Anderson called the meeting to order at 3:00 pm.

**ACTIONS OF MEETING**

**Agenda Item:** Minutes of the 18 February 2015 meeting

**Discussion:** None

**Action Taken:** The minutes were approved.

**Agenda Item:** Committee annual report

**Discussion:** Zoller will draft the annual report for the committee’s approval at the 15 April meeting.

**Action Taken:** None

**Assigned additional duties to:**
Shields will insure that all the approved minutes for the past year are available on the Faculty Senate website to assist in writing the report.

**Agenda Item:** Review of Department of Geological Sciences Code resubmitted following first review at the 6 October 2014 meeting.

**Discussion:** The following revisions were requested by the committee:

*Universal Changes*
Individual Changes

- I. 33: Delete “nominating.”

- II. 44-45: Change “someone who holds a full-time faculty position with East Carolina University and a greater than one-half time position in the unit, and hold regular professional rank, and has at least one-half . . .” to “those who hold full-time faculty positions with East Carolina University with greater than one-half time in the unit, who hold regular professional ranks or titles, and who have at least one-half . . .”

- I. 50: Change item from 5 to C.

- I. 52: Delete “Appendix.”

- I. 55: Delete “following.”

- II. 60-72: Change items a-j to items 1-10.

- I. 74: Change item from 6 to D; capitalize Emeritus.

- I. 85: Change “teaching and research efforts” to “teaching, research, and service efforts.”

- I. 87: Delete “university.”

- I. 90-126: Add two additional items in the list of Duties of the Department Chair:
  - An item that notes the Department Chair’s duty to evaluate faculty; the suggested place would be following I. 99, between current items c and d.
  - A final item at the end of the list (i.e., following current item number o), “Completing other duties as assigned by the Dean.”

- I. 91: Change “Responsibility for” to “Oversight of.”

- I. 105: Insert “during the fall and spring semesters” following the word month and before the comma.

- I. 121: Change “when he/she is sick or out of town on official business” to “when unavailable.”
The Department can choose that the Director of Graduate Studies be “approved by the Chair,” but it is not a University requirement; it is at the discretion of the Department whether to leave this requirement in or not.

At the end of the sentence, add the phrase “and in compliance with the ECU Faculty Manual, Part II.”

Delete the comma after the word faculty.

Delete “full.”

Insert the following sentence at the end of the item: “The faculty’s recommendation will be forwarded to the Chair.”

Delete “full.”

Delete “full.”

Delete the hyphen after Committees.

Insert a comma after Committee.

Insert a comma after Department.

Change “accord” to “accordance.”

Italicize Faculty Manual.

Insert “and Probationary-Term (Tenure-Track)” between Tenured and Faculty.

Insert as item 1 “Annual Evaluations”; change current items 1-3 to items a-c and indent appropriately.

Change current items B and 1-2 to items 2 and a-b, respectively.

Delete “as follows, which are in addition to.”

All one paragraph, no sub-item a.

Insert “In addition,” before “the Tenure Committee.”

Change “below” to “in section V.A.5 of this code.” (Note: The item number V.A.5 refers to the current item V.E as it will be renumbered.)

Change current items C-E to items 3-5.

Change current item 1 to item a.

Change current items 1, a-c, a.i-vii, and c.i-iv to items a, i-iii, i.(a)-(g), and iii.a-d, respectively.
• II. 294-295: Delete “consistent with university and departmental means.”
• I. 304: Delete “consistent with departmental standards.”
• I. 312: Change “tenure: See above.” to “tenure (see above).”
• I. 321: Change “Professor: See above.” to “Professor (see above).”
• I. 328: Change the period to a semicolon.
• I. 331: Delete “consistent with departmental standards.”
• II. 333-383: Change current items 2 and a-c to items b and i-iii, respectively.
• I. 347: Delete the colon and make the t lowercase in the.
• I. 360: Change “tenure: See above.” to “tenure (see above).”
• I. 368: Change “tenure: See above.” to “tenure (see above).”; delete the colon and make the t lowercase in the.
• I. 371: Delete the colon.
• II. 385-431: Change current items 3, a-c, and a.i-v to items c, i-iii, and i.(a)-(e), respectively.
• I. 390: Insert commas after promotion and therefore.
• I. 426: Change “tenure: See above.” to “tenure (see above).”
• I. 429: Change “tenure: See above.” to “tenure (see above).”
• II. 433-436: Change current item 4 to item B and properly align to the left; replace current text to “Fixed-Term Faculty Evaluation.”
• II. 437-446: Change current item a to item 1, properly align to the left, and give the header text “Annual Evaluations and Reappointment.”
• I. 437: Insert “annual evaluation or” between for and subsequent.
• II. 447-448: Change current item b to item 2, properly align to the left, and give the header text “Advancement in Title.”
• I. 447: Change “Promotion in rank” to “Advancement in title.”
• I. 448: Italicize Faculty Manual.
• II. 449-463: Change current items i, a-c, and b.i-iii to items a, i-iii, and ii.(a)-(c), respectively.
• I. 449: Insert “in” between advancement and title.
• l. 450: Insert “in an appropriate field or alternate acceptable qualifications” at the end of the line.

• l. 460: Delete “Geological Sciences.”

• ll. 462-463: Delete from “of Geological Sciences” to the end of the sentence.

• ll. 464-502: Change current items ii, a-e, b.i-iii, c.i-v, and d.i-v to items a, i-v, ii.(a)-(c), iii.(a)-(e), and iv.(a)-(e), respectively.

• l. 465-466: Insert “or alternate acceptable experience” between PhD and and; change “have 5-6 years commensurate experience at the title of Teaching Assistant Professor” to “have 5-6 years at the title of Teaching Assistant Professor or commensurate experience.”

• l. 469: Delete “(whenever possible).”

• l. 498: Change “b-d” to “i-iv.”

• l. 499: Delete “Geological Sciences.”

• ll. 501-502: Delete from “of Geological Sciences” to the end of the sentence.

• ll. 503-519: Change current items iii, a-d, and c.i-ii to items d, i-iv, and iii.(a)-(b), respectively.

• ll. 518-519: Delete from “of Geological Sciences” to the end of the sentence.

• l. 521: Change current item 5 to item C; insert “(Post-Tenure Review)” after Faculty.

• ll. 522-523: Change “Standards” to “Procedures”; insert “and standards established by the Department and housed in the Department Office” at the end of the sentence.

• l. 531: Change “accord” to “accordance.”

• l. 542: Delete “request”

• ll. 544-545: Insert a comma after necessary; delete “and”; change the period after faculty to a comma; insert “and the recommendation will be forwarded to the chair” at the end of the sentence.

• l. 572: Change “Code of Operations” to “Unit Code.”

Action Taken:
A motion to approve the Department of Geological Sciences unit code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the Department of Geological Sciences about making the requested editorial revisions, particularly inserting hyperlinks to the ECU Faculty Manual.

NEXT MEETING: 15 April 2015, 3:00 pm (Rawl 129)
ITEMS TO BE DISCUSSED:

- Unit Code Screening Committee annual report. If no additional business comes up, the committee has agreed to review and approve the annual report electronically rather than meet on 15 April.

Meeting adjourned at 5:00 pm.

Submitted by Tom Shields, Committee Secretary