COMMITTEE: Unit Code Screening Committee

MEETING DATE: 20 January 2016

PERSON PRESIDING: Tricia Anderson (Chair)

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson, Clark Nall, Donald Philyaw, Tom Shields, George Sigounas

EX-OFFICIO MEMBERS IN ATTENDANCE: Pamela Hopkins, Linda Ingalls, Kathy Misulis, Jane Trapp, David Tulis

OTHERS IN ATTENDANCE: Brian Massey, School of Communication

Anderson called the meeting to order at 3:05 pm.

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ACTIONS OF MEETING

Agenda Item: Approval of 18 November 2015 minutes

Action Taken: The minutes were approved.

Agenda Item: Next Unit Code for Review

Discussion: Anderson announced that the next unit code for review would be that of the School of Art and Design, which had been sent to everyone via campus mail. If anyone is missing that code, it can be found on the committee Sharepoint site.

Agenda Item: Faculty Senate Task Force on Criteria for Provisional Codes

Discussion: Johnson, the Unit Code Screening Committee’s representative on the Faculty Senate’s task force to design criteria for provisional codes, reported that there was no news to come from that task force as of yet.

Agenda Item: Review of the School of Communication (SOC) Unit Code of Operations

Discussion: The following revisions were requested by the committee:

Universal Changes

- Insure that all parts of the code are placed in the sections and order as given in the current “Unit Code of Operation Format” as posted in the “General Guidelines for Writing and Revising a Unit...
Code of Operation” on the Unit Code Screening Committee web page (e.g., make II. 2-10 “Section I PREAMBLE”; change I. 12 from “Section II: ORGANIZATION of the SCHOOL” to “Section II FACULTY”; etc.)

- Refer to only 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.
- Insure that with changes in sections and their lettering/numbering, that all references to sections of the code are updated to the new letters/numbers (e.g., change II. 422, 470, and 503, “See Sec. IV (C.2) of the unit Code” to the updated new section reference).

**Individual Changes**

- II. 14-15: Insert “who are full-time and part-time” between and and fixed-term; delete “and whose teaching, research, and/or . . . for the School.”
- I. 19: Insert “excluding the Director” between administrators and the final period.
- I. 23: Insert “excluding the Director” between officials and the final period.
- II. 31-32: Change “could be” to “is”; delete “only after a majority . . . of the unit Code.”
- I. 34: Change “Graduate Faculty Standards” to “Standards for Graduate Faculty” and place in quotation marks (for consistency); insert a hyperlink to the “Standards for Graduate Faculty” or reference where this document can be found.
- II. 43-57: Delete everything starting from “The Dean of the College” to the end of I, 57.
- II. 62-63: Delete.
- I. 74: Delete the comma after improvement and before and.
- I. 75: Change “all” to “nonconfidential.”
- I. 78: Delete “Managing and maintaining School facilities and equipment;”; capitalize Supervising.
- II. 87-88: Insert “for” between agenda and and.
- I. 90: Capitalize Director.
- I. 95: Insert “in accordance with established University policies” between years and the final period.
- II. 96-97: Change “made” to “conducted”; delete “by the faculty . . . and Chancellor.”
- II. 100-101: Delete.
- l. 105: Insert “non-salary” between of and compensation.
- ll. 115-116: Insert “non-salary” between of and compensation.
- l. 130: Insert “undergraduate” between School’s and academic; insert “, such as Interpersonal/Organizational Communication, Media Studies, Journalism, and Public Relations,” between areas and shall.
- l. 132: Delete the comma after selected and before and.
- l. 133: Insert “non-salary” between appropriate and compensation.
- ll. 150-188: Move to a new Section IV.B, Personnel Committees, Tenure Committees, Promotion Committees; insert a version of ll. 146-149, appropriately revised to fit the Personnel, Tenure, and Promotion Committees, at the start of this section.
- ll. 152-158: Reference the ECU Faculty Manual, Part IX, to apply to the entire section, not just item iv.
- ll. 160-161: Delete “including those on leave but present for the vote, and.”
- l. 163: Delete the comma after faculty and before and.
- l. 164: Insert “probationary” between A and faculty.
- l. 167: Insert “and are eligible for reelection” between years and the final period.
- ll. 168-178: Reference the ECU Faculty Manual, Part IX.
- l. 175: Insert “non-medical” between on and leave.
- ll. 179-188: Reference the ECU Faculty Manual, Part IX.
- l. 181: Delete the comma after rank and before and.
- l. 186: Insert “non-medical” between on and leave.
- ll. 186-187: Delete “The chair . . . committee’s membership.”
- ll. 189-237: Make new section IV.A, Standing Committees; include ll. 146-149 as item 1 in this revised section.
- l. 203: Insert “graduate” between the and faculty.
- l. 204: Insert “graduate” between the and curriculum.
- l. 206: Change “program” to “program(s)” (to parallel language of l. 207).
- l. 229: Insert “undergraduate” between new and course.
• l. 230: Insert “undergraduate” between new and course.
• l. 239: Change “will” to “may.”
• l. 240: Delete “only.”
• l. 253: Delete the comma after meeting and before and.

• II. 262-605: Make a new Section V, EVALUATION OF FACULTY, dividing material as appropriate, especially separating evaluation of tenured and probationary-term (tenure track) faculty from evaluation of fixed-term faculty, making three to make three subsections, A. Evaluation of Tenured and Probationary-Term (Tenure-Track) Faculty; B. Evaluation of Fixed-term Faculty; and C. Standards for Performance (Post-Tenure) Review.

• l. 266: Change “hiring” to “search.”

• II. 268-272: Move to the section on the Director’s duties as part of or somehow connected to item b.i (ll. 60-61).

• l. 276: Delete quotation marks around the word other; insert “areas,” between other and when.

• II. 278-280: Move to new section V.B on the evaluation of fixed-term faculty.

• l. 279: Insert “are” between and and evaluated.

• l. 284: Insert “including” between outlines, and course.

• l. 291: Revise to make clear that these grant-seeking/securing activities are for teaching grants.

• l. 362: Change “as heavily as” to “more heavily than.”

• l. 379: Change “organizers” to “organization” or “organizing”; change “volunteers” to “volunteering.”

• l. 381: Delete quotation marks around both occurrences of the word other; change “Other’ activity is determined” to “Any other activity for evaluation is determined.”

• l. 384: Delete quotation marks around the word other.

• II. 386ff: Insure that reappointment is used to apply to probationary (tenure-track) faculty and subsequent appointment is used to apply to fixed-term faculty.

• l. 429: Delete the comma after Creative Activity/Innovation and before and/or.

• l. 430: Change “and other” to “and, when appropriate, other areas.”

• l. 475: Delete quotation marks around both occurrences of the word other.
Delete quotation marks around the word *other*.

Move into a separate section on tenure after items about promotion, i.e., after l. 540.

Insert “in addition to criteria listed in the *ECU Faculty Manual, Part IX*” between *Professor* and the final period.

Delete “Highly”; capitalize *Skilled*.

Change “relates” to “relate.”

Delete quotation marks around both occurrences of the word *other*.

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• I. 629: Delete “, UNIT ADMINISTRATOR(s), and UNIVERSITY PROCEDURES.”

• I. 639: Insert “of the voting faculty” between vote and is.

• II. 639-642: Delete.

• II. 645-646: Change to Section VIII BUDGET; separate into two items: A, Annual Budget Request, and B, Annual Report.

• I. 645: Change “The Director shall prepare the budget and annual report in consultation with the faculty in a regular School meeting . . .” to “The Director shall prepare the budget and annual report and present it to the faculty for consultation in a regular School meeting . . .”

• II. 650-654: Move into both new Section V.A. Evaluation of Tenured and Probationary-Term (Tenure-Track) Faculty and V.B. Evaluation of Fixed-term Faculty.

• I. 666: Between the sentence that ends with “of the proposal” and the one that begins with “A two-thirds majority,” insert the following sentence: “After discussion with the entire faculty, a vote will be taken by the tenured faculty.”

**Action Taken:**
A motion to approve the Department of Foreign Languages and Literatures unit code with the requested revisions was passed.

**Assigned additional duties to:**
Anderson will work with the School of Communication in making the requested revisions, including restructuring various parts to meet the required outline given in the current “Unit Code of Operation Format” and inserting the appropriate hyperlinks to the ECU Faculty Manual.

**NEXT MEETING:** 17 February 2016 (142 Rawl Annex)

**ITEMS TO BE DISCUSSED:**

• School of Art and Design Unit Code of Operations

Meeting adjourned at 4:54 pm.

Submitted by Tom Shields, Committee Secretary