- II. 369-370: See note for II. 319-321.
- I. 374: Change “Part VII” to “Part VIII.”
- I. 380: See note for II. 319-321.
- II. 381-382: Delete “which is maintained in the Department office, Faculty Senate office, and is available to all faculty members.”
- I. 388: Change “the guidelines” to “the *CDFR Departmental Guidelines*.”
- II. 389-390: Delete “which is maintained in the Department office, Faculty Senate office, and is available to all faculty members.”
- II. 395-396: Delete “which is maintained in the Department office, Faculty Senate office, and is available to all faculty members.”
- II. 402-403: Revise “any standing committee from a department committee” to read “any standing committee of the department.”
- II. 403-404: Italicize *Robert’s Rules of Order, Newly Revised*.
- I. 409: Change “each member” to “the faculty”; insert “or electronically” between *writing* and *at*; insert “meeting” between *regular* and *or*.
- I. 423: Change “II C” to “II.B.”
- II. 429-430: Insert a blank line between these two lines.
- I. 431: Delete “Guidelines for.”
- I. 435: Insert “are” between *but* and *not*.
- I. 436: Spell out *AAMFT* and *AAFCS*, though the initials can be included as well parenthetically.

- I. 439: Insert “and approval” after *faculty review*.
- II. 447-448: Delete.
- I. 449: Insert “budget” between *Annual* and *report*.
- I. 450: Change “meetings” to “meeting.”
- I. 456: Change “2/3rds” to “3/5ths”; insert “voting” between *tenured* and *faculty*.
- I. 461: Change “approval” to “recommendation.”
- II. 466-467: Delete the sentence “A formal amendment . . . special procedures.”

Individual Changes (CDFR Departmental Guidelines)

- I. 42: Insert space between the words *Progress* and *Tenure*.
- I. 45: Delete “Section I (III).”
- II. 47-48: Delete “Section I (1.).”
- I. 53: Change “SOIS” to “Student Survey”
- I. 132: Change the “and” between the words *Committee* and *unit* to “and/or.”
- II. 141, 145: Delete “_____ Provost’s recommendation, signature, and date.”
- I. 150: Change “&” to “and/or.”
- I. 153: Insert space between the words *Progress* and *Tenure*.
- I. 156: Delete “Section I (III).”
- II. 158-159: Delete “Section I (1.).”
- I. 161: Delete “Section I (II.A.3).”
- I. 167: Change “SOIS” to “Student Survey.”
- I. 208: Delete the phrase “years beginning with the granting of initial tenure.”
- I. 210: Insert the phrase “an updated curriculum vitae,” between the words *as* and *workload*.
- I. 211: Change “may be” to “are.”
- I. 223: Change “used” to “included”; change “determine” to “serve as a component of.”

- I. 231: Insert the phrase “including, but not limited to, an updated curriculum vitae,” after the comma between the words *evidence* and *and*.
- I. 236: Insert the phrase “an updated curriculum vitae,” after the comma between the words *Categories* and *Overall*.
- I. 297: Change “as evidenced by” to “including, but not limited to,”.
- I. 299: Change “SOIS” to “Student Survey.”
- I. 303: Change “as evidenced by” to “including, but not limited to,”.
- I. 307: Change “as evidenced by” to “including, but not limited to,”.
- II. 297-312: Are there Unit means now computed from the Student Survey that make comparing an individual’s scores to Unit means possible measures?
- I. 322: Change “as evidenced by” to “including, but not limited to,”.
- I. 324: Change “as evidenced by” to “including, but not limited to,”.
- I. 326: Change “as evidenced by” to “including, but not limited to,”.
- I. 333: Change “as evidenced by” to “including, but not limited to,”.
- I. 357 (table): Exemplary score is an average of 8 points or more while Satisfactory score is an average of 6-8 points. This means there is an overlap at 8 points which could be interpreted as an average of 8 points being either Exemplary or Satisfactory. The overlap should be addressed (for example, Exemplary could be “Average greater than 8 points” to parallel the language of Deficient).
- I. 377 (table): In the section Score under Deficient, how is “negative input” defined? How is it collected?
- I. 379: Change “student opinions of instruction survey” to “student surveys.”

Individual Changes (Appendix A: Graduate Faculty Appointments)

- Throughout: Change “Appendix F” to “Part II.”
- I. 33, 38: The ECU Graduate Assembly no longer exists. Do you mean Graduate Council or perhaps the ECU Coordinators of Graduate Programs group that the Dean of the Graduate School consults and meets with?
- I. 38: Delete “Administrative Board of the Graduate School”; change to “ECU Graduate Council,” if that is your intent.
- II. 25-41: Revise to reflect the current *ECU Faculty Manual*, Part II, which lists four types of graduate faculty memberships: (1) Graduate Faculty Members; (2) Associate Graduate Faculty Members; (3) Graduate Teaching Faculty Members; and (4) Ex-officio Members. There are no longer Adjunct Members of the Graduate Faculty. Instead,

there can be External Thesis and Dissertation Committee Members, but this appointment is to the specific thesis or dissertation committee.

Action Taken:

A motion to approve the CDFR code with the requested revisions was passed.

Assigned additional duties to:

Ingalls will send to CDFR, Shields, and Anderson the notes she has for revisions to the *CDFR Departmental Guidelines* to insure they meet with university practice and policy and so they can be included in the minutes. [Having been sent, these requested revisions have been included above].

Anderson will work with CDFR about making the requested editorial revisions.

NEXT MEETING: 18 March 2015, 3:00 pm (Rawl 129)

ITEMS TO BE DISCUSSED:

- TBA

Meeting adjourned at 5:20 pm

Submitted by Tom Shields, Committee Secretary