COMMITTEE: Unit Code Screening Committee

MEETING DATE: February 15, 2017

PERSON PRESIDING: Cheryl Johnson

REGULAR MEMBERS IN ATTENDANCE: Rose Bailey, Jonathan Dembo, George Sigounas, Tom Shields, Brian Muzyka

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

OTHERS IN ATTENDANCE: Stacey Altman, Paul DeVita (Department of Kinesiology)

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

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ACTIONS OF MEETING

Agenda Item:
Approval of February 1, 2017 minutes

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Agenda Item:
Pending Changes in the ECU Faculty Manual, Part IX

Discussion:
Ingalls noted that the University approved changes to the ECU Faculty Manual, Part IX, are awaiting approval form the UNC General Assembly. The pending Part IX changes will require changes in Parts VIII and X, all of which will need to be watched for in unit codes that come up for approval.

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Agenda Item:
Potential Language Being Requested for Inclusion in Unit Codes Paralleling Contract Letters

Discussion:
Ingalls presented to the committee the language that the Provost will be using in contract letters for all new probationary and tenured faculty appointment letters:

ECU is committed to recruiting, retaining, and developing faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution’s mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary tenure track faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions.
The Provost has asked that the Unit Code Screening Committee consider that parallel language be included in all future unit codes.

Action Taken:
The item was presented for discussion at this point and no action was taken as the Provost and the Chair of the Faculty are continuing to work on the parallel statement that they would like to see used in codes.

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

Discussion:
The following revisions were requested by the committee:

Universal Changes
- Refer only to Parts of the ECU Faculty Manual (ECU/FM), not to sections within parts
- Insure that all hyperlinks to the ECU/FM go to the appropriate part, including not to a specific section of an ECU/FM Part.
  - Place the ECU/FM Part number after ECU/FM (e.g., ll. 41 and 97, change “Part II of the ECU/FM” to “the ECU/FM, Part II”).
  - Place a comma between ECU/FM and Part (i.e., “ECU/FM, Part II”).
- 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. 40); however, do not capitalize departmental when used as a general adjective (see, for example, l. 101, departmental representative).
- Change “unit administrator” to “Department Chair.” Individual Changes
  - ll. 33-35: Move to between ll. 41 and 43 in the section on Graduate Faculty.
  - ll. 33-34: Insert “Unless otherwise noted” before Members; delete “with the exception . . . as ex-officio.”
  - l. 40: Insert “and” between School and who.
  - l. 67: Delete “an” between are and unsalaried; change “appointment” to “appointments.”
• l. 73: Change “their” to “his or her.”

ll. 127-129: Change
determine teaching assignments, reassigned time, and other duties for both faculty and graduate assistants, and after obtaining input from the undergraduate and graduate program directors, schedule departmental course offerings
to
in accordance with the ECU/FM Part VIII, determine teaching assignments, reassigned time, and other duties for faculty, and after obtaining input from the undergraduate and graduate program directors, schedule departmental course offerings for both faculty and graduate assistants;

• ll. 153-155: Divide into two items at the semicolon after credentialing (optional).

• l. 180: Change “ten” to “five” (to be consistent with l. 749).

• l. 185: Delete “before such documents are released” after faculty.

• l. 200: Insert “the Graduate School,” between with and the.

• l. 206: Change “voting department Graduate Faculty” to “departmental voting Graduate Faculty.”

• l. 208: Change “voting department Graduate Faculty” to “departmental voting Graduate Faculty.”

• l. 213: Change “voting department Graduate Faculty” to “departmental voting Graduate Faculty.”

• ll. 214-215: Change “voting department Graduate Faculty” to “departmental voting Graduate Faculty.”

• ll. 220-221: Change “Graduate School, as operationalized in the Graduate Program Directors and Coordinators Handbook” to “Graduate School, (see the ECU Graduate Program Directors and Coordinators Handbook).”

• l. 268: Insert “all” between Director, and Faculty (optional, depending on the intent of the Department Faculty).

• l. 269: Insert “other” between any and faculty.

• l. 274: Delete “Department.”

• l. 278-279: Change “twelve month” to “twelve-month.”

• l. 281: Delete “Departmental.”

• ll. 281-321: Revising the order of the paragraphs, moving ll. 316-321 to l. 283, changing current item c to item a, current item a to item b, and current item b to item c; the information
will then be in the order of membership, followed by function, followed by procedural matters.

- I. 323: Delete “Departmental.”

- II. 325-341: Revising the order of the paragraphs, moving II. 339-341 to I. 325, changing current item c to item a, current item a to item b, and current item b to item c; the information will then be in the order of membership, followed by function, followed by procedural matters.

- II. 343: Change “Departmental Personnel Action Committees” to “Personnel Committees, Tenure Committees, Promotion Committees.”

- II. 345-367: Consistently capitalize Committee when referring to a specific committee with either a stated or understood identifier (e.g., capitalize Personnel Committee, Tenure Committee, and Promotion Committees in II. 346-347; capitalize Committee in II. 353-354).

Treat each committee separately, especially the Personnel Committee; add how many people will serve on the Personnel Committee, giving at least a range of the number of members (optional but highly recommended).

- I. 347: Change “committee” between promotion and shall to “Committees.”

- II. 366-367: Give the specific part of the ECU/FM that describes allowable electronic balloting.

- II. 379-415: Move to I. 355 in section on Personnel Committee (search committees are subcommittees of personnel committees).

- II. 417-420: Move to the section on the Chair’s responsibilities, around II. 127-129.

- II. 422-709: Rearrange to meet the approved code format: A. Evaluation of Tenures and Probationary-Term (Tenure Track) Faculty; B. Evaluation of Fixed-Term Faculty (including new and subsequent appointments); C. Standards for Post-Tenure Review.

Material about fixed-term appointments can/should also be included in Personnel Committee responsibilities

- I. 454: Add “Initial appointment of probationary term (tenure-track) faculty shall be in accordance with the ECU/FM, Part VIII.”

- II. 456-506: This section can be replaced with a statement that “Criteria for initial appointment will be in accordance with the ECU/FM, Part VIII" if nothing included is not already in the ECU/FM (e.g., are II. 472-476 from the ECU/FM?)

- II. 513-519: Separate discussion of reappointment/progress toward tenure and of promotion.

- I. 716: Change “four” to “five.”

- I. 719: Delete “Special meetings require at least four days prior notice.”
• l. 766: Change “seven” to “five.”

• l. 767: Delete “regularly scheduled.”

• l. 771: Change “seven” to “five.”

• l. 774: Insert “approval by” between including and a.

• l. 777: Refer to Robert’s Rules of Order, Newly Revised “Bylaws,” #55, Article IX and to ECU Faculty Manual, Part IV.

• II. 765-779: Consider creating a Code Review Committee, one that is elected, not appointed (optional).

Appendices: Headline the entire appendices section “Department of Kinesiology Guidelines”; headline each section separately, i.e., “Graduate Faculty Membership,” “Graduate Faculty Application,” “Faculty Annual Evaluation,” and “Faculty Post-Tenure Review.”

Action Taken:
The committee agreed that the Department of Recreation and Leisure Studies’ Unit Code needs to be revised and resubmitted.

Assigned additional duties to:
In addition to the revisions above, the Faculty of the Department of Kinesiology should look at the questions and suggestions in the pre-review document by Ingalls and Tricia Anderson distributed before the meeting.

Johnson and Anderson will assist the Department of Kinesiology with any questions they may have as they revise their code.

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NEXT MEETING: 15 March 2017 (142 Rawl Annex)

ITEMS TO BE DISCUSSED:

• TBA

Meeting adjourned at 4:37 pm.

Submitted by Tom Shields, Committee Secretary