Committee: Unit Code Screening Committee

Meeting Date: February 1, 2017

Person Presiding: Cheryl Johnson

Regular Members in Attendance: Jonathan Dembo, Rose Bailey

Ex-Officio Members in Attendance: Kathy Misulis, Lisa Hudson

Others in Attendance: Katherine Swank, Runying Chen, Marina Alexander

Interior Design and Merchandising

Cheryl called the meeting to order at 3:00 pm

Actions of Meeting

Agenda Item

Review of IDMR Unit Code to determine whether the unit code is satisfactory and approved, or if changes are required then to determine whether the required changes are minor editorial changes that the unit can revise as they are not substantial, or if the changes are substantial which would require a return to the Unit Code Screening Committee for approval.

Discussion:

The committee requested the following revisions:

Universal Changes

- Insure that ECU/FM be written out as ECU Faculty Manual throughout
- Insure that all hyperlinks to the ECU Faculty Manual go to the appropriate part of the ECU Faculty Manual
- Insure correct format of references to Parts in the ECU Faculty Manual. An example of the correct format is at Line 27: ECU Faculty Manual, Part IV and Part IX (with Part IV & Part IX hyperlinked).
- Insure that IDMR Departmental Guidelines be hyperlinked.
- Italicize ECU Faculty Manual (including ECU) and ECU/FM throughout.
- Italicize IDMR Departmental Guidelines throughout.
- Capitalize Code, University, School, Faculty, Graduate Faculty, etc. when used as a name/title consistently throughout.
- Consistently when referring to Parts of the ECU Faculty Manual (ECU/FM) do not capitalize PART and instead the format is “Part” – Example would be at Line 246 incorrect, whereas Line 255 correct.
- With the IDMR acronym for Interior Design and Merchandising, use it throughout after the first notes of IDMR on Line 19.

Individual Changes on Unit Code

- II. 80:81: Per Lisa Hudson, this language is inconsistent with faculty appointments since personnel committee will make a recommendation to the Chair who can then concur or not concur and then presented to the Dean. Since not consistent, it was recommended to delete.

- II. 75:77: Per Lisa Hudson, IDMR is going to request language format from Lisa regarding forward of recommendation.
• II. 82 – Reword “The faculty title of appointment...” to “The faculty title of adjunct appointment...”

• II.93- Delete the word “codes” and end with “University.” Then, replace “evaluation” to “administrative review”

• II. 93- Delete the word codes and end with University; also change evaluation to administrative review

• II.100: capitalize University and change code to policies and procedures

• III. 124 & 127: change maintain to “oversee maintenance of”

• III. 130: change “establish” to “determine”

• III. 149:154: #11 recommended to renumber into #11 and #12 : #11 to include: “with input from administrators/supervisors of special units of the College or University to whom faculty have been reassigned conduct annual performance evaluations of reassigned faculty,” Then with renumbering, #12 recommended to include: “Conduct annual performance evaluations of departmental faculty, share the evaluation in writing and discuss the evaluation with the appropriate individual and recommend salary increments to the Dean in accordance with Part VIII of the ECU/FM;

• IV. 211: Recommend that language is drafted as a paragraph/sentence with consistency of language to apply to all three committees regarding membership, terms and duties of committees with appropriate statement that chairs of committees are elected annually.

• IV. 215-216: Reword this line to “faculty members in the Department (a committee of the whole) as defined in section II.B. of this Code.”

• IV. 218: Recommended that “Dean” should be changed to “Chair”.

• IV. 234-235: Reword this line to “members in the respective academic program (a committee of the whole) as defined in section II.B. of this Code.”

• IV. 265-268: Recommend moving this first sentence in the paragraph since it states the same information as Part IX and is not actually related to the Membership, which is the title of the subsection. See lines 308-310 for a correct presentation of the duties of the Personnel Committee are described in Part IX.

• IV. 288:303: Recommended full deletion since this is repeated in Part IX that which is referred to in Line 277 and this will shorten B.1.b.

• IV. 305:307: Recommend rewording for clarity and replace “faculties” with either “faculty” or “faculty members”.

• IV. 311:315 - Consider deleting this subsection since it is covered in Part IX.
• IV. 318-336 - Consider deleting this subsection and add a statement that the membership is defined in Part IX.

• IV. 338:341: Recommend rewording on Line 338 “Duties of the Promotion Committee shall be to make...” Then continue with remainder of the Line 339:342.

• IV. 346- 353: Consider deleting the paragraph and adding a statement that the membership of the Tenure Committee is defined in Part IX. [NOTE: If you do not delete on Line348 – should read “non-medical” leave”.

• IV. 355–359 : Consider deleting the first sentence of this subsection since it states the information in Part IX. Leave the last sentence, which refers appropriately to Part IX.

• IV. 361:379: Recommend it would be appropriate to choose to keep this or remove it. If you keep the section, you may want to consider that the tenure committee and unit administrator each write a cumulative evaluation.

• V.397:420: Recommend that the written content is not changed but that the paragraph would be improved if broken up into several paragraphs for clarity of reading.

• V.426- remove the duplicate reference to ECU Faculty Manual

• V. 437: Delete “each” at the end of Line 437.

• V.438: Reword that line as “merit awards based on the faculty’s annual performance”

• V439 – Suggested there be a title page grouping the instruments that are attached to the unit code, which groups them all together as IDMR Departmental Guidelines before Page 14, the Graduate Faculty Membership document.

• V. 440: Recommend deleting “Guidelines” and then adding “...instrument as found in the IDMR Departmental Guidelines.”

• V. 442: Recommend adding on line 442 after “… evaluation.” this sentence: “All salary recommendations must follow established University policies and procedures in accordance with ECU Faculty Manual Part VIII.

• V.444:445: Recommend deleting.

• V. 514: Delete “Guidelines” and end sentence with “Evaluation instrument.”

• V.518: hyphenate five-year

• V. 524: Add on this line “and Faculty Annual Evaluation instruments.”

• V.552:553: Reword lines: “Quorum will be 51% of the voting faculty on the roster as of September 10 of each academic year in accordance with this Code.”
• V. 566: Add a colon for punctuation after the phrase “include but are not limited to:”

• V. 598-600: Delete the last sentence that begins with “Code” on Line 598 and ends with “structure” on Line 600. Then, replace that sentence with: “If discrepancies exist, procedures as specified in this Code are superseded by the ECU Faculty Manual or other established University policies and procedures.”

**Individual Changes on Document Titled “Graduate Faculty Membership”**

• Line 17: The last sentence in the paragraph should read, “Probationary (tenure-track) faculty will be re-nominated for the . . .”

• Line 31 Delete “Section IV” and refer throughout the document only to the Part of the Faculty Manual (be sure to italicize for consistency throughout the documents)

**Individual Changes on Document Titled “Annual Faculty Evaluation Guidelines”**

• Heading: Department has a typo; should be Department

• Lines 5-6 Hyphenate “fixed-term” and include the word “probationary” before (tenure-track), adding also parenthesis as noted

• Lines 9-10 If you are referring to cumulative evaluations required by the Faculty Manual Part X, reappointments do not require cumulative evaluations; consider changing the sentence to read, “For cumulative evaluations required by the ECU Faculty Manual Part X for tenure and promotion recommendations, evidence in levels, Outcome and Recognition and Reach will be applied as major evaluation factors.” If you make this change, you may need to consider whether or not you need to add an appropriate statement that will fit reappointments and performance (post-tenure) review instead of cumulative evaluations.

• Lines 35, 44, 52, 79, 87, 94, 120, 128, 135 and 144 - Consider whether the phrase should be “expectation of faculty” instead of “level expected of faculty”?

• Line 35 change “school” to College

• Line 70 change “is” to “are”

**Individual Changes on Document Titled “Faculty Evaluation Matrix”**

• Line 8 hyphenate fixed-term; include probationary before tenure-track and include parentheses around (tenure-track)

• Lines 11-12 If you are referring to cumulative evaluations required by the Faculty Manual Part X, reappointments do not require cumulative evaluations, nor does performance (post-tenure) review. Therefore, revise your sentence to read, “For cumulative evaluations required with tenure and promotion recommendations, evidence in levels, Outcome and Recognition and Reach will be applied as major evaluation factors.” If you make this change, you may need to consider whether or
not you need to add an appropriate statement that will fit reappointments and performance (post-tenure) review instead of cumulative evaluations.

- Lines 26-31  The same changes identified above for lines 8 and 11-12 are needed here.
- Lines 43-47  The same changes identified above for lines 8 and 11-12 are needed here.
- Lines 64-67  The same changes identified above for lines 8 and 11-12 are needed here.

**Individual Changes on Document Titled “Post-Tenure Review Faculty Evaluation GUIDELINES”**

- Line 3  Revise the title of the document to read “PERFORMANCE (POST-TENURE) REVIEW GUIDELINES - If you strongly object to leaving out the term Faculty Evaluation, you may include it in parentheses after the word Performance.

- Lines 6-12  Since performance (post-tenure) review is required every five years, I am not sure that you should use the term “cumulative productivity.” In addition, PTR includes more than just a review of teaching, scholarship and service. It also includes contributing to the mission, changing goals, etc. Therefore, consider revising the paragraph to read, “The purpose of this document is to provide rubrics for reviewing all aspects of each permanently tenured faculty member’s professional performance, including contributions to the mission and changing goals of the University, during the preceding five years. The review includes consideration of the faculty member’s annual reports and annual performance evaluations for the period under review, a copy of the faculty member’s five-year plan, a copy of the faculty member’s current curriculum vita, and any other material the faculty member provided in support of his/her professional performance over the review period. Rubrics for reviewing performance in Teaching Effectiveness, Scholarship Productivity and Service Involvement are provided and levels of faculty success are ranked and assigned relative point values from Effort (low) to Outcome (medium) to Recognition and Reach (high). Evidence in levels Outcome and Recognition and Reach will be applied as major evaluation factors. Types of evidence are classified as Primary (essential), Secondary (important) and Tertiary (contributing) actions in support of faculty roles, responsibilities and expectations.”

- Lines 23, 33, 42, 50, 70, 79, 88, 95, 121, 129, 136, and 145  Question: Consider whether the phrase should be “expectation of faculty” instead of “level expected of faculty”?

**Action Taken**

Since the committee meeting on February 1, 2017 did not have a quorum, the attending members agreed to send out the results of this review of the IDMR Unit Code for other members to review and vote on at the beginning of the February 15th upcoming Unit Code Committee meeting. Although there could not be a formal vote without a quorum, the three members attending on February 1st, unanimously agreed that the recommended changes were not substantive and could be completed by the appropriate faculty in Interior Design and Merchandising.
NEXT MEETING: February 15, 2017

ITEM TO BE DISCUSSED: Kinesiology – 142 Rawl Annex

Meeting adjourned at 5:00 pm

Submitted by Rose L. Bailey, Acting on Behalf of Tom Shields, Committee Secretary