COMMITTEE:  Unit Code Screening Committee

MEETING DATE:  14 December 2016

PERSON PRESIDING:  Tricia Anderson

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

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

OTHERS IN ATTENDANCE:  Brenda Eastman, Destiny Askew (School of Social Work)

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

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ACTIONS OF MEETING

Agenda Item:
Approval of 2 November 2016 (revised) and 16 November 2016 minutes

Action Taken:
The minutes were approved.

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Agenda Item:
Review of the School of Social Work Unit Code

Discussion:
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 consistent outline formatting has been used throughout (e.g., I.A.1.a.i or another standard order).

• Capitalize *Code, University, School, Faculty, Graduate Faculty*, etc., when used as a name/title consistently throughout.

• Italicize *ECU Faculty Manual* (including *ECU*) and *ECU/FM* throughout.

• Refer only to Parts of the *ECU Faculty Manual (ECU/FM)*, not to sections within parts.

• Optional: Establish an acronym for the School of Social Work (e.g., *SSW*) and use throughout.

• Optional: Establish the acronym for the Council of Social Work Education, *CSWE*, at the first mention of the organization (l. 261?) and use throughout.
Individual Changes

- II. 15-25: Remove underlining and replace with italics or first word in each item.
- II. 27-31: Match left indent to II. 13-14.
- II. 35-40: Delete. (All this information is given below; in addition, creates the term General Faculty which is not different from the term used most often throughout, Faculty.)
- II. 51-53: Add reference to the ECU/FM, Parts IV and IX, e.g., add a line at the end of the paragraph such as “Eligibility to vote is more specifically defined in the ECU Faculty Manual Part IV and Part IX.” If it is the School’s wish, other Faculty members can vote on issues outside of those specifically defined by the ECU/FM, Parts IV and IX. The more clearly who can vote on what within the School in ways that meet the requirements of the ECU/FM, the better.
- II. 55-62: Move to Section II.B, “Graduate Faculty.”
- I. 59: Remove the quotation marks from Graduate Faculty.
- I. 60: Change “(Part II)” to “(see the ECU/FM, Part II).”
- I. 62: Add at the end of the final sentence the phrase “that are attached to this Code.”
- II. 79-80: Move to Section III.B.2 around item c (l. 258) or integrate into III.B.2.c.
- I. 93: Insert “the Provost” after Dean, and before and.
- I. 103: Change “a” to “the” between of and Director.
- I. 106: Change “a” to “the” between of and Director.
- I. 108: Insert “as” between serve and the.
- I. 113: Close up the extra space between of and Social; add a semicolon after Work.
- I. 124: Change “work with regards to” to “oversee.”
- II. 139-141: Insert “schedule course offerings” between and and after; delete “schedule course offerings” at the end of the item.
- II. 151-152: Change “facilitate implementation of teaching evaluations for faculty and graduate assistants” to “evaluate the teaching of faculty and graduate assistants”; consider making evaluation a separate item from the rest of III.A.2.j.
- I. 163: Change “initiate and approve” to “initiate and consider approval of” or, if accurate, just “recommend for approval.”
- I. 177: Change the period at the end of the item to a semicolon.
- I. 180: Correct spelling of “submited” to “submitted.”
• I. 181: Change the period at the end of the item to a semicolon.

• I. 185: Change the period at the end of the item to a semicolon.

• II. 192-194: Change “facilitate the self-evaluation” to “facilitate any self-evaluation.”

Because the “Unit Program Self-Study Report” is part of the Unit Academic Program Review (see the document that the ECU/FM links to from Part IV, Section III.A, the “Procedures for Unit Academic Program Review” <http://www.ecu.edu/cs-acad/fsonline/customcf/committee/ep/reviewguidelines.pdf>), be clear that this includes the Self-Study and if there are other self-evaluations that the School of Social Work may be subject to. For example, in l. 193, change “and” to “including” and insert “for” between Part IV and the Academic.

• I. 202: Change “coordinate voting of” to “disseminate.”

• I. 205: Delete “before such documents are released.”

• II. 222-227: Move to Section III.B.2 at l. 246 and re-letter the items now at l. 246 and following accordingly.

• II. 223-224: Change “liaison with the College Director” to “liaison to the Graduate School, as well as to the College Director.”

• I. 226: Change “departmental” to “School’s.”

• II. 229-242: Add in that the School’s Director of Graduate Studies must meet the criteria set by the ECU/FM, Part II.

• I. 231: Delete the comma after Faculty and before and.

• II. 234-238: Change “The School of Social Work’s . . . graduate faculty status” to “The School’s Director of Graduate Studies must possess voting graduate faculty status and be employed full-time within the School of Social Work, except in extenuating circumstances approved by the Director of the School of Social Work.”

• II. 261-262: Change “the Council of Social Work Education Educational Policy Accreditation Standards” to “the Council of Social Work Education’s Educational Policy Accreditation Standards”; provide a link or locator information for the document Educational Policy Accreditation Standards.

• I. 264: Change “maintain” to “oversee maintenance of.”

• I. 272: Insert a comma after Graduate Faculty and before including.

• II. 297-300: Change “Initial appointment . . . voting faculty” to “Initial appointment of the School’s Director of Undergraduate Studies is for a three-year term, with eligibility for subsequent reappointment by the School’s Director upon approval by a majority of the voting faculty.”
- l. 306: Italicize *Policy Manual*; delete the semicolon after *Manual*; insert the word *and* between *Manual* and *standards*.

- l. 312: Insert a comma after *goals* and before *including*.

- l. 313: Change "Majors" to "majors."

- l. 323: Delete "qualified"; insert "and" after the semicolon.

- l. 327: Change the semicolon to a period.

- l. 331: Make item III.C.1.

- ll. 332-335: Delete "The appointment . . . Faculty Manual."

- ll. 337-339: Insert "appointed," between *will be* and *supervised*; make "The Director of Field Education . . . School of Social Work" the first sentence in Section III.C.

- l. 339: Delete "The duties of the Director of Field Education include:"; make new item III.C.2 "Duties of the Director of Field Education:".

- ll. 346-348: Change "establish, in consultation . . . for students;" to "establish criteria for the selection and evaluation of agencies providing placement for students in consultation with the School's Director, Director of Graduate Studies, and Director of Undergraduate Studies;".

- l. 351: Change the semicolon after *liaisons* and before *field* to a comma.

- l. 352: Change "and students to the policies" to "and students, concerning the policies."

- l. 357: Insert "in" between *processes* and *accordance*.

- l. 366: Change "a twelve month term" to "twelve-month terms."

- l. 373: Change "Personnel Action Committee" to "Personnel Committee."

- l. 375: Change "three year" to "three-year."

- l. 376: Optional: Change "each year and shall" to "each year; members shall."

- l. 377: Change "chooses" to "elects."

- l. 378: Insert a paragraph break after *academic year* and before *Duties*; change "Duties shall include:" to "Duties of the Nominating Committee:".

- l. 391: Insert "and" after the semicolon.

- l. 401: Change "insure" to "ensure."

- l. 404: Change "three year" to "three-year."
• l. 405: Change “chooses” to “elects.”
• l. 421: Insert “and” after the semicolon.
• l. 423-428: Indent item e to match indentation of items a-d above.
• l. 426: Insert a space between be and submitted.
• l. 435: Change “chooses” to “elects.”
• ll. 436-437: Change “three year” to “three-year.”
• l. 442: Change “Personnel Action Committees” to “Personnel, Tenure, and Promotion Committees.”
• l. 445: Delete the period after with and before Part IX.
• l. 452: Change “three year” to “three-year.”
• l. 453: Change “three year” to “three-year.”
• l. 454: Change “two year” to “two-year”; change “Its term begins” to “Terms begin.”
• l. 456: Insert “from among the tenured members” between elected and by.
• l. 461: Insert “in” between established and Part.
• l. 464: Delete the extra period after Work.
• ll. 464-467: Delete “In addition to . . . the tenure process.”
• ll. 469-471: Make reference to the process for selecting these members from outside the School as given in the ECU/FM, Part IX.
• l. 473: Change “The Promotion Committee” to “Promotion Committees.”
• ll. 475-476: Delete “at the associate professor or professorial level.”
• ll. 476-477: Change “The Promotion Committee” to “Promotion Committees.”
• ll. 477-478: Change “Appendix D, Section IV.A” to “Part IX.”
• ll. 481-483: Make reference to the process for selecting these members from outside the School as given in the ECU/FM, Part IX.
• ll. 503-506: Make clear to who motions to establish ad hoc committees are made; especially if ad hoc committees can only be created by approval of the Faculty, refer to Section IV, “Procedures of Meetings,” of this Code.
• ll. 510-546: The section on “Selection and Appointment of New Faculty” is not part of “Evaluation of Faculty.” Move this section on procedures concerning search committees, which are
subcommittees of code unit personnel committees, to the section on the Personnel Committee and its duties (ll. 448-458).

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

- I. 513: Change “of” to “for.”
- I. 515: Change “Director” to “Director.”
- II. 526-529: Change “For all search committees . . . conducting the search” to “For all search committees, a majority of the committee members must be voting, permanently-tenured Faculty.”
- II. 531-532: Delete the extra “of the” between members and committee.
- I. 537: Make sure that it is the desire of the School of Social Work that it wants to codify consultation with the Dean about developing the position announcement. Search committees may consult the College Dean if they wish, but it is not a requirement unless written into the Code.
- I. 542: Change “report” to “recommendation.”
- II. 548-557: Move from “Section V. Evaluation of Faculty” to “Section III.A.2. Duties of the Chair,” perhaps as part of current item h (ll. 138-141), or create a special part under “Section III.A. Chair of the Department” concerning teaching assignments and reassigned time.
- I. 556: Where can the University workload guidelines be found? Is there a link available?
- II. 558-638: Evaluation of Faculty should follow the outline of the “Unit Code Format,” where there are three individual sections: A. one for evaluation of tenured and tenure-track faculty; B. one for evaluation of fixed-term faculty, and C. one for standards of post-tenure review. This will usually mean repetition of materials that are similar in the evaluation of tenured and probationary (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. 568: Change “. . . by the School shall establish . . .” to “. . . by the School. The criteria shall establish . . . .”
- II. 607-638: Check that it is the will of the Faculty of the School of Social Work that the Dean of the College be involved in approving all exceptions to following the guidelines of weights in the areas for evaluation. Because the evaluation of faculty is a Department-based process, the Dean generally would 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.
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.

The committee stopped its review of the School of Social Work Unit Code at l. 639. Additional comments concerning revision of the proposed Code have been provided by Linda Ingalls.

**Action Taken:**
The committee agreed that the proposed School of Social Work Unit Code needs to be revised and resubmitted.

**Assigned additional duties to:**
Anderson and Johnson will assist the School of Social Work with any questions they may have as they revise their code.

It was suggested that the recently approved Department of Chemistry Unit Code can serve as a guide for how to do the division into the required three parts of Section V, “Evaluation of Faculty.”

**NEXT MEETING:** 18 January 2017 (142 Rawl Annex)

**ITEMS TO BE DISCUSSED:**
- Health Education and Promotion Unit Code (Pre-Review by Scott and Dembo)

Meeting adjourned at 5:05 pm.

Submitted by Tom Shields, Committee Secretary