

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 19 October 2016

PERSON PRESIDING: Tricia Anderson (Chair)

REGULAR MEMBERS IN ATTENDANCE: Donald Philyaw, Jonathan Dembo, George Sigounas, Tom Shields, Mary Nyangweso, Cheryl Johnson

EX-OFFICIO MEMBERS IN ATTENDANCE: Kathy Misulis, Linda Ingalls, Lisa Hudson, Ralph Scott

OTHERS IN ATTENDANCE: Steve Culver and David Mallinson (Department of Geology); Scott Lecce and Mulatu Wubneh (Department of Geography)

ACTIONS OF MEETING

Agenda Item:

Approval of the 21 September 2016 minutes

Action Taken:

The minutes were approved.

Agenda Item:

Chair's Report

Discussion:

- Revisions to the signatory page for submission of unit codes was approved at the September Faculty Senate meeting. [Need resolution number.]
 - Thanks to Linda Ingalls, David Tulis, and George Sigounas for the first pre-committee reading and commenting on a code for this meeting. It appears to be a useful process.
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Agenda Item:

Review of the Department of Geological Sciences' Unit Code of Operations

Discussion:

The following revisions were requested by the committee:

Universal Changes

- Check for extra spaces between words throughout (e.g., between *our* and *professional* on l. 16 and between *for* and *a* on l. 17). Some locations that appear to have extra spaces may be the result of accidentally using justified rather than left aligned text (e.g., ll. 185-86).
- The full title when used is *ECU Faculty Manual*, with *ECU* italicized as part of the title; also include as part of any link (e.g., l. 13).

- Optional: Use either “*ECU Faculty Manual*, Part ____” or “Part ____ of the *ECU Faculty Manual*” for consistency.

Individual Changes

- I. 45: Close up the space between the hyphen and the *t* in *full-time*.
- I. 46: Delete the commas after *unit* and *titles*.
- I. 51: Remove the link under the period and space following.
- I. 68: Delete the period after *agencies*.
- I. 121: Leave as is. [The question was raised if Part II defined who could serve as Graduate Directors (Coordinators of Graduate Programs), and it does, II.IV.II.A: “Each Graduate Program and Graduate Certificate will have a designated Graduate Program Director or Coordinator who must be a Graduate or Associate Graduate Faculty member, approved by the unit chair and college dean and qualified to lead development and review of the program’s curriculum.”]
- I. 165: Insert a comma at the end of the line, after the word *terms*.
- I. 176: Change “made” to “brought.”
- I. 177: Change “recommendation” to “recommendations.”
- I. 180: Insert a comma at the end of the line, after the word *terms*.
- I. 181: Delete the comma after *faculty*.
- I. 187: Change “made” to “brought.”
- I. 188: Change “recommendation” to “recommendations.”
- I. 190: Insert a comma after *Tenure*.
- I. 197: Change “conducting the search” to “conducting searches.”
- I. 213: Insert “and put in writing” between *select* and *relative*.
- I. 214: Delete “in writing.”
- II. 213-219: Double check whether the percentages are done by the faculty member in consultation with the chair or, if the chair has the final say, if done by the chair in consultation with the faculty member.
- I. 226: Capitalize *University*.
- I. 247: Insert “when available” between *increments* and *will*.
- I. 256: Insert “*ECU*” between *the* and *Faculty*.

- I. 277: Change “Active role” to “An active role.”
- I. 280: Change “Active role” to “An active role.”
- I. 324: Make a new paragraph break after *consideration* with the new paragraph starting *External Funding*
- II. 310-338: Letter each paragraph a-d.
- I. 378: Optional: Insert “to the Department” between *internal* and the period.
- I. 431: Change “File” to “A file.”
- I. 435: Delete the comma after *qualifications*.
- I. 476: Insert “available on the Faculty Senate Website” between *Office and* the final period; add a link to <<http://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/unitcodes.pdf>>.
- II. 523-526: Change from:

“The Unit Code can be amended at any scheduled departmental meeting by a majority vote of the permanently-tenured faculty. With a minimum of two weeks prior notice any faculty member of the Department of Geological Sciences can propose an amendment. All amendments must be approved by the Faculty Senate and the Chancellor.”

to:

“In accordance with the *ECU Faculty Manual, Part IV* [*Faculty Manual, Part IV*](#), the Unit Code can only be amended by a majority vote of the permanently-tenured faculty. With a minimum of two weeks prior notice, any faculty member of the Department of Geological Sciences can propose an amendment. Amending the code can be done at any scheduled departmental meeting. All amendments must be approved by the Faculty Senate and the Chancellor.”

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 in making the requested revisions.

Agenda Item:

Review of the Department of Geography, Planning, and Environment’s Unit Code of Operations

Discussion:

Universal Changes

- Have line numbers print along the left margin for easy reference.
- Be consistent in the use of the Oxford comma (i.e., putting a comma after the penultimate item in a list before the word *and*; for example, “teaching, research, and service” in the final sentence of the

“Mission Statement” on p. 1).

- Make items in lists grammatically consistent with the sentence that leads into it, e.g., p. 2, III.A.1-18, “The duties of the Department Chair include: 1. *leading* . . . 2. *representing* . . . etc.”
- Refer only to the part numbers of the ECU *Faculty Manual*, deleting references to specific sections within the parts.
- Hyperlink all references to the ECU *Faculty Manual* to the appropriate part of the *Faculty Manual*.
- Change departmental Chair to Department Chair throughout.
- Capitalize Code or Unit Code; Department Chair; Faculty or Chemistry Faculty (when referring to the department’s faculty members as a whole); and Graduate Faculty consistently throughout.
- Change “tenure track” to “probationary (tenure-track)” or “probationary term (tenure-track)” throughout.
- Change “student evaluations” to “student surveys” throughout.

Individual Changes

- p. 1: Remove prior code approval information from the top of the page.
- p. 2: II.A: Remove the material about being “full-time with at least half of their appointment within the Department” from the definition of Faculty to the definition of voting Faculty (II.B).
- p. 2: III.A. Insert “which may be found in the ECU *Faculty Manual*, Part II” at the end of the sentence about periodic evaluation of the Department Chair “conforming to University policy.”
- p. 2: III.A.4. Delete “each year.”
- p. 3: III.A.12. Change “decisions” to “recommendations.”
- p. 3: III.A.13. Insert “(HCAS)” after *Harriot College of Arts and Sciences*.
- p. 3: III.A.17. Insert “and” at the end of the item, following the semicolon.
- p. 3: III.B. For an example of how another unit has treated a similar program within a program with similar administrative requirements for accreditation, look at the Department of Political Science’s setup for its Master of Public Administration (MPA) program.
- p. 3: III.B. Delete the first sentence referring to procedures for selecting administrators in the ECU *Faculty Manual*; replace with a sentence describing the actual procedures, e.g., “The Planning Program Director will be selected from the tenured faculty of the Planning Program and will be approved by the Department Chair and the HCAS Dean.”
- p. 3: III.B. Change the penultimate sentence of the opening paragraph to read “The Planning Program Director is a nonvoting tenured faculty member who has an administrative position within the unit and is subject to periodic evaluation.”

In reviewing this section, consider whether the Planning Program Director is non-voting in all matters or if the matters in which he or she is non-voting need to be defined.

- pp. 3-4: III.B.1-12. Change the verb form at the opening of each item from the infinitive to the gerund, e.g., change “to lead” to “leading,” “to consult” to “consulting,” etc. Change the verb form within items when necessary (e.g., change “maintain” to “maintaining,” “advise” to “advising,” etc., in item 8).

- p. 3: III.B.3. Change “to participate in” to “providing input to the Chair for.”

Consider whether Planning Program Faculty are evaluated by the Department Chair with input from the Planning Program Director or if Planning Program Faculty are evaluated jointly by the Department Chair with the Planning Program Director.

- p. 4: III.B.8. Decide if the duties of the Planning Program Director should include “maintain[ing] a database of undergraduate Planning Program majors” or if this is already done by the university; if this duty is retained, change “database” to “records.”

- p. 4: III.B.11. Insert “and” at the end of the item, following the semicolon.

- p. 4: III.C.1-13. Change the verb form at the opening of each item from the infinitive to the gerund, e.g., change “to lead” to “leading,” “to oversee” to “overseeing,” etc. Change the verb form within items when necessary (e.g., change “allocate” to “allocating” and “assign” to “assigning” in item 4).

- p. 4: III.C.7. Delete “on” between *chair[ing]* and *the Department*.

- p. 4: III.C.8. Change “interim” to “initial.”

- p. 4: III.C.9. Change “to approve” to “reviewing the.”

- p. 4: III.C.12. Insert “and” at the end of the item, following the semicolon.

- p. 4: III.C.13. Change “to assist the Assessment Committee” to “assisting assessment efforts”; if there is a desire to have a standing Assessment Committee, define it in the code.

- p. 5: III.D.1-11. Change the verb form at the opening of each item from the infinitive to the gerund, e.g., change “to lead” to “leading,” “to serve” to “serving,” etc. Change the verb form within items when necessary (e.g., change “inform” to “informing” in item 5).

- p. 5: III.D.4. Change to read “assisting with the coordination of the degree programs” or “promoting effective programming in the Department”; if mention of program/area coordinators is desired, define these positions within the code and define the areas they coordinate.

- p. 5: III.D.6. Delete “on” between *chair[ing]* and *the Geography*.

- p. 5: III.D.8. Insert a semicolon at the end of the item.

- p. 5: III.D.10. Insert “and” at the end of the item, following the semicolon.

- p. 5: III.D.11. Change “to assist the Assessment Committee” to “assisting assessment efforts”; if there is a desire to have a standing Assessment Committee, define it in the code.

Insert a period at the end of the item.
- p. 5: IV. Insert “OF THE UNIT” after COMMITTEES.
- p. 5: IV.A. In the first sentence of the item, insert “at the beginning of the fall semester” between *elected* and *by a majority*.

In the second sentence, change “shall be eligible to election” to “shall be eligible for election.”

In the last sentence, change “personnel actions” to “confidential information.”
- p. 5: IV.A.1. Because the Curriculum Committee as given deals with both undergraduate and graduate curriculum, reconsider the requirements for committee membership and/or committee procedure. Must all committee members be Graduate Faculty or can only Graduate Faculty members of the Curriculum Committee vote on graduate curriculum matters? Or would the Faculty prefer removing the Curriculum Committee from the code and give over its responsibilities to the Graduate Committee and the Undergraduate Committee?
- pp. 5-6: IV.A.1.a-g. Change the verb form at the opening of each item from the infinitive to the gerund, e.g., change “to monitor” to “monitoring,” “to provide” to “providing,” etc.
- p. 5: IV.A.1.a. Delete “undertaken and reported by the Assessment Committee”; if there is a desire to have a standing Assessment Committee, define it in the code.
- p. 5: IV.A.1.d. Insert “the” between *at* and *undergraduate*.
- p. 5: IV.A.1.e. Insert a semicolon at the end of the item.
- p. 5: IV.A.1.f. Insert “and” at the end of the item, following the semicolon.
- p. 6: IV.A.2. In the first sentence, insert “the Graduate Director (*ex officio*) and” between *consist of* and *at least*; with the Graduate Director specifically mentioned, is it three or four additional members? Also, determine if the Graduate Director is a voting member or not.

In the third sentence, delete “and will be chaired by the Director of Graduate Studies.”

In the fourth sentence, insert “beyond the Director of Graduate Studies and the required three/four [use the right number] elected members.”
- pp. 5-6: IV.A.2.a-d. Change the verb form at the opening of each item from the infinitive to the gerund, e.g., change “to lead” to “leading,” “to oversee” to “overseeing,” etc.
- p. 6: IV.A.2.c. Insert “and” at the end of the item, following the semicolon.

- p. 6: IV.A.2.d. Delete “better” between *promote* and *understanding*.
- p. 6: IV.A.3. In the first sentence, insert “the Undergraduate Director (*ex officio*) and” between *consist of* and *a minimum*; insert the word “other” between *three* and *full-time*.
- p. 6: IV.A.3.a-e. Change the verb form at the opening of each item from the infinitive to the gerund, e.g., change “to promote” to “promoting,” “to develop” to “developing,” etc.
- p. 6: IV.A.3.c. Change “student(s)” to “students.”
- p. 6: IV.A.3.d. Insert “and” at the end of the item, following the semicolon.
- p. 6: IV.A.3.d.e. Delete “better” between *promote* and *understanding*.
- p. 6: IV.A.4. In the first sentence, delete “a” between *is* and *composed*; change “half time” to “half-time.”

In the third sentence, change “Planning program development” to “Planning Program development.”

Coming out of the entirety of section of IV.A.4., but especially item d., make clear how Planning Program curriculum changes are moved through the department, i.e., are they sent to the Curriculum Committee? And for the code as a whole, make clear how all curricular changes in programs at both the graduate and undergraduate levels proceed through the Department.

- p. 6: IV.A.4.a-k. Change the verb form at the opening of each item from the infinitive to the gerund, e.g., change “to recruit” to “recruiting,” “to maintain and promote” to “maintaining and promoting,” etc. Change the verb form within items when necessary (e.g., change “satisfy” to “satisfying” in item e).
- p. 6: IV.A.4.j. Insert “and” at the end of the item, following the semicolon.
- p. 7: IV.B. Change “Other Committees” to “Personnel Committee, Tenure Committee, and Promotion Committees.”
- p. 7: IV.B.2. In the first sentence, change “Permanent Tenure Committee” to “Tenure Committee.”

In the second sentence, change “The chair of the Tenure Committee shall be the chair of the Personnel Committee” to “The chair of the Personnel Committee chairs the Tenure Committee.”

- p. 7: IV.B.3. Change “The Promotion Committee” to “Promotion Committees.”

In the first sentence, change “Committee” to “Committees.”

Delete everything in the paragraph after the first sentence. (Part IX of the ECU *Faculty Manual* defines all of this.)

- p. 7: IV.B.4. Move the description of the Advisory Committee into IV.A. on standing committees.

Double check that the Geography Faculty want a committee not defined in the ECU *Faculty Manual* as a one dealing with personnel matters to be able to review the annual reports of everyone in the Department; if so, check with the University Attorney whether this is allowable under the personnel rules of the University, the UNC System, North Carolina, etc.

In the second sentence, change “allocating” to “recommending”; add “that comply with university compensation requirements” at the end of the sentence.

In the penultimate sentence, indicate where the *Policies and Procedures* manual can be found; it is suggested that because it has code implications, it may need to be attached to the code as an appendix. This applies to the final paragraph of IV.B.4. as well.

Make the paragraph that starts “Composition of the Committee” section IV.B.4.a. and change items a-e to items i-v; make the paragraphs that start “Membership of” and “Procedures of” sections b-c.

- p. 7: IV.B.4.b. Change “Geography and Planning Program” to “Geography and Planning Programs.”
- p. 8: IV.C. Can the Chair form *ad hoc* committees as well as the Faculty? If so, does this need to be stated here?

In the last sentence, indicate where the *Policies and Procedures* manual can be found; it is suggested that because it has code implications, it may need to be attached to the code as an appendix.

- p. 8: V. Arrange the section “Evaluation of Faculty” to match the current Faculty Senate-approved code format, with section A. being materials applicable to tenured and probationary term (tenure-track) Faculty; section B. being materials applicable to fixed-term faculty; and section C. being materials concerning post-tenure review. If necessary, repeat materials found in one section of V. in any other section of V. where they would be applicable.
- p. 8: V.A. Delete “Part IX” at the end of the sentence.
- p. 8: V.A.1. At the end of the first full sentence, insert “for the next academic year” after *individual faculty members*.

In the final sentence, clarify what “institutional related work/teaching-leave” is; move “instructional fixed-term positions” to V.B.

- p. 8: V.A.1. In the last sentence of the second paragraph, rewrite so it is clear that only the annual evaluation is required by the ECU *Faculty Manual*; while annual meetings may be a good idea and can be required by the Unit Code, they are not required by the ECU *Faculty Manual*.
- p. 9: V.A.2.a. Insert at the end of the opening paragraph “materials for the evaluation of teaching may include:” or similar language.

- p. 9: V.A.2.b. Insert at the end of the opening paragraph “Materials for the evaluation of scholarship may include.” or similar language.

Make all materials listed plural, i.e., *articles*, *journals*, *publications*, *books*, etc.
- p. 10: V.A.2.c. Under “Professional Service,” insert “service for” before *Professional organizations*.

Change “Reviewer for journal” to “Reviewer for journals.”
- p. 10: V.C. Reference the departmental standards for post-tenure review and note that they can be found along with the Academic Unit Codes of Operation on the Faculty Senate site.
- p. 10: V.D. Move this entire section into V.A.

Italicize *Faculty*; insert a comma after *Manual*.
- p. 11: V.D.1.a. Concerning the bullet points, must all these criteria be met? For example with the first bullet point, must someone have proposed a new course or have significantly redesigned a course in order to get tenure? Or does the bulleted list need to be prefaced with “Criteria may include, but is not limited to:” or similar language?

Bullet point two, Change the colon to a comma.

Bullet point four, Change “Positive student and peer evaluations” to “Positive feedback from student surveys and peer evaluations.”

Bullet points five to seven, change “Active” to “An active.”

Bullet points eight and nine, tell where the specifications for teaching effectiveness specified by the unit and the instruments and procedures approved by the unit can be found.
- p. 11: V.D.1.c. Delete the empty bullet point.
- p. 11: V.D.2. In the first sentence, delete the hyphen and insert “is defined as” between *Scholarship* and (a).
- p. 11: V.D.2. In the first sentence of the second paragraph change “shall be evaluated” to “shall be submitted for review.” (If all three reviewers do not return their evaluations, this does not mean the candidate must be denied tenure.)
- p. 12: V.D.2.a. In the penultimate sentence of the first paragraph, spell out the names now given as acronyms: NSF, NASA, and NOAA.

In the final paragraph, change “lifelong” to “career-long.”
- p. 13: V.D.3. In the first sentence, delete the dash and insert “is defined as” between *Service* and *formal*.

- p. 13: V.D.3.a. At the end of first sentence of the second paragraph, insert “to the Department” after *internal*.

In the second sentence of the second paragraph, capitalize *College*.

In the bullet points, make sure that em-dashes with no space before or after are used in each item (as is done correctly with *College—Participation*) rather than a single hyphen with a space before and/or after.

- p. 14: V.E. Move this entire section into V.B.

Indicate the appropriate ECU *Faculty Manual* parts.

- p. 15: V.E.3.c. Change “Community” to “community.”

- p. 15: V.E.4.c. Change “Community” to “community.”

- pp. 15-16: V.F. The criteria give here are almost exactly the same as those in V.E. above. Should there be any difference between the criteria for appointment and for advancement in title?

- p. 16: V.F.3.f.i. How many external reviews of the portfolio should there be? How are external reviewers selected?

Insert “the” between *of* and *teaching*.

- p. 16: V.F.3.f.ii. Who should the letters of support be from?

- p. 16: VI.A. At the end of the paragraph, change “Section II., B.” to “Section II.B.”; delete the extra period at the end of the sentence.

- p. 16: VI.B. In the second sentence, change “Permanent Tenure” to “Tenure.”

In the last sentence, delete “other.”

Have the second paragraph’s left margin align with that of the first paragraph.

- p. 17: VIII.B. This section describes a procedure relating to the budget and should be moved to VIII.A.

Describe the procedure for discussing the Unit Annual Report in VIII.B.

- p. 17: IX. To match the current Faculty Senate-approved code format, consider how the materials in this section might be integrated into other parts of the code or are already given in other parts of the code and do not need to be repeated here.

In the first paragraph, indicate where the *Policies and Procedures Manual* and the Planning Program’s *Policy Document* can be found; it is suggested that because these have code implications, they may need to be attached to the code as an appendix and be reviewed for potential conflicts with the code and with the ECU *Faculty Manual*.

In the second sentence, change “(Ad Hoc) Committees” to “(*ad hoc*) committees.”

Clarity is needed in the last sentence because all the policy documents listed in the sentence before are departmental documents.

- p. 17: X. To match the current Faculty Senate-approved code format, this section should be section IX.

In the first sentence, italicize *Code*.

In the last sentence, italicize *Robert's Rules of Order, Newly Revised*.

Action Taken:

The committee agreed that the Department of Geography, Planning, and Environment's Unit Code need to be revised and resubmitted.

Assigned additional duties to:

Anderson and the rest of the committee will assist the Department of Geography, Planning, and Environment with any questions they may have as they revise the code.

NEXT MEETING: 2 November 2016

ITEMS TO BE DISCUSSED:

- Department of Biology Unit Code

Meeting adjourned at 5:47 pm.

Submitted by Tom Shields, Committee Secretary