

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 18 January 2017

PERSON PRESIDING: Tricia Anderson,

REGULAR MEMBERS IN ATTENDANCE: Rose Baily, Jon Dembo, Brian Muzyka, Cheryl Johnson, George Sigounas, Tom Shields

EX-OFFICIO MEMBERS IN ATTENDANCE: Pamela Hopkins, Linda Ingalls, Kathy Misulis, Ralph Scott

OTHERS IN ATTENDANCE: Tony Kulas and Don Chaney (Department of Health Education and Promotion)

Anderson called the meeting to order at 3:00 pm.

ACTIONS OF MEETING

Agenda Item:

Approval of 30 November 2016 and 14 December 2016 minutes

Action Taken:

The minutes were approved.

Agenda Item:

Supplemental Materials from the Department of Interior Design and Merchandising (IDMR)

Discussion:

IDMR supplied updated Faculty Evaluation Guidelines documents, and these were distributed to the committee for inclusion in the screening of the IDMR code at the upcoming 1 February meeting.

The general question of how to handle supplemental materials that are referenced and often included as appendices to codes was raised, especially because such materials can change without a revision in a unit's code. The following points being made:

- In any case, whether in the main body of a code or in supplemental materials, when anything changes at a level above a unit code's authority—that is, in the *UNC Code*, in Academic Affairs requirements, in the *East Carolina University Faculty Manual (ECU/FM)*, etc.—these changes take precedence over the code itself. Supplemental materials are often changed to reflect these required changes at a level above a unit code's authority.
- The Unit Code Screening Committee decides whether a supplemental document is a necessary part of a unit code to meet the requirements of what is to be included in a code or if supplemental materials are just useful for reference.
- Especially in light of the newly revised *ECU/FM*, Part IV, if faculty evaluation guidelines exist external to the main body of a unit code, they need to be reviewed as part of the unit code screening process, including guidelines for mandatory five and seven year reviews.

Action Taken:

Whether supplemental materials need to be considered an integral part of a unit code or will be considered useful but not required reference materials will be decided on a case-by-case basis.

Agenda Item:

Review of the Department of the Department of Health Education and Promotion Unit Code of Operations

Discussion:

The following revisions were requested by the committee:

Universal Changes

- Insert “(HEP)” in l. 6 between *Promotion* and *and*; use the abbreviation *HEP* throughout as appropriate.
- Use the abbreviation “*ECU/FM*” (in all italics) consistently throughout; if spelling out, make sure that the full title is used and all parts are italicized (e.g., in line 7, italicize “*ECU*” between *the* and *Faculty*).
- Use *Department* rather than *Departmental* for titles (e.g., *Department Director of Graduate Studies*).
- Capitalize *Chair, College, Department, Faculty, Instructor, Professor, University*, etc., when used as proper nouns identifying a specific group, such as the Graduate Faculty (see, for example, l. 510); however, do not capitalize *departmental* when used as a general adjective (e.g., *departmental facilities*).
- Be consistent in the term used to identify research and equivalent activity; use either *research* or *research/creative activity* or *research/scholarship*, whichever is most appropriate for the Department.
- Be consistent in the use (or non-use) of the comma before *and* in a list of three or more items (i.e., the Oxford comma; see, for example, l. 141).
- Insure that “probationary” or “probationary (tenure-track)” rather than just “tenure track” is used throughout.
- Make sure that all *ECU Faculty Manual* links are correct.
- Check indentation and spacing of paragraphs that may have shifted in revision.

Individual Changes

- ll. 6-8: Insert “of” between *Department* and *Health*.
- l. 12: Consider changing *wellbeing* to *well-being*; the former is the more common British and Australian spelling while the latter is the more common US and Canadian spelling.
- ll. 17-22: Delete this paragraph.
- ll. 26-29: Add in Adjunct Faculty.
- l. 32: Insert “Except where University policy or this Code specify otherwise” at the start of the line before *[a] voting member*.
- l. 33: Change “regular” to “academic.”
- ll. 36-44: Move to after l. 58.

- II. 43-44: Change “is defined in the *Departmental Graduate Faculty Application*” to “is defined in the departmental *Graduate Faculty Membership and Graduate Faculty Application* documents attached to this Code.”
- I. 55: Change “approving” to “consider for approval.”
- I. 56: Change “approving” to “consider for approval.”
- II. 60-61: Move this paragraph to the section defining the role of the Department Graduate Director (I. 268-326) or cross-reference that section of the Code in this item.
- I. 78: Change “honorary and non-paid title” to “honorary, non-paid, and non-tenure track title.”
- II. 81-82: Delete “Adjunct faculty . . . appointment”; delete the comma after *Department*; insert “and serve” between *Department* and *for a term*.
- I. 88: Insert “adjunct” between *of* and *appointment*.
- I. 90: Insert “or by credentials” after *Department* and before the period.
- I. 96: Change “their” to “his or her.”
- I. 98: Change “their” to “his or her.”
- I. 100: Delete the extra period.
- I. 101: Capitalize *Personnel Committee*.
- II. 110-111: Capitalize *Personnel Committee*.
- I. 121: Change “is the code unit” to “is a code unit as defined in the *ECU/FM, Part IV*”; insert “departmental” between *Faculty* and *personnel*.
- II. 121-122: This sentence is not required but can be retained to emphasize the switch from the School to the Department as the code unit; even if retained here, include it also under “The Duties of the Chair.”
- I. 126: Change “a” to “the.”
- II. 126-129: Change “The Chair of the Department as Chief Administrative Officer of the unit, is responsible for the Department in accordance with the policies determined by the Department, College, and University codes” to “The Chair of the Department is chief administrative officer of the unit in accordance with the policies determined by the Department, College, and University.”
- I. 129: Delete “ , term of office, ”; change “evaluation” to “administrative review.”
- II. 134-249: Insert the word “to” at the start of each item; alternatively, insert “The Chair shall:” before the list of items.
- I. 134: Delete “a” between *as* and *departmental*.

- I. 146: Divide current item d into two items, breaking at the semicolon after *Department*.
- I. 157: Delete “ , inventory records” between *policy* and the semicolon.
- II. 157-158: Insert “oversee the” after the semicolon and before *inventory*; change “maintain equipment” to “maintenance of equipment.”
- I. 161: Change “establish” to “determine.”
- II. 173-179: Divide current item j into three items, breaking at the semicolons after *profession* and *Faculty*.
- II. 185-186: Delete “and recommend . . . to the Dean.”
- I. 188: Insert a new item that states “make recommendations for salary increments, when available;”.
- I. 190: Change “dictated” to “prescribed.”
- I. 207: Change the period to a semicolon.
- I. 210: Insert “the” between *to* and *appropriate*; delete “the” between *appropriate* and *College*.
- I. 215: Change “a” to “the.”
- I. 218: Change “unit and university code procedures” to “Unit Code and University procedures.”
- I. 221: Insert “in a meeting” after *Faculty* and before the period.
- I. 233: Change “of” to “on.”
- I. 236: Insert “if possible” after *released* and before the semicolon.
- I. 250: Change “a” to “the.”
- I. 252: Change “The Assistant Chair serves at the pleasure of and acts for the Chair” to “The Chair may appoint an Assistant Chair of the Department, who serves at the pleasure of and acts for the Chair.”
- II. 254: Delete “With approval from the Dean . . . of the *ECU/FM*.” (This sentence may remain if it is the intent of the faculty that the Assistant Chair be selected using the criteria of the *ECU/FM* for appointment, though it is not required by the University and the review/evaluation of the Assistant Chair does not follow the same process as outlined in this part of the *ECU/FM*.)
- I. 263: Change “monitor” to “assist in monitoring.”
- II. 269-273: Delete “The Departmental Director . . . graduate programs”; start item 1 at I. 275.

- I. 275: Insert “must meet *ECU/FM*, Part II, eligibility criteria and” after *Studies* and before *shall*.
- II. 276-277: Change “the voting department Graduate Faculty” to “the Department’s voting Graduate Faculty.”
- II. 275-279: The *ECU/FM*, Part II.IV.II.A, requires that Graduate Directors or Coordinators need to be approved by the College Dean, so mention of this should probably be added.
- II. 285-288: Make “Any acting . . . basis thereafter” a new paragraph, if the HEP Faculty deems this point to be necessary.
- II. 292-327: Insert the word “to” at the start of each item; alternatively, insert “The Director of Graduate Studies shall:” before the list of items.
- I. 305: Change “maintain” to “oversee the maintenance of.”
- I. 320: Delete “College Director of Graduate Studies or.”
- I 323: Change “College Director of Graduate Studies” to “Department Chair.”
- I. 325: Delete “in consultation with the Department Chair.”
- II. 331-347: Insert the word “to” at the start of each item; alternatively, insert “Undergraduate/Graduate Degree Program Coordinators shall:” before the list of items.
- II. 334-344: Reverse the order of current items 2 and 3.
- I. 347: Change “serves” to “serve.”
- I. 331: Insert “graduate” between *each* and *degree* or eliminate the reference to the *ECU/FM*, Part II.(The *ECU/FM*, Part II, refers only to graduate programs while this section is about graduate and undergraduate programs.)
- II. 354-368: Reverse the order of these two paragraphs (II. 354-358 and II. 360-368).
- I. 357: Change “department” to “degree program.”
- II. 360-368: Include the place of the Executive Committee in the establishment of Special Units because it is mentioned in the duties of the Executive Committee (II. 393-394).
- I. 382: Change “twelve month” to “twelve-month.”
- II. 385-594: Consider changing the order in committee descriptions to have the composition of the committee come first and the function/duties come second; consider splitting the function (charge) of each committee from the description of its duties, as is done with description of the Department Diversity Committee (II. 521-551), and if so split, the order of presentation might be Function, Composition, Duties.
- I. 394: Insert “and” after the semicolon.
- II. 400-402: Add the Chair and Assistant Chair to the composition of the Executive Committee; indicate who chairs the Executive Committee, if it is the Department Chair or someone

else, and how the committee chair is selected; add being part of the Executive Committee and chairing it, if that is the Department Chair's role, in the list of duties of the Chair (ll. 134-249).

- I. 410: Insert "Graduate" between *departmental* and *Faculty*.
- I. 413: Change "but" to "and."
- I. 423: Change "he/she" to "the Director."
- II. 426-434: As given, the process for approval of graduate curriculum matters does not follow the *ECU/FM*, Part II (for example, the inclusion of a College Graduate Liaison); it would be best just to state that the process follows the *ECU/FM*, Part IV.
- I. 440: Insert "ex officio," between the left parenthesis and *non-voting*.
- I. 447: Change "that" to "the."
- I. 477: Insert "of the Department" between *Chair* and *will*.
- I. 487: Insert "of the Undergraduate Curriculum Committee" between *Chair* and *or*.
- I. 489: Change "Department" to "Undergraduate Curriculum Committee."
- I. 497: Insert "staggered" between *elected to* and *three-year* (optional); change "prior to" to "at."
- I. 501: Change "elect Chairs" to "elect a Chair."
- I. 504: Change "Scholarships Committee" to "The Scholarship Committee."
- I. 516: Change "programmatic" to "degree program."
- I. 518: Insert "academic" between *the* and *year*.
- I. 526: Insert "of the Department" between *Chair* and *in*.
- I. 546: Change "their" to "the"; delete "department or."
- I. 556: Insert "selected" between *student* and *from*.
- I. 558: Insert "The Chair appoints the student member based on the recommendation of the Faculty."
- I. 560: Change "selections" to "appointments."
- I. 564: Change "Departmental Personnel Committee" to "Department Personnel, Tenure, and Promotion Committees."
- II. 566-594: Address each of these committees—the Personnel Committee, the Tenure Committee, and the Promotion Committees—separately, paying attention to any

special duties that must be given in the Code to be allowed.

- I. 567: Change “committees” to “committee.”
- I. 568: Change “committees” between *tenure* and *and* to “committee.”
- II. 571-576: Note how many members will be on the Personnel Committee; even if the intent is to have only the minimum three members required by the *ECU/FM*, it would be best to state that.
- I. 574: Insert “with” between *accordance* and *ECU/FM*.
- II. 606-652: Move to the new section on the Personnel Committee. (Selection of new faculty is a function of personnel committees, with search committees being subcommittees of personnel committees.)
- II. 608-610: Delete “After seeking . . . faculty positions.”
- I. 611: Change “a” to “the”; delete “by the Dean.”
- I. 618: Change “determine” to “elect.”
- I. 632: Change “Dean” to “the Personnel Committee.”
- I. 650: Change “1.” To “3.”
- II. 654-662: Move to the Duties of the Chair section (II. 134-249).
- II. 664-825: Begin Section IV, Evaluation of Faculty, here; divide into two separate parts, one concerning the evaluation of tenured and probationary term (tenure track) faculty and a second concerning the evaluation of fixed-term faculty, with the material about annual evaluation and about promotion and tenure for tenured and probationary term faculty coming in that part and about advancement in title for fixed-term faculty coming in that part.
- II. 818-821: Clarify how reimbursement for reassigned time because of grants/contracts is to be made—monetary reimbursement? making up reassigned time at some other time?
- II. 823-825: Delete item b. (While a dean may agree to resolve an issue concerning disagreement over weights of different areas for evaluation, a department cannot compel a dean to do so; even if the current dean is willing (or asks) to make such resolutions, future deans may not wish to do so.)
- I. 831: Change “Each” to “The.”
- II. 829-833: Make mention of the Department’s approved guidelines for performance review of tenure and where these guidelines may be found.

At this point, discussion of specifics concerning the proposed HEP Code ended; further suggestions concerning revision coming from the pre-review process were distributed to the HEP representatives.

Action Taken:

The committee agreed that the Department of Health Education and Promotion's Unit Code needs to be revised and resubmitted.

Assigned additional duties to:

- Ingalls will find appropriate language other than "act upon" for II. 477-485.
 - Johnson and Anderson will assist HEP in making the necessary revisions.
-

NEXT MEETING: 1 February 2017

ITEMS TO BE DISCUSSED:

- Department of Interior Design and Merchandising Unit Code

Meeting adjourned at 5:23 pm.

Submitted by Tom Shields, Committee Secretary