COMMITTEE: Unit Code Screening Committee

MEETING DATE: 16 November 2016

PERSON PRESIDING: Tricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Rose Bailey, Jonathan Dembo, Tom Shields, Brian Muzyka, Cheryl Johnson

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

OTHERS IN ATTENDANCE: Sharon Ballard (Human Development and Family Science)

Anderson called the meeting to order at 3:30 pm.

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ACTIONS OF MEETING

Agenda Item:
Available minutes will be approved at the next meeting.

Discussion:
Available minutes will be approved at the next meeting. A draft of the section from the 19 October meeting concerning the changes to the Department of Geology proposed code were sent to the department so they could work on the code to prepare for submission to the Faculty Senate.

Assigned additional duties to:
Shields will complete the backlog of minutes.

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Agenda Item:
Meeting dates for the remainder of the Fall Semester

Discussion:
There will be two more meetings for fall:

- 30 November: Department of Recreation and Leisure Studies
- 14 December: School of Social Work

The pre-reviews are working well; however, the document format needs to be kept as it is during the review, maintaining lines numbers as in the original, etc., in order to facilitate discussion and the writing of minutes.

Assigned additional duties to:
Department of Recreation and Leisure Studies: Shields and Hopkins to do pre-review.
School of Social Work: Ingalls and Hudson to do pre-review.

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Agenda Item:
Spring 2017 meeting dates and times
Discussion:
The committee will hold two meetings per month until it is “caught up” on the proposed unit codes already received. The following meetings are currently on the schedule:

- January 18: Department of Health Education and Promotion
- February 1: Department of Interior Design and Merchandising
- February 15: Department of Kinesiology
- March 1: Open
- March 15: Open
- April 19: Open

Meetings will run from 3:00-5:00 pm

Assigned additional duties to:
Department of Health Education and Promotion: Scott and Dembo to do pre-review.
Department of Interior Design and Merchandising: Misulis and Johnson to do pre-review.
Department of Kinesiology: Bailey and Ingalls to do pre-review.

Agenda Item:
Review of the Department of Human Development and Family Sciences (HDFS) Unit Code of Operations

Discussion:
Johnson served as chair of the HDFS Code Unite Committee and so, during this portion of the meeting, served a representative from HDFS, with Ballard.

The following revisions were requested by the committee:

Universal Changes
- Insure that line numbers be visible in copies of the code presented to the Faculty Senate and further along in the review process.
- Change Sedona to Faculty 180 throughout, including the guidelines attached to the code.
- Use the phrasing “ECU Faculty Manual, Part ___” throughout (rather than switching between this phrasing and “Part ___ of the ECU Faculty Manual”.
- Once the acronym HDFS has been established (section II.A.), use it consistently throughout unless the full name is needed for emphasis or some other reason.
- Capitalize Unit and Faculty throughout when referring to the HDFS as a unit or specifically to its Faculty.
- Change probationary in “probationary Faculty” or “probationary (tenure-track) Faculty” to either “probationary term” or “probationary-term.” (The ECU Faculty Manual uses both “probationary term” and “probationary-term”; choose one and be consistent throughout.)
• Make sure that all outline items have been indented fully on their second and following lines (e.g., p. 2, IV.A.1.b., items i-iv).

• Change “at the beginning faculty meeting of the year” to “at the initial faculty meeting of the year” (e.g., p. 3, IV.A.2.a.).

**Individual Changes**

- **p. 1:** II.B. Change “consist of full-time faculty with greater than 50% teaching and research/creative activity assignments in the Department” to “consist of full-time Faculty whose assignment is with greater than 50% in the Department” or “consist of Faculty with a full-time position with East Carolina University and a greater than one-half time position in the Unit. (The second version is the language used in the ECU Faculty Manual, Part IX.IV.)

- **p. 1:** II.D. Move “(which may include a Phased Retirement participant)” to after recognizes emeritus status for a retired; insert Program between Retirement and participant.

- **p. 2:** III.B. Bullet point the lists of Program Directors and Program Coordinators; optionally, bullet point the list of duties of the Program Directors and Program Coordinators.

  In the list of duties of the Program Directors and Program Coordinators, delete “may serve as Chair in the absence of the Chair”; change “request for program” to “request for programs”; delete “using faculty, staff, and student input.”

- **p. 2:** IV.A.1.a. Capitalize “Section”; insert “of this code” after Section II.B.; delete “in the Department (a committee of the whole).”

- **p. 2:** IV.A.1.b. Insert “Chair and the” between to the and Dean.

- **p. 3:** IV.A.2. Change “Scholarship” to “Scholarships.”

- **p. 3:** IV.A.2.a. Change “Scholarship” to “Scholarships.”

- **p. 3:** IV.A.2.b. Change “Scholarship” to “Scholarships”; change “solicit” to “recruit” or “solicit applications.”

- **p. 3:** IV.A.3.a. Change “East Carolina University” to “ECU.”

- **p. 3:** IV.A.3.b. Remove the breaks and item numbers from items i-ii to make the section a single paragraph; insert “shall” between and and conduct.

- **p. 3:** IV.A.4.b.iv. Remove the hyperlink on and the between Faculty Manual and HDFS Department Guidelines.

- **p. 4:** IV.B.1.a. In the second sentence, change “and an alternate tenured or probationary term faculty member” to “and two alternates, one tenured and one probationary term Faculty member.”

- **p. 4:** IV.B.1.b. In the second sentence, replace “preside over . . . to the faculty, and” with “of the Personnel Committee”; in the third sentence, replace “The elected Chair of the committee” with “The Chair of the Personnel Committee.”
Move the paragraph that starts “Recommendations for appointments . . .” to the bottom of p. 3 as part of the introduction to IV.B.

- p. 4: IV.B.1.c. Change “Committee members serve staggered terms of two years” to “Committee members serve terms of two years, staggered when possible.”

- p. 4: IV.B.1.e. Delete this entire item.

- p. 4: IV.B.2.a. Insert “non-medical” between including those on and leave.

- p. 5: IV.B.2.a. Add at the end of the item “At least two-thirds of the Promotion Committee must be tenured.”

Make the paragraph starting “Meetings of the Promotion Committee . . .” item IV.B.2.a. Titled “Procedures”; make current item IV.B.2.b. item IV.B.2.c.

- p. 5: IV.B.2.b. (current) Move the final sentence, “The composition and . . . Part IX,” to the start of the item, before The Promotion Committee shall be responsible . . .

- p. 5: IV.B.3.a. In the first sentence, insert “non-medical” between on and leave.

- p. 5: IV.B.3.b. Move the final sentence, “The composition and . . . Part IX,” to the start of the item, before The Tenure Committee shall be responsible . . .

- p. 6: V.A.1. Make clear that the first line is a header; change the commas between Department and provide and between teaching and develop to semicolons.

In the third paragraph, last sentence, make sure that HDFS Departmental Guidelines is hyperlinked to that document.

- p. 6: V.A.2. In the first paragraph, delete “dictated by this code . . . being evaluated.”

- p. 7: V.A.3. At the end of the paragraph that begins “Conferral of tenure . . .,” change “the following criteria and those specified in the HDFS Departmental Guidelines” to “those specified in the HDFS Departmental Guidelines and the following criteria”; remove the italics from “including.”

- p. 7: V.B.1. In the first sentence, change “teaching and service assigned” to “teaching, service, and other duties as assigned”; in the second sentence, delete “have been approved by a majority of the permanently tenured faculty and.”

- p. 7: V.C. Capitalize “Performance Review of Tenured Faculty” in the header and the first sentence; make sure that your current Performance Review of Tenured Faculty criteria are available on the Faculty Senate website <http://www.ecu.edu/cs-acad/fsonline/custommcf/committee/uc/unitcodes.pdf> as well as being in the attached HDFS Departmental Guidelines. (Currently the Performance Review of Tenured Faculty criteria posted on the Faculty Senate website are from January 2013.)

- p. 8: VI.D. Insert a space between 51% and of; change “(per II.B. above)” to “(per Section II.B. of this code).”
p. 8: VII. At the end of the last line of the second paragraph, delete “and approval.”

p. 8: VIII. Delete “Procedures for discussing with its unit administrator the unit’s.”


HDFS Departmental Guidelines

Universal
• Change “ECU Faculty Manual Part II Section IV” to “ECU Faculty Manual.”
• Change references to “Appendix D” of the ECU Faculty Manual to “Part IX.”
• Change “SPOTS” to “student evaluations.”

“Graduate Faculty Membership”
• l. 36: Change “coterminal” to “coincides” (optional).
• l. 37: Change “Tenure track” to “Probationary term (tenure track)”; change “contract renewal” to “faculty reappointment.”
• l. 40: Change “HDFS Unit Code” to “Graduate Faculty Membership Guidelines.”

“HDFS Performance Review of Permanently Tenured Faculty (Post Tenure) Review Process”
• l. 214: Change “4” to “8.”
• l. 220: Change “of between 0-4” to “>2-8.”
• l. 225: Change “3” to “2.”

Action Taken:
A motion was passed to approve the Department of Human Development and Family Sciences (HDFS) Unit Code contingent on both making the requested editorial revisions and that the HDFS permanently tenured Faculty vote on whether or not to make to make the following change:

• p. 9: VIII.B. In the fourth sentence of the paragraph that begins “Any Faculty member may . . . ,” delete “Following recommendation of a majority of the total voting Faculty.”

The committee wants to make sure that the intention of the HDFS permanently tenured Faculty is that a majority of all voting Faculty must recommend approval of an amended Unit Code before the HDFS ECU Faculty Manual, Part IV, voting Faculty (i.e., the permanently tenured Faculty) can vote on approving the amended code.

If this part of p. 9, VIII.B., of the proposed HDFS Unit Code remains as it was submitted, then the code is approved as submitted. If the HDFS permanently tenured faculty vote to change the language in this section, the revised version of the code will need to be resubmitted for approval.

Assigned additional duties to:
Johnson and Ballard will take the question of Section VIII.B. back to the HDFS permanently tenured faculty. Anderson will work with HDFS in making the requested revisions.
NEXT MEETING: 30 November 2016

ITEMS TO BE DISCUSSED:

- Proposed Department of Department of Recreation and Leisure Studies Unit Code (Pre-review by Shields and Hopkins)

Meeting adjourned at 5:30 pm.

Submitted by Tom Shields, Committee Secretary