COMMITTEE: Unit Code Screening Committee

MEETING DATE: 17 February 2016

PERSON PRESIDING: Tricia Anderson (Chair)

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson, Linda Ingalls, Kathy Misulis, Jane Trapp

OTHERS IN ATTENDANCE: Kate LaMere, Gunnar Swanson (School of Art and Design)

Anderson called the meeting to order at 3:08 pm.

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ACTIONS OF MEETING

Agenda Item:
How Appendices to Unit Codes Are to be Treated

Discussion:
Appendices to unit codes are parts of the codes, even if they are separate documents (see the East Carolina University Faculty Manual, Part IV).

Many of these appendices are guidelines for such actions as tenure and promotion. The Unit Code Screening Committee needs clarification, then on whether revisions to guidelines or other items mentioned as appendices to unit codes means that the code itself has been revised and needs to be reviewed by the committee.

As an example for the type of situation where this can occur is in the Brody School of Medicine. In addition to the school’s guidelines for how departmental tenure and promotion guidelines should be developed, there are then individual guidelines for each of the school’s nineteen departments. (As an example of the length of the department guidelines, those for the Department of Internal Medicine run some 25 pages.)

Action Taken:
The committee requested that clarification be sought from the Chair of the faculty.

Assigned additional duties to:
Anderson will contact John Stiller, Chair of the Faculty, about this question.

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Agenda Item:
Review of the School of Art and Design (SoAD) Unit Code of Operations

Discussion:
The following revisions were requested by the committee:

Universal Changes
• Write out “School of Art and Design” consistently throughout rather than sometimes using “SoAD.”
• Refer to the “ECU Faculty Manual” consistently throughout after the first use, where the abbreviation of ECU for East Carolina University is noted.

• Italicize ECU Faculty Manual consistently throughout.

• Refer only to 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.

• Capitalize committee names throughout, e.g., Executive Committee, Curriculum Committee, Personnel Committee, etc.

• Use “Graduate Committee” (including capitalization) consistently throughout wherever “Graduate Committee,” “graduate committee,” “Graduate Faculty Committee,” “Faculty Graduate Committee,” etc., are found.

• Refer to the appropriate “Appendix 1” or “Appendix 2” consistently throughout rather than “Appendix A” or “Appendix B.”

• Capitalize position titles, e.g., Dean of the College of Fine Arts, Director of the School of Art and Design, Chair of . . ., Ombudsman (that is, wherever the of . . . is either stated or implied). For example, see l. 58, where Deans should be capitalized; l. 75, where Director, should be capitalized; l. 176, where Graduate Programs Director should be capitalized; etc.

• Insert “and” following the semicolon at the end of the penultimate item in numbered lists. (See, for example, l. 164, which would now read “. . . policies and activities; and”

• Consistently treat the word faculty as singular when referring to the faculty as a group. For example, see II. 245 (“The voting faculty as defined in II.B of this code is eligible to vote . . .”), which is correct, and 254-255 (“The voting faculty as defined in II.B of this code are eligible to vote . . .”), which is not. (When part of a plural phrase, however, the plural verb form is used, e.g., “All faculty are required . . .”)

**Individual Changes**

• I. 23: Insert “non-medical” between approved and leave.

• I. 32: Insert “other” between membership, and graduate.

• I. 33: Insert “other” between or and faculty; delete “who are adjunct members of the graduate faculty.”

• II. 23-28: Replace “Faculty with term contracts . . . policies permit” with “All faculty who have a contract of over a year are eligible to vote. Faculty with one-year fixed-term contracts are eligible to vote at the start of their second consecutive appointment.” (Alternatively, “All faculty who have a contract of over a year with at least a half-time teaching appointment are eligible to vote. Faculty with one-year fixed-term contracts with at least a half-time teaching appointment are eligible to vote at the start of their second consecutive appointment.”)

• I. 51: Insert “to” between or and chair.
I. 58: Insert “of” between and the.
I. 74: Insert “/Unit Head” between Officer and the right parenthesis.
II. 77-78: Reference the ECU Faculty Manual, Part II.
II. 82-83: Insert “when appropriate” or “when proper” between and report and between whole and the semicolon.
II. 85-88: Separate into two items: (1) expectations, and (2) evaluations; reference the ECU Faculty Manual, Part IX; renumber the following items appropriately.
I. 88: Change “evaluations” to “evaluation”; insert “(see Appendix 1)” between standards and the semicolon.
II. 97-98: Delete “appointment, re-appointment, non-appointment, promotion, permanent tenure.”
I. 99: Change “EPA” to “EHRA.”
I. 104: Insert “with concurrence or non-concurrence” between tenure and the semicolon.
II. 106-107: Change “report in accordance with the ECU Faculty Manual to the faculty regarding the availability and allocation of money for raises” to “report to the faculty regarding the availability and allocation of money for raises in accordance with the ECU Faculty Manual.”
II. 114-115: Delete the entire item 10; renumber the following items appropriately.
I. 127: Delete “occasionally.”
I. 128: Delete “‘to be able to.”
I. 144: Insert “members” between faculty and under.
II. 150-151: Change “the director will appoint an alternate chair for the meeting in consultation with the Executive Committee” to “the director, in consultation with the Executive Committee, will appoint an alternate chair for the meeting.”
I. 153: Delete “any.”
I. 160: Insert “except as otherwise stated in this code, administer he budget and” between 23. and meet.
I. 166: Change “insuring” to “ensuring.”
I. 170: Change “are administrators” to “serve in administrative roles” or “serve in leadership roles.”
I. 176: Insert “appointed by and serves at the pleasure of the Director of the School of Art and Design and serves as” between is and the.
• l. 177: Insert “is” between and the. [You may wish to break up ll. 176-177 into two or three sentences.]

• l. 217: Insert “as appropriate” between governance and the period.

• l. 262: Change “parliamentarian” to “Parliamentarian of the School of Art and Design.”

• ll. 264-268: Change “The parliamentarian will interpret procedural aspects of this code and advise on meeting procedures and serves at the pleasure of the director. The parliamentarian’s term ends at the time of the end of the term of the chair of the executive committee.” to “The Parliamentarian will interpret procedural aspects of this code and advise on meeting procedures guided by the most recent edition of Robert’s Rules of Order, Newly Revised. The Parliamentarian serves at the pleasure of the director, and his or her term ends at the same time as the end of the term of the Chair of the Executive Committee.”

• l. 272-273: Insert a period after issues; change “including” to “Examples include.”

• ll. 290-291: Change “will” to “may”; move these lines to the end of the paragraph on l. 283.


• ll. 317-318: Delete “A quorum . . . membership.”

• l. 325: Delete “of” between by and any.

• l. 350: Insert “and resolutions” between disputes and to.

• l. 358: Insert “of this code” between III.D. and the right parenthesis.

• l. 361: Insert “chosen by the faculty at large” between senator and the comma.

• l. 367: Change “vote in such” to “vote on such.”

• ll. 357-370: Move to l. 330.

• l. 373: Insert at the start of the paragraph “The Curriculum Committee is responsible for the undergraduate programs in the School of Art and Design.”

• l. 379: Change “all” to “each.”

• l. 380: Change “programs” to program”; change “represented” to “included.”

• ll. 420-421: Delete and replace with “When permissible by the ECU Faculty Manual, Part IX, subcommittees may be formed.”
- l. 427: Remove the italics from “the.”
- l. 433: Change “a” to “an anonymized.”
- l. 444: Insert “and the provisions of the ECU Faculty Manual, part VII” after code and before the period.
- l. 458: Change “Evaluations” to “evaluation.”
- 460: Delete the word “to” from between activities, and the and between and and the.
- l. 461: Replace the comma after activities with a period; delete “respectively, and”; insert “These values” before should be.
- II. 464-495: Remove materials concerning fixed-term faculty from the section on promotion and move to the section to the end of l. 506; change any references to fixed-term faculty “rank” to fixed-term faculty “advancement in title.”
- l. 473: Delete “real.”
- l. 477: Delete “real.”
- l. 488: Delete “real.”
- l. 498-506: Divide into two subsections, one on evaluation and another on advancement in title.
- l. 502-503: Change “the same as” to “parallel to those.”
- l. 511: Remove the italics from “the”; insert a period after the right parenthesis.
- II. 511-514: Insure that the School of Art and Design has gone to serial review for Performance Review of Tenure; if not, delete “Faculty who . . . five years”; if so, in l. 512, change “post tenure review” to “performance review (post-tenure review).”
- l. 532: Delete “guidelines for”; change “review” to “reviews.”
- l. 541: Delete “or” after and/or.
- l. 546: Change “school” to “academic”; insert “preceding year’s unit” between the and annual.
- l. 553: Insert “a vote on” before the word any.
- l. 566: Insert a comma after faculty.

Appendix 1
- ll. 3-8: Add in “if not in conflict [or a similar word] with University policy” in an appropriate place.
• l. 11: Insert “individual” between between and faculty.

• ll. 17-21: Define somewhere in the document that the numbers 2/2, 1/3, 3/1, 2/3, etc., indicate teaching loads.

• ll. 30-32: Refer to the ECU Faculty Manual, Part VIII; indicate the opportunity to renegotiate the weights of categories during the year, if there is such an opportunity.

• l. 54: Insert a colon after the word following.

• l. 56: Change “2-5” to “3-5.”

• l. 65: Insert a comma after i.e.

• l. 70: Change “your” to “the.”

• l. 78: Change “you” to “the curator.”

• l. 212: Change “will” to “may.”

Appendix 1
• l. 4: Change “Appendix F of the Faculty Manual” to “Part II of the ECU Faculty Manual.”

• l. 5: Change “Associate or Full Graduate Faculty” to “Graduate Faculty or Associate Graduate Faculty.”

• l. 16: Delete “demonstrated.”

• l. 18: Change “student SOIS scores” to “student surveys.”

• l. 23: Delete “demonstrated.”

• l. 28: Delete “demonstrated.”

• l. 35: Delete “Full.”

• l. 36: Delete “Full.”

• l. 42: Change “Student SOIS scores” to “student surveys.”

Action Taken:
A motion to approve the School of Art and Design unit code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the School of Art and Design in making the requested revisions, including inserting the appropriate hyperlinks to the ECU Faculty Manual.

Agenda Item:
Minutes of 20 January 2016
Discussion:
The minutes were approved.

NEXT MEETING: 16 March 2016 (142 Rawl Annex)

ITEMS TO BE DISCUSSED:

- College of Nursing Unit Code of Operations

Meeting adjourned at 5:53 pm.

Submitted by Tom Shields, Committee Secretary