COMMITTEE:       Unit Code Screening Committee

MEETING DATE:    18 October 2017

PERSON PRESIDING:       Cheryl Johnson, Chair

REGULAR MEMBERS IN ATTENDANCE:       Rick Ericson, Timm Hackett, Brian Muzyka, Gail Ratcliff, and Tom Shields

EX-OFFICIO MEMBERS IN ATTENDANCE:     Ian Childs, Melinda Doty, Kathy Misulis, and Sharon Moore

OTHERS IN ATTENDANCE:       Dan Zuberbier, Academic Library Services

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

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ACTIONS OF MEETING

Agenda Item:
Minutes of 20 September 2017

Action Taken:
The minutes were approved.

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Agenda Item:
Election of Vice Chair

Action Taken:
Hackett was elected Vice Chair.

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Agenda Item:
Pre-Review of the School of Social Work Code

Discussion:
Faculty Evaluation Guidelines have been added to be part of the School of Social Work proposed code.

Any time guidelines are used as part of a code, even though the guidelines may not be posted on the Faculty Senate website with the main body of a code, the guidelines need to be reviewed along with the code.

Action Taken:
Cordova, Johnson, and Ratcliff will do the pre-review by November 1.

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Agenda Item:
Review of the Academic Library Services Unit Code

Discussion:
Universal Changes

- Hyperlink all references to the *ECU Faculty Manual* to the appropriate Part (but not to a specific section of an *ECU Faculty Manual* Part).
- Put a blank line after each paragraph for easier reading and visual scanning for information.
- Capitalize the following words when referring to specific groups or committees/organizations:
  - Faculty (optional)
  - Library
  - Associate or Assistant Director
  - Head(s) of Operational Service(s)
  - President, Vice-President (President-Elect), and Secretary
  - Director’s Council, Council
  - Unit
  - University
- Change *Tenure Track* to *Probationary Term* or *Probationary Term (Tenure Track).*
- Hyphenate Fixed-term, fixed-term, etc. where it precedes “faculty” throughout the unit code
- Consider changing any use of *he/she, him/her, his/her,* etc., to the title of the position being discussed (e.g., “the Director’s” in l. 95, “the Director” in ll. 98 and 115), especially if recasting to third-person plural isn’t possible.

Such a change would also help with current language discussions about the binary nature of *his/her* and more complex sexualities—including many people moving to a singular *they* as acceptable—without having to jump too far into the fray.

Individual Changes

- **I. 1:** Insert “personnel” between *SHRA* and *participation.*
- **II. 9-10:** Move definitions of *EHRA* and *SHRA* to I. 1.
- **II. 7-8:** Italicize *East Carolina University Policy Manual* and *East Carolina University Faculty Manual;* insert “*(ECU)*” into each (e.g., *East Carolina University (ECU) Faculty Manual*).
- **II. 11-12:** Put the commas inside the quotation marks. Even better would be to change from quotation marks to italics and to indicate that *ALS* is the abbreviation for *Academic Library Services,* e.g., “The terms *Academic Library Services (ALS)*, *Joyner Library* and *the Library* are used interchangeably in this document.”
- **I. 24:** Delete “instructor,” between *as* and *assistant.*
- **II. 26-30:** Employment recommendations and search procedures from the Faculty are Personnel Committee issues and, thus, this section on faculty responsibility for hiring can be left here but should be reiterated in the Personnel Committee section below (ll. 304-317).
In case there are changes in the *ECU Faculty Manual*, indicate what types of issues voting eligibility is described for in each of these sections. For example, Part IX goes with your opening statement in this section (ll. 32-34) about voting on appointments, reappointments, etc.

Give each of these sections/paragraphs an item number so there isn’t just a single item 1 at the end.

Delete “To cast a vote on issues listed in the current version of Part II of the *ECU Faculty Manual*, a member must meet the criteria stipulated in Part II.”

Capitalize Library Personnel Committee.

Delete the comma between member and who.

Insert “the” between in and *ECU Faculty Manual*.

“The Director may form an Executive Committee to provide leadership and strategic support in carrying out the mission of Academic Library Services. If an Executive Committee is formed, the director should ensure that all areas of the library are adequately represented.”

to

“The Director may form ad hoc committees to provide leadership and strategic support in carrying out the mission of Academic Library Services. If an ad hoc committee is formed, the director should ensure that all appropriate areas of the library are adequately represented.”

Insert “the” between in and *ECU Faculty Manual*.

Change if to as.

Insert “on recommendation” or “for recommendation” between voting and by faculty.

Consider changing “maintain” to “oversee” essential records

Change “designate” to “recommend” since the Provost would need to approve someone in charge for the Director when he/she is absent.

Define what an Operational Service is, especially to differentiate a Head of Operational Service from an Associate or Assistant Director? Give examples of current Operational Services (with the classic “may consist of, for example” sort of caveat).

Change “the appropriate assistant director, associate director, Director, and/or others as directed” to “the Director, the appropriate Associate Director, Assistant Director, and/or others as directed.”
• I. 145: Change “designate” to “recommend” since the Provost would need to approve someone in charge for the Director when he/she is absent.

• II. 166-168: Change “Specific responsibilities include reviewing major planning documents, conducting straw votes, and providing input on the annual budget and annual report” to “Specific responsibilities include reviewing and making recommendations on major planning documents and providing input on the annual budget and annual report.”

• I. 176: Change “These officers” to “the Vice-President and Secretary.”

• I. 190: Change prepares to “prepare.”

• II. 204-205: Move the information about filling a vacancy in the office of president to the section on what officers there are and how they are selected (IV.A.1.a, l. 178).

• II. 210-211: Move the information about filling a vacancy in the office of vice-president to the section on what officers there are and how they are selected (IV.A.1.a, l. 178).

• II. 217-218: Move the information about filling a vacancy in the office of secretary to the section on what officers there are and how they are selected (IV.A.1.a, l. 178).

• I. 237: Hyphenate two-year between staggered and terms

• II. 242-252: Change reviews, encourages, works, performs, and prepares at the start of each item to “review,” “encourage,” “work,” “perform,” and “prepare.”

• I. 253: Define what operating procedures are covered by this committee’s work.

• I. 255: Insert “The committee shall consist of” at the start of the line; insert “shall be” between EHRA Assembly and elected.

Check all the committee membership statements for parallel construction. Note how different these are at ll. 222, 236, and 255.

• I. 266: Change “maintains the Operating Procedures Manual” to “oversees operating procedures.”

• II. 272: Delete the comma after members; insert a comma between who and at; insert a comma between minimum and have.

• II. 273-277: Change

“Four members are elected by the membership of the EHRA Assembly for staggered two-year terms. Members of this committee shall be elected at the April meeting. Terms shall begin July 1. The Director shall appoint a member of the Director’s Council to serve as an ex officio member of the committee with voting privileges.”

to

“Four members are elected by the membership of the EHRA Assembly for staggered two-year terms at the April meeting. The Director shall appoint a member of the Director’s Council to serve as an ex-officio member of the committee with voting
privileges. Terms shall begin July 1."

- **I. 279:** Change “administers the EHRA Mentoring and Orientation Program” to “administers an EHRA mentoring and orientation program.”

- **II. 289-296:** Change *promotes, performs, and prepares* at the start of each item to “promote,” “perform,” and “prepare.”

- **I. 290:** Change the period between *resources and Diversity* to a semicolon; make *diversity* lower case.

- **II. 312-314:** The guideline about Heads of Operations serving on search committees (II. 147-148) should be reiterated here.

- **I. 313:** Change the period between *positions and At* to a semicolon; make *at* lower case.

- **II. 322-336:** Information about search committees should be moved to become a subsection in the Personnel Committee section (i.e., around I. 317); search committees are subcommittees of the Personnel Committee.

  Additionally, the sentence that reads “All EHRA and SHRA personnel in Academic Library Services are eligible to serve” is too broad. There must be a statement added: “when established University policies permit” or some similar statement that assu res compliance with governing policies that may be applicable, especially for faculty search committees, which are governed by the ECU *Faculty Manual* Part IX.

- **I. 343:** Capitalize *Library’s*.

- **II. 353-355:** Because the Code Unit Proposal Committee is an ad hoc subcommittee of the EHRA Assembly, move to the section on the EHRA Assembly.

- **II. 355-357:** Delete; leave current I. 358 describing ad hoc committees.

- **II. 367-396:** Make the first paragraph item V.A.1 and each of the defined areas items V.A.1.a-c; change current item V.A.1 to V.A.2, the current V.A.2 to V.A.3, etc.

- **II. 374-385:** Consider defining the connection of Librarianship to teaching for purposes of the *ECU Faculty Manual* and the Library’s mission at the start of this section and then remove the parenthetical (Teaching) thereafter—and maybe even in the heading here. Do so if it seems that the continued use of the parenthetical (Teaching) seems to play down the idea of librarianship as an important end unto itself. If done here, do the same in II. 619-630.

- **I. 406:** Insert a comma between *teaching* and *research/creative activity* or between *responsibilities and research/creative activity* if dropping *(teaching)*.

- **I. 410:** Delete the comma between *(teaching)* and *or* or between *responsibilities* and *or* if dropping *(teaching)*.

- **I. 432:** Insert “as well as” following the comma after *(PAD)* and before *raises*. 
• l. 464: Insert a comma after informational and before and.
• l. 499: Capitalize University.
• l. 500: Insert “are” between but and not.
• l. 530: Add “[see ECU Faculty Manual Part IX]” at the end of the line or in the following paragraph.
• l. 535: Change to to for.
• ll. 538-540: Change “The purpose of the progress toward tenure letter is to advise the probationary term faculty member annually of the individual’s strengths and weaknesses and to detail remedial actions needed, if any.” to
   The purpose of the progress toward tenure letter is defined in the ECU Faculty Manual Part IX.
• ll. 573-574: Don’t make a separate single item under V.A.4; rename V.A.4 “Criteria for Tenure and Promotion” and drop “a. Criteria for Permanent Tenure.”
• ll. 619-630: See note about ll. 374-385 above.
• l. 646: Change “or” to “and” between appointment, and at.
• l. 705: Insert a comma after informational and before and.
• l. 815: Change Updated to “Current.”
• l. 825: Delete “In the case of a dispute,”.
• ll. 827-879: This goes with the material in section V.B.2, which is about not only initial appointment, but also advancement in title. Combine these into a single section.
   If the advancement in title request and review coincides with a subsequent appointment, which is often the case, these dates/deadlines must contain some type of disclaimer that established University policies may supersede these dates in the unit code. Therefore, insert a statement that the dates given are guidelines and not policy.
   The deadline in Part IX for the Director to notify of recommendation would have to be earlier than June 1. Part X is being revised now by Faculty Governance and may affect some of these dates in the code as well.
• l. 833: Change V (B) 2 to “V.B.2.”
• l. 840: Change Updated to “Current.”
• I. 868: Capitalize Library.

• I. 870: Insert “In the case of a dispute,” before University.

• II. 881: Include a reference and link to the ECU Faculty Manual Part IX and add “policies and” between follow and procedures.

• II. 884-885: Delete “The Tenure Committee shares the timetable and current standards with the Director and faculty in accordance with established University policies.”

• I. 888: Change “recruitment and selection” to “recruitment, selection, and evaluation.”

• I. 921: Insert a comma between and and subsequently.

• I. 984: Insert a comma between to and the following.

• II. 1050-56: Move to the section on the EHRA Assembly (ll. 154-172).

• II. 1055-56: While these lines may be included in the section on the EHRA Assembly, they should also be retained here in Section VI.

• II. 1057-60: Move “Meetings are conducted according to procedures in the latest edition of Robert’s Rules of Order, Newly Revised,” to the section on the Director’s Council (ll. 225-228). The other information in ll. 1057-1059 is already in ll. 225-228.

• II. 1060-63: Move to the section on the roles and responsibilities of the Heads of Operational Services (ll. 129-148).

• I. 1068: Insert “Faculty” between ALS and copies.

• I. 1069-71: Change

“When possible, a straw vote will be taken on these documents. Voting faculty members shall vote to indicate their approval or disapproval of the documents. A majority vote is required for approval.”

• I. 1085: Consider changing “compression” to “compression/inversion.”

• II. 1091-97: The role of EHRA Assembly members who are non-faculty is unclear as it relates to amending the unit code. Only faculty members would be eligible to vote in accordance with the ECU Faculty Manual Part IX. This section does not explicitly state that all EHRA Assembly members can vote, but does require that they all must receive the amendment prior to a vote. This appears to provide input that could be too broad (because it includes non-faculty employees). Make clear the difference in requirements for and roles of faculty and non-faculty members of the EHRA Assembly in code revision.
Action Taken:
A motion to approve the Academic Library Services Unit Code with the requested revisions was passed.

Assigned additional duties to:
Johnson will work with Academic Library Services in making the requested revisions.

NEXT MEETING: 15 November 2017, 3:30 pm (142 Rawl)

ITEMS TO BE DISCUSSED:

- Review of the School of Social Work proposed code.

Meeting adjourned at 5:08 pm.

Submitted by Tom Shields, Committee Secretary