COMMITTEE:          Unit Code Screening Committee

MEETING DATE:       2 November 2016

PERSON PRESIDING:  Tricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Jonathan Dembo, Cheryl Johnson, and Tom Shields

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

OTHERS IN ATTENDANCE: Tim Christensen (Biology)

Anderson called the meeting to order at 3:35 pm.

__________________________

ACTIONS OF MEETING

Agenda Item: Chair’s Report

Discussion:

A memorandum by Provost Ron Mitchelson and Faculty Chair John Stiller concerning extending the three-semester time limit for a Provisional Code was shared. Because major reorganizations of colleges and schools can take more than the three semester limit, Units can request extensions for the use of a Provisional Code through the appropriate Vice-Chancellor through the Chair of the Faculty. Currently, this most affects the College of Health and Human Performance and Academic Library Services.

__________________________

Agenda Item: Pre-Review of Unit Codes Process

Discussion:

- The pre-review process seems to be working well enough to consider reviewing two unit codes at our next meeting.
  - Scott and Anderson have reviewed the Department of Human Development and Family Sciences code and will distribute these notes.
  - Following the review of the Department of Biology Unit Code (below), the committee decided that it would not be possible to review two codes in a single meeting, even with pre-review.

- How best to get the information from a pre-review to the committee was discussed. Any method that a committee member decided to use would be OK, but using a method that easily allowed electronic distribution would be best.

__________________________

Agenda Item: Approval of Minutes
Discussion:
The minutes from the 19 October 2016 meeting were not yet ready and would be approved at the next meeting.

Assigned additional duties to:
Shields to complete the 19 October 2016 minutes.

Agenda Item:
Review of the Department of Biology Unit Code of Operations

Discussion:
The following revisions were requested by the committee:

Universal Changes
- Change “tenure track” to “probationary (tenure-track)” throughout.
- Change “fulltime” or “full time” (when used as an adjective) to “full-time” throughout for consistency.
- Change
- Italicize ECU in ECU Faculty Manual through for consistency.
- Refer only to Parts of the ECU Faculty Manual, not to sections within parts.
- Make sure that all ECU Faculty Manual links are correct.
- Capitalize Chair, Department, Unit, and University throughout.
- Change “student evaluations” to “student surveys.”
- Check indentation and spacing of paragraphs that may have shifted in revision.

Individual Changes
- Cover memo: In the first paragraph, second sentence, change “Provisional” to “Revised Unit” or “Amended Unit.”
- ll. 6-8: Add in mention of “tenured and probationary term (tenure-track).”
- l. 20: Insert “as detailed” between section C and below.
- l. 37: Change “ex-officio” to “ex officio.”
- ll. 40-41: Change “retired or permanently disabled” to “retired, permanently disabled, or deceased.”
- ll. 63-64: Close up extra line break; change “reappointments” to “subsequent appointments.”
- l. 67: Delete “rank or”; insert “adjunct” between of and appointment.
• I. 69: Change “rank” to “academic title.”

• I. 81: Insert at the end of the sentence “and requires approval in accordance with Part IX of the ECU Faculty Manual.”

• I. 83: Change

Adjunct status is not required for an individual to serve as an external member on a thesis or dissertation committee. Adjunct status and appointment to the graduate faculty are required to serve as an internal member on a thesis or dissertation committee.

to

To serve as an external member on a thesis or dissertation committee, adjunct status in the Department is not required. To serve as an internal member on a thesis or dissertation committee, both adjunct status in the Department and appointment to the Graduate Faculty are required. See section II.C. of this Code.

• I. 101: Insert “members of” between by and he Department.

• II. 127-129: Start item 10. with “Have general responsibility,” moving “In consultation with other members of the Executive Committee” to the end of the item.

• II. 130-134: Start item 11. with “Prepare the departmental budget,” moving “In consultation with other members of the Executive Committee” to the end of the item.

• I. 140: Change “Ensure” to “Promote and foster.”

• I. 141: Add after the end of the sentence “See the ECU Faculty Manual, Part V, “Statement on Professional Ethics.””

• I. 148: Change “When requested by the Chair, represent the Chair in an official capacity.” to “Represent the Chair in an official capacity when requested by the Chair.”

• I. 197: Change “Conduct” to “Supervise the conducting of.”

• I. 200-201: Change “of the Graduate, Executive, and Personnel Committees” to “of the Executive Committee and of the Graduate Committee (if he or she is a Graduate Faculty member).”

• I. 206: Change “When requested by the Chair, represent the Chair in an official capacity.” to “Represent the Chair in an official capacity when requested by the Chair.”

• I. 254: Change “When requested by the Chair, represent the Chair in an official capacity.” to “Represent the Chair in an official capacity when requested by the Chair.”

• I. 258: Delete “STANDING.”

• II. 262-385: To match the current Faculty Senate-approved Unit Code Format, make all Standing Committee materials (including II. 313-332, on the Executive Committee) Section IV.A.,
and make all Personnel, Tenure, and Promotion Committees materials Section IV.B.

- ll. 276-307: Integrate l. 279, “As outlined in the ECU Faculty Manual,” into the end of the opening paragraph (l. 277), e.g., “The Personnel Committee will function as outlines in the ECU Faculty Manual;” change items IV.A.1.a.1-7 and IV.A.1.b-d to items IV.A.1.a-j.

- ll. 281-283: Change

Makes recommendations to the Chair of the Department on initial and any fixed-term appointments or reappointments at the expiration of the current term and initial probationary-term appointments;

to

Makes recommendations to the Chair of the Department on initial fixed-term appointments or subsequent reappointments at the expiration of the current term and initial probationary-term appointments;

- ll. 319: Change “Quorum: Acting Chair of the Department and five members . . .” to “A quorum consist of the Chair of the Department (or Acting Chair, Undergraduate Director, or Graduate Director in the Chair’s stead) and five members . . . “

- ll. 397: Change “unit guidelines follow” to “Unit follows the” or “Unit complies with the.”

- ll. 400-786: The committee found the use of the 1.0, 2.0, etc., numbering system helpful; consider using this system throughout.

- ll. 416: Change “guidelines” to “priorities.”

- ll. 442-443: Insert “faculty” between probationary-term and and; insert “fixed-term” between appointment of and faculty.

- ll. 450-456: Move to l. 667, section V.B. on the evaluation of fixed-term faculty evaluation, new or subsequent appointments, and advancement in title.

- ll. 451: Change “dossier” to “portfolio.”

- ll. 511: Insert “surveys” between student and and.

- ll. 525: Change “Faculty Manual part VI” to “ECU Faculty Manual, Part VI.”

- ll. 568-594: (Optional) Divide into 2-3 or more paragraphs for ease of reading. Possible divisions might occur at l. 576 and l. 585, but there may be better (and more numerous) possible divisions.

- ll. 622: Change “Section” to “Part.”

- ll. 671: Consider adding after “The Chair will provide a statement” the sentence “All written correspondence will be shared with the candidate and the Personnel Committee.”
• l. 737: Change “promoted” to “advanced.”

• l. 765: Change “rank” to “title.”

• l. 768: Change “promoted” to “advanced.”

• l. 770: Consider adding after “The Chair will provide a statement” the sentence “All written correspondence will be shared with the candidate and the Personnel Committee.”

• ll. 799-800: Change “Only these actions of the Executive and Personnel Committees” to “Only the non-confidential actions of the Executive Committee.”

• ll. 796-800: Revise so that the Personnel Committee must have five working days to review agenda materials. The easiest fix would be to delete the Personnel Committee from these lines and state that they will follow the procedures outlined in the ECU Faculty Manual, Part IX.

• l. 804: Delete “his/her.”

• ll. 810-811: Change “Personnel and Executive Committees” to “Executive Committee.”

• ll. 819-820: Change “the unit’s major accreditation planning documents and other assessments of unit operations” to “the unit’s major accreditation, planning and other documents, such as assessments of Unit operations.”

• l. 826: Insert “See the ECU Faculty Manual, Part II.” at the end of the item.

• l. 843: Insert “See the ECU Faculty Manual, Part IX.” at the end of the item.

**Action Taken:**
A motion was passed to approve the Department of Biology Unit Code contingent on both making the requested editorial revisions and that the Department of Biology permanently tenured faculty vote to make the following changes:

- That Department administrative officers (e.g., the Director of Undergraduate Studies and the Director of Graduate Studies) not be voting *ex officio* members of the Personnel Committee. (ll. 200-201, ll. 233-234)

- That consideration be made about sharing all written correspondence concerning the Chair’s concurrence or non-concurrence concerning a fixed-term faculty member’s advancement in title be shared with the candidate and Personnel Committee. (ll. 671-673, ll. 770-773)

**Assigned additional duties to:**
Anderson will work with the Department of Biology in making the requested revisions.

**Agenda Item:**
Reconsideration of the ability to review more than one unit code at the next committee meeting.
Discussion:
Reviewing the Department of Biology Unit Code took the entire scheduled time for review even though it had been pre-reviewed according to the committee's new procedures.

Action Taken:
The committee decided that there would only be time to review one code at its next meeting.

NEXT MEETING: 16 November 2016

ITEMS TO BE DISCUSSED:

- Proposed Department of Human Development and Family Sciences Unit Code (Pre-review by Scott and Anderson)

Meeting adjourned at 5:15 pm.

Submitted by Tom Shields, Committee Secretary