COMMITTEE: Unit Code Screening Committee

MEETING DATE: 20 April 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: Lisa Hudson, Linda Ingalls, Kathy Misulis, Jane Trapp

OTHERS IN ATTENDANCE: Andy Sargent, Andrew Morehead (Chemistry)

Anderson called the meeting to order at 3:02 pm.

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ACTIONS OF MEETING

Agenda Item: Approval of the 17 February and 16 March 2016 minutes

Action Taken: The minutes were approved.

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Agenda Item: Chair’s Report

Discussion: The Faculty Senate approved three codes at their 19 April meeting: the School of Communication, the School of Art and Design, and the College of Nursing.

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Agenda Item: Review of the Department of Chemistry Unit Code of Operations

Discussion: The following revisions were requested by the committee:

Universal Changes

- 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.

- Change departmental Chair to Department Chair throughout.

- Capitalize Code or Unit Code; Department Chair; Faculty or Chemistry Faculty (when referring to the department’s faculty members as a whole); and Graduate Faculty consistently throughout.

- Use Voting Faculty rather than Full-Time Faculty when referring to the group of faculty members eligible to vote on specific matters (starting on l. 21).
• Remove the “Unit Code of Operation Format” directions from headers; where the next item in the draft code can serve as the item title, use that (e.g., ll. 52-54, remove the instructions and use “Graduate Faculty” as the item C title); where the instructions are needed to provide the item title/text, revise to be appropriate in that position (e.g., l. 525, delete “Current, updated, and approved,” and start the item A. header with “Guidelines, criteria, . . .”).

• Change “tenure track” to “probationary (tenure-track)” throughout.

• Optional: Change “limitation” to “limit” wherever it applies to the number of terms allowed, e.g., l. 138, changing “There is no limitation to the number of successive terms the individual may serve” to “There is no limit to the number of successive terms the individual may serve.”

Individual Changes
• Cover/Signature Page: Update signature of “Next Highest Administrator.”

• ll. 15-30: Number the two parts “Faculty” and “Voting Faculty”—currently “Full-Time Faculty (Voting Faculty)”—as outline items 1 and 2.

• l. 16: Insert “The” at the start of the line before Faculty; change “consist” to “consists.”

• l. 19: Insert “who” between or and are.

• l. 22: Insert a comma after i.e. and before fixed-term.

• l. 27: Insert “non-medical” between on and leave.

• ll. 33-49: Number the parts starting with “Unit Code of Operations” to “Graduate Program Issues” as outline items 1 through 6.

• l. 34: Change “accord” to “accordance”; insert “only” between Part IV, Section II, and permanently. (As noted among the universal changes, “Section II” will be deleted.)

• l. 37: Insert “Only” at the start of the line before Members; make “members” lower case; insert “Action” between Personnel and Committee(s); change “Committee(s)” to “Committees”; insert “in Section IV.B” between below and the right parenthesis.

• l. 39: Insert “Only” at the start of the line before Tenure.

• l. 41: Insert “Only” at the start of the line before Members; make “members” lower case.

• l. 45: Capitalize Promotion Committee.

• l. 58: Replace “maintained by the main office” with “attached to this Code.”

• ll. 63-69: Refer to the ECU Faculty Manual, Part VIII.

• l. 64: Insert the following sentence at the start of the section: “Emeritus status may be considered for retired, permanently disabled, or deceased faculty members.” Change “voted on” to “recommended”; insert “Tenured Faculty to the” between the and Personnel.
• l. 69: Change “research originality” to “original research.”
• l. 79: Insert “Harriot College of Arts and Sciences,” between administration, and other.
• l. 94: Change “i.e.” to “e.g.”; insert a comma after e.g.
• II. 98-99: Change “in cooperation with the” to “following a recommendation from the.”
• l. 100: Delete “the” between Developing and class.
• l. 101: Delete “the” between assigning and teaching.
• l. 106: Insert “departmental” between the and Annual.
• l. 109: Insert “the University and” between by and the.
• l. 111: Insert a comma after personnel and before such as.
• l. 112: Insert “the” after assistants, and before stockroom; insert “the” after manager, and before laboratory.
• l. 117: Change “and committees as” to “and appointed committee members as.”
• l. 121: Delete “the” between that and Unit Code (currently unit code).
• l. 125: Change “assume the” to “be delegated authority for other.”
• l. 127: Insert “may be” between and and approved.
• l. 129: Insert a comma after Chair and before and.
• l. 144: Insert “support” between and and assessment.
• l. 147: Change “Undergradute” to “Undergraduate.”
• l. 165: Change “Serving as” to “Supporting the.”
• l. 172: Insert “may be” between and and approved.
• ll. 207-210: Refer to the ECU Faculty Manual, Part II.
• l. 222: Delete the comma after serve and before and.
• ll. 226-229: Add one-sentence descriptions of the duties of these four Appointed Officials.
• l. 238: Delete “STANDING.”
• l. 242-485: To match the current Unit Code Format, revise into two sections, “A. Standing Committees” and “B. Personnel Action Committees.”

Section “A. Standing Committees” will include current II. 242-398 as subsection “1.
Elected Committees” and ll. 464-485 as subsection “2. Appointed Committees.” Change all subsection numbering/lettering within revised “A. Standing Committees” appropriately.

Section “B. Personnel Action Committees” will be the same as in the current draft and include ll. 400-462.

- I. 251: Change “fiscal” to “academic.”
- I. 252: Delete “(July 1).”
- I. 263: Change “representatives” to “members.”
- I. 287: Delete “from the.”
- I. 307: Change “UPC” to “Undergraduate Program Committee”; change “GPC” to “Graduate Program Committee.”
- I. 319: Delete the entire item vii.
- I. 325: Insert a comma after members and before including.
- I. 339: Change “program” to “programs.”
- I. 347: Insert “, Part II” between Manual and and.
- I. 351: Insert “graduate” between coordinating and recruiting; change “web based” to “web-based.”
- I. 374: Change “approving” to “recommending.”
- ll. 403-404: Change “The department Chair, Executive Committee, and Personnel Committee will work together to facilitate the formation of search committees . . .” to “The Department Chair and Executive Committee advise the Personnel Committee in the formation of search committees . . .”
- I. 412: Capitalize “Personnel Committee.”
- I. 413: Change “the members of the tenure committee” to either “the members of the tenured Faculty” or “the tenured members of the Faculty.”
- ll. 417-418: Change “The Chair of the Personnel Committee will be elected annually from the committee membership by the members of the tenure committee . . .” to “The Chair of the Personnel Committee will be elected annually by and from the voting committee membership . . .” (with the word voting being optional).
- I. 430: Change “full-time faculty” to “Voting Faculty.”
- ll. 443-447: Change

“The Chair of the Personnel Committee will serve as the Chair of the Promotion Committee as stipulated in the Faculty Manual. If the Chair of the Personnel
Committee holds a professorial rank lower than that to which a faculty member requests promotion, the Personnel Committee Chair shall chair the Promotion Committee but shall not have a vote on that committee.”

to

“The Chair of the Personnel Committee will serve as the Chair of the Promotion Committee. As Stipulated in the Faculty Manual, if the Chair of the Personnel Committee holds a professorial rank lower than that to which a faculty member requests promotion, the Personnel Committee Chair shall facilitate the election of the chair the Promotion Committee.”

- II. 459-460: Change “found in the Procedures . . . by the main office” to “attached to this code.”
- II. 461-462: Consider deleting this sentence.
- I. 469: Insert “if” between or and the.
- I. 477: Change “full-time” to “voting.”
- II. 494-495: Change “salary increments and merit salary increases” to “salary increment and merit salary increase recommendations.”
- II. 506-507: Change “an essential component of any faculty member” to “an essential aspect of any faculty member’s performance.”
- I. 509: Delete “makeup and.”
- I. 515: Insert “for the following year” after academic year and before the period.
- I. 525: Delete “Current, updated, and approved” and capitalize “Guidelines.”
- I. 526: Delete “otherwise.”
- II. 537-540: Change

“Service cannot be weighted more heavily than either teaching effectiveness or research/creative activity. Only under unusual circumstances, as, for example, faculty on research or administrative leave, would these minima fail to apply.”

To

“Only under unusual circumstances would these minima fail to apply. Service cannot be weighted more heavily than either teaching effectiveness or research/creative activity.”

- I. 552: Replace “maintained by the main office” with “attached to this Code”; add at the end of this item the additional sentence, “Online courses will follow University protocol for peer
evaluation of instruction.”

- I. 561: Insert “with” between Involvement and and.

- II. 563-566: Make Encouragement of research . . . student mentoring into a new item vii; change current item vii into item viii.

- II. 597-598: Change “important component of all probationary-term and permanently tenured faculty” to “an essential aspect of any probationary-term and permanently tenured faculty member’s performance.”

- I. 611: Insert a comma after organizations and before such.

- II. 633-646: Change “i. Consistent high marks from student and peer reviews” to:

  “i. Overall quality of instruction as evidenced by student opinion surveys used in a manner consistent with University policy.

  “ii. Peer evaluations of instructions involving direct classroom observation of teaching according to formal procedures recommended by the Personnel Committee and approved by the Department of Chemistry using the Peer Teaching Evaluation Form for Non-Tenured, Tenured, and Fixed-Term Faculty document attached to this Code.”

  Renumber current items ii-vi to iii-vii.

- I. 642: Change “DFW” with “D/Failure/Withdrawl.”

- I. 693: Change “anxillary” to “ancillary.”

- I. 717: Italicize prima facie.

- II. 776-778: Change “Performance Review of Permanently Tenured Faculty will be conducted on five-year intervals, and will proceed in accordance with Part IX, Section II of the Faculty Manual” to “Performance Review of Permanently Tenured Faculty will be conducted on five-year intervals in accordance with Part IX of the Faculty Manual and will use the guidelines adopted by the permanently tenured faculty of the department attached to this code and also available on the ECU Faculty Senate website.”

- I. 791: Change “is” to “in.”

- I. 798: Change “shall” to “may.”

- II. 805-806: Change “Higher expectations accompany higher title” to “Advancement in title requires increased achievement in meeting the criteria for each higher title.”

- I. 808: Change “maintained by the main office” to “attached to this code.”

- I. 809: Change “Personnel Committee” to “tenured faculty.”

[Do these revised criteria/procedures need to be approved by anyone above th elevel of the tenured faculty.]
II. 814-835: Change “i. Consistent high marks from student and peer reviews” to:

“i. Overall quality of instruction as evidenced by student opinion surveys used in a manner consistent with University policy.

“ii. Peer evaluations of instructions involving direct classroom observation of teaching according to formal procedures recommended by the Personnel Committee and approved by the Department of Chemistry using the Peer Teaching Evaluation Form for Non-Tenured, Tenured, and Fixed-Term Faculty document attached to this Code.”

Renumber current items ii-x to iii-xi.

- l. 833: Insert a “, which may include research,” after activities and before that.
- l. 834: Delete the comma after achievement and before or.
- l. 840: Change “promotion” to “advancement in title.”
- l. 858: Insert “generally” between will and meet.
- l. 896: Italicize Robert’s Rules of Order, Newly Revised; insert a comma after Revised and before Bylaws.

Action Taken:
A motion to approve the Department of Chemistry unit code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the Department of Chemistry in making the requested revisions. In addition, Anderson and Ingalls have notes and corrections for the documents referred to and attached to the revised Department of Chemistry unit code which will be sent to the Department of Chemistry for their consideration.

Agenda Item:
Draft Unit Code Committee Annual Report

Discussion:
The report, which had been drafted by Sigounas and reviewed by Anderson, was distributed for the committee’s review

Action Taken:
The annual report was approved with the addition of the needed Faculty Senate resolution numbers and a summary of the 20 April 2016 meeting.

Assigned additional duties to:
Anderson and Shields will review the amended report; sign it, as required by the Faculty Senate; and submit the report to the Faculty Senate Office.

NEXT MEETING: TBA (Fall 2016)

ITEMS TO BE DISCUSSED:
• Organization of the Unit Code Screening Committee for 2016-2017 academic year.

Meeting adjourned at 5:12 pm.

Submitted by Tom Shields, Committee Secretary