COMMITTEE: Unit Code Screening Committee

MEETING DATE: 30 November 2016

PERSON PRESIDING: Cheryl Johnson

REGULAR MEMBERS IN ATTENDANCE: Jonathan Dembo, George Sigounas, Tom Shields

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

OTHERS IN ATTENDANCE: David Loy, Susan McGhee (Recreation and Leisure Studies)

Johnson called the meeting to order at 3:32 pm.

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ACTIONS OF MEETING

Agenda Item: Approval of the 19 October 2016 and 2 November 2016 minutes

Discussion: No corrections to the minutes of 19 October needed.

Shields noted while doing the minutes of 2 November that materials, he realized that there was one needed change in the proposed Department of Biology Unit Code of Operations that was missed during the 2 November meeting. Section V.A.5.1.a. (ll. 450-456) of the submitted code was about the evaluation of fixed-term faculty for subsequent appointment, but Section V.A. was about tenured and probationary-term faculty. This material in ll. 450-456 needed to be moved to the beginning of Section V.B. (around l. 667) on the evaluation of fixed-term faculty evaluation, new or subsequent appointments, and advancement in title.

Action Taken:
The minutes of 19 October were approved without amendment and the minutes of 2 November were approved with the noted change.

Assigned additional duties to:
Shield would amend the 2 November minutes and inform Tim Christensen of the Department of Biology of the additional revision.

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Agenda Item: Next meeting date and pre-review assignments

Discussion: The next meeting will be December 14; on the agenda is review of the proposed School of Social Work code. Ingalls and Hudson are to do pre-review.

Assigned additional duties to:
Ingalls and Hudson will send their notes to Committee Chair Tricia Anderson for distribution to the committee before the next meeting.
Agenda Item:
Review of the Department of Recreation and Leisure Studies (RCLS) Unit Code of Operations

Discussion:
Loy and McGhee informed the committee that the RCLS faculty has voted and approved a name change for the unit, the Department of Recreational Therapy and Recreational Management (RTRM). The name change has not been approved by the College of Health and Human Performance.

The following revisions were requested by the committee:

Universal Changes
- Insure that all hyperlinks to the ECU Faculty Manual (ECU/FM) go to the appropriate part of the ECU Faculty Manual.
- Insure that all occurrences of ECU/FM are italicized.
- Capitalize Faculty and names of specific types of Faculty, i.e., Graduate Faculty, but not generic descriptors (e.g., general Faculty, not General Faculty [ll. 21-22]). Faculty used as an adjective (e.g., permanently tenured faculty, faculty members) could go either way; just be consistent.
- Capitalize Code, University, Department, etc., consistently throughout, though not adjectival forms, e.g., departmental.
- Change “non-paid” to “unsalaried.”
- Change “department Graduate Faculty” to “departmental Graduate Faculty.”
- Optional: Use the acronym RCLS wherever reasonable and possible, e.g. ll. 128-129.

Individual Changes
- I. 10: Italicize ECU as part of title and abbreviation ECU/FM.
- II. 34-46: Move ll. 38-46 to section II.C., after I. 64 as a new item II.C.4. Remove the item number from ll. 34-36, making it the entirety of section II.B.
- II. 44-46: Move to the end of I. 53.
- II. 50-53: Becoming Graduate Faculty starts with the Department, so refer to the “Department of Recreation and Leisure Studies Graduate Faculty Membership” document attached to the Code, making acceptance by the Graduate School a second step.
- I. 74: Make the S in “Status” lower case.
- I. 76: Delete “appropriate” between the and Department.
- II. 81-88: Is defining adjunct faculty as both “not directly affiliated with the Department” but also “members of the East Carolina University community” potentially conflicting? It may work for adjunct faculty who are hired elsewhere in the University, but not for people from outside the University serving as Adjunct Faculty. In such a case, the connection to the University community is through affiliation with the Department.
- ll. 84-86: Change “Adjunct faculty appointments which are honorary are an unsalaried, non-tenure track appointment for a term of one to three years” to “Adjunct Faculty appointments, which are honorary, are unsalaried, non-tenure track appointments for terms of one to three years.”

- l. 115: Change “Title” at the start of the line to “The faculty title.”

- ll. 121-127: Delete “It is comprised of . . . in aquatic therapy and biofeedback”; replace with “RCLS awards degrees including the bachelor of science and the master of science as well as the undergraduate minor and post-baccalaureate certificates.”

- l. 135: Change “department” to “code unit.”

- l. 141: Insert at the end of the line “The chair undergoes administrative review according to established University policies (see ECU/FM, Part II).”

- l. 169: Change “inventory records” to “oversee the inventory of records”; change “inventory and maintain equipment” to “oversee the inventory and maintenance of equipment.”

- l. 172: Change “establish” to “determine.”

- l. 222: Insert a comma after duties and before including.

- l. 237: Change “a chair” to “the Chair.”

- l. 238: Change “a chair” to “the Chair.”

- l. 275: Change “liaison with the College Director” to “liaison to the Graduate School, as well as to the College Director.”

- l. 282: Change “department” to “departmental.”

- l. 284: Insert at the end of the sentence “and by the Chair and the Dean (see ECU/FM, Part II)” between Faculty and the period.

- l. 290: Insert after Faculty. and Any the sentence “An Acting Director may be appointed by the Chair without a Graduate Faculty vote.”

- l. 291: Change “confirmed” to “reconfirmed.”

- l. 299: Change “and” to “as well as those established by.”

- ll. 299-300: Change “as operationalized in the Graduate Program Directors and Coordinators Handbook,” to “(see the Graduate Program Directors and Coordinators Handbook),”.

- ll. 315-316: Insert “oversee records” at the start of the lines, before in coordination; delete “maintain records.”

- l. 318: Insert a comma after Department and before and.
- II. 336: Change “the College Director of Graduate Studies or Department Chair” to “the Department Chair or requested by the College Director of Graduate Studies.”

- I. 356ff: Insert a description of the eligibility requirements, selection process, and duties of the Undergraduate Degree Director. (Mentioned on I. 439 but never defined.)

- I. 362: Insert at the start of the paragraph “Election to standing committees is by majority vote of Voting Faculty unless otherwise noted.”; make the s and c in Standing Committee lower case.

- II. 364-365: Make the s and c in Standing Committee lower case.

- II. 373-374: Change “. . . the Department. The Committee’s advisement includes curriculum . . .” to “. . . the Department, which includes curriculum . . .”

- II. 381-382: Insert “the” between Chair, and Director; insert “the” between and and degree; Insert at the end of the paragraph “The Chair of the Department serves as a the chair of the Advisory Committee.”

- II. 389-393: Change items 1-3 to items i-iii.

- I. 398: Delete the comma after written and before in.

- I. 402: Optional: Change “item” to “proposal.”

- I. 416: Change “designee” to “designated faculty member.”

- I. 424: Insert at the end of the line after Section II.B “of this Code. Only Graduate Faculty vote on graduate curriculum matters.”

- I. 434: Change “designee” to “designated faculty member.”

- I. 440: Insert “faculty” between “appointed” and “representative.”

- II. 449-452: Revise to spell out clearly how five members can serve these varied roles. One possible revision might be: “At least two faculty members will represent each undergraduate degree program. At least three of the members will be Graduate Faculty members.” It would be best if the section can be revised to be even clearer.

- II. 490-518: Lay out each of the three types of personnel action committees individually: the Personnel Committee, the Tenure Committee, and the Promotion Committees.

  For the Personnel Committee, tell how many members it has and what its specific duties are.

  State for all three committees “The composition and function of the Personnel/Tenure/Promotion Committee(s) shall be in accordance with the ECU/FM, Part IX.”

  Address any specific duties of the personnel action committees that the Department may wish to assign to subcommittees when the ECU/FM allows but need to be addressed in the Code to do so.
• ll. 530-575: Move this section on procedures concerning search committees, which are subcommittees of departmental personnel committees, to the section to be revised concerning the Personnel Committee and its duties.

While revising, because search committees are subcommittees of departmental personnel committees—search committees make recommendations to personnel committees which in turn make recommendations to the code unit administrator, in this case to the Department Chair—make sure that everything in this section is written so that, while the Chair and Dean can be consulted, decisions are made by the Personnel Committee.

• I. 532: Change “to a department” to “to the Department.”

• I. 553: Change “Dean” to “Chair”; make sure that the Chair can determine the makeup of a search committee or if that decision about the makeup of one of its subcommittees must be made by the Personnel Committee.

• I. 554: Change “all other” to “fixed-term.”

• ll. 568-569: Delete "Upon approval by from Human Resources of the recommendation(s),".

• ll. 577-598: Move from “Section V. Evaluation of Faculty” to “Section III.A.2. Duties of the Chair” (or create a special part under “Section III.A. Chair of the Department” concerning teaching assignments and reassigned time. You may wish to refer to the ECU/FM, Part VIII, which states that it is the Chair (the code unit administrator) who makes teaching assignments.

The Department may choose to consult the Dean in matters of reassigned time, but most likely only in matters of disagreement between the faculty member and the Chair.

• I. 582: Delete “Dean and.”

• ll. 590-900: Revise to fit the outline of the “Unit Code Format,” using three individual sections, one apiece for evaluation of (A.) tenured and probationary-term (tenure-track) faculty; (B.) fixed-term faculty; and (C.) post-tenure review.

• ll. 591-674: These materials should be integrated into each of the three sections within V. Evaluation of Faculty, as appropriate. This will usually mean repetition of materials that are similar in the evaluation of tenured and probationary-term (tenure-track) tenure track faculty and of fixed-term faculty. However, if there is material that truly does apply across the board in all three sections, including post-tenure review, it can be included in an opening statement before Part A.

• I. 649: Insert a comma after above and before and.

• ll. 654-655: Because the evaluation of faculty is a Department-based process, the Dean should not be who approves exceptions to following the guidelines of weights in the areas for evaluation. The Department may choose to consult the Dean, but most likely only in matters of disagreement between the faculty member and the Chair.
• I. 656: Delete the comma after *circumstances* and before *such*.

• I. 669-670: Because the evaluation of faculty is a Department-based process, the Dean should not be who approves changes in the assignment of relative weights in the areas for evaluation. The Department may choose to consult the Dean, but most likely only in matters of disagreement between the faculty member and the Chair.

• I. 669-670: Because the evaluation of faculty is a Department-based process, the Dean should not be who approves changes in the assignment of relative weights in the areas for evaluation. Additionally, a unit code cannot compel an administrator outside the code unit to take any action; only if such an action is required by the *ECU/FM* or another University policy can an administrator be required to do something for a code unit. The Department may choose to consult the Dean in such matters, but this is usually done only in cases of disagreement between the faculty member and the Chair.

• II. 688-695: Recommendation for initial appointment of probationary-term faculty is a duty of the Personnel Committee; that should be made clear here and the information about appointment being based on the needs and resources of the University should be in the section on searches and the Personnel Committee. However, it can be repeated here and stressed along with the qualifications for various ranks, including rank at initial appointment, which are included in this section.

• I. 720: Isn’t the appropriateness of a faculty member’s terminal degree determined at the time of initial appointment? If so, should it be removed from the discussion of tenure to avoid it’s being raised again?

• II. 776-777: Are efforts to secure internal or external funding for research required of all tenure-track faculty? Is it an appropriate criterion for anyone and everyone in RCLS? (A question, not necessarily a suggestion for change.)

• II. 820-821: Indicate where the qualifications for appointment at the rank of instructor be found. If there is no document with these qualifications, write them into the code.

• II. 821-822: If the appropriateness of a faculty member’s terminal degree is determined at the time of initial appointment, should it be removed from the discussion of tenure to avoid it’s being raised again? Or is one of the differences between tenure-track instructors and assistant professors having earned a terminal degree?

• II. 824-827: What type of service, at least potential for service, is required for appointment or promotion to assistant professor?

• I. 872: Change "contribution" to "contributions."

• I. 878: Insert a comma after *Part VII* and before *the*.

• I. 881: Change “by” to “to.”

• I. 897: Define *HHP Executive Committee*. Additionally, double-check if it is the will of the Department that this sort of personnel issue be required to go outside of the Department for advice. It may be better to revise “the proposed revisions will be presented” to “the proposed revisions may be presented” or “the proposed revisions
should be presented.”

- l. 900: Optional: Insert “within the Department” between verbally and as.

- ll. 922-929: Insert “his/her” or “his or her” between or and designee to make clear who it is that designates who is serving in the Chair’s, Graduate Director’s, or Undergraduate Degree Director’s stead.

- l. 943: Close up the space between meeting and the period.

Action Taken:
The committee agreed that the Department of Recreation and Leisure Studies’ Unit Code needs to be revised and resubmitted.

Assigned additional duties to:
In addition to the revisions above, Ingalls has additional suggested revisions she will share with RCLS.

Johnson and Anderson will assist RCLS with any questions they may have as they revise their code.

NEXT MEETING: 14 December 2016 (location TBA)

ITEMS TO BE DISCUSSED:

- School of Social Work Unit Code

Meeting adjourned at 5:43 pm.

Submitted by Tom Shields, Committee Secretary