

Revised

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 31 January 2018

PERSON PRESIDING: Cheryl Johnson, Chair

REGULAR MEMBERS IN ATTENDANCE: Leah Cordova, Rick Ericson, Gail Ratcliff, and Tom Shields

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson and Linda Ingalls

OTHERS IN ATTENDANCE: Scott Lecce, Department of Geography, Planning and Environment

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

ACTIONS OF MEETING

Agenda Item:

Minutes of 15 November 2017

Action Taken:

Had been approved by email; reaffirmed approval.

Agenda Item:

Student Body Representative to the Unit Code Screening Committee

Discussion:

Ian Childs, the Student Body Representative to the Unit Code Screening Committee, has a schedule conflict this semester and cannot attend meetings. He is looking for a replacement for the semester.

Agenda Item:

Pre-Review of Department of Kinesiology Unit Code

Discussion:

Because the Department of Kinesiology Unit Code will be reviewed at our next meeting on February 21, pre-reviewers should aim to get their notes to Johnson by February 9.

Action Taken:

Melinda Doty, Hackett, and Ingalls will pre-review the Department of Kinesiology Unit Code.

Agenda Item:

Review of the Department of Geography, Planning and Environment Unit Code

Discussion:

Universal Changes

- Capitalize *Faculty*, *Tenure Faculty*, *Probationary (Tenure-Track) Faculty*, and *Fixed-Term Faculty* throughout.

- Italicize *East Carolina University* and/or *ECU* as part of titles such as *East Carolina University Policy Manual* and *ECU Faculty Manual*.
- For ease of creating hyperlinks, use the word order “*ECU Faculty Manual, Part _____*” or “*ECU Faculty Manual, Part _____ and _____*” throughout (as opposed to formulations such as “Part _____ of the *ECU Faculty Manual*”).
- Use the same heading format for sections “Committees of the Unit” (Il. 227, 249, etc.) and “Evaluation of Faculty” (Il. 350, 354, 377, 385, etc.) as used in the section “Administrative Organization of the Unit” (Il. 75, 1232, etc.), making a line break after the heading.
- Make cross references within the Code parenthetical (e.g., l. 481, change “. . . tenure: See A. 3.a., above.” to “. . . tenure (see A.3.a., above); consider changing “above” to “of this Code” to be consistent throughout.

Individual Changes

- l. 8: Change “2016” to “2017.”
- l. 26: Remove the italics from *Code of Operations (Code)*.
- l. 28 Hyperlink *East Carolina University (ECU) Policy Manual* and *ECU Faculty Manual*.
- l. 35: Change “master’s degree” to “graduate.”
- l. 42: Delete “Planning Program Mission.”
- l. 43: Insert a transition statement, for example, “Within the Department is a unique [specialized?] accredited program in Planning.” Insert mention of and a hyperlink to the Planning Accreditation Board
- l. 46: Delete the comma after *sciences* and before *and*.
- l. 57: Change “and” between *appointments* and *full-time* to “or.”
- l. 59: Insert “or this Unit Code” at the end of the line.
- 102: Change “Section V.A” to just “Section V.”
- l. 106: Insert “when available” between *increments* and *to*.
- ll. 106: In ll. 300-304, the term *raises* is used. Is there a reason for using *increments* in one place and *raises* in another? Should one term be used consistently?
- l. 119: Insert “as appropriate” between *recommendations* and *concerning*.
- l. 123-124: The lines currently read:

“The Planning Program Director will be selected from the tenured faculty of the Planning Program and will be approved by the Department Chair and the HCAS Dean.”

Is the intention that the tenured Planning Program Faculty select the Planning Program Director and that the Faculty choice is then approved by the Chair and the Dean, or is it

that the Chair selects the Planning Program Director from among the tenured Planning Program Faculty and that the Chair's selection is then approved by the Dean? Or is the process intended to be something different?

- I. 128: Change "areas" to "issues."
- I. 131: Insert "(under provisions of the *ECU Faculty Manual, Part IX*)" between *member* and *who*.
- I. 133: Insert "by the chair" after *evaluation* and before the period.
- I. 148: Change "advisers" to "advisors."
- II. 150-151: Make "serving as an initial adviser to undergraduate students majoring in the Planning Program;" into a separate item and insert at line 148 as item 8; make the rest of current item 8 (II. 148-151) into item 9 and renumber current items 9-12 to items 10-13.
- II. 164-165: The line currently reads: "The Director of Graduate Studies must be a full-time member of the Graduate Faculty." The Unit Code Screening Committee has suggested the following revision:

"The Director of Graduate Studies must be a full-time Faculty member with Graduate Faculty status (see the *ECU Faculty Manual, Part II*)."

Does the revised version capture the intention of the Department of Geography, Planning, and Environment's meaning behind "a full-time member of the Graduate Faculty"?
- I. 175: Insert a semicolon after *etc*.
- I. 221: Insert "voting" after *the* and before *Faculty*.
- II. 227-229: Change

"The membership of the Department's Curriculum Committee shall consist of a minimum of four full-time faculty members, including a Chair, elected by the Faculty for a period of three years."

to

"The membership of the Department's Curriculum Committee shall consist of a minimum of four full-time faculty members elected for a period of three years. The Committee elects its Chair at the first meeting of the academic year."
- I. 243: Insert "and" after the semicolon at the end of the line.
- II. 244-245: Delete item f; change current item g to item f.
- II. 264-266: Why isn't there the same requirement of having at least one Geography Faculty member and one Planning Faculty member on the Undergraduate Committee as on the Graduate Committee (see II. 252-254 above)?

- II. 264-267: Is the Director of Undergraduate Studies a voting member of the Undergraduate Committee (parallel to the Graduate Direct and the Graduate Committee; see II. 251-252 above)?
- II. 264-268: The language describing the Undergraduate Committee should be as parallel to the language describing the Graduate Committee (II. 249-256) as possible while still maintaining any intended differences between the two committees.
- II. 277-283: Is the Planning Program Director a voting member of the Planning Program Committee (parallel to the Graduate Direct and the Graduate Committee; see II. 251-252 above)? This matters particularly for the Planning Program Director because of what may or may not be meant by the description of the Planning Program Director's voting status: "The Planning Program Director is a nonvoting faculty member who has an administrative position within the unit and is subject to periodic evaluation (under the provisions for the *ECU Faculty Manual, Part IX*)" (130-133; the parenthetical material being an addition suggested by the Unit Code Screening Committee).
- I. 283: Change "Major duties" to "The responsibilities."
- I. 300: Insert "when available" between *raises* and *that*.
- I. 304: Insert "when available" between *raises* and the period.
- II. 298-301: It would be better to follow the same order as with other committee descriptions of describing the committee membership first followed by describing the committee responsibilities.
- I. 307: Is *title* or *tenure status*, or both, meant by the term *standing*?
- I. 343: Change "are" to "may be."
- I. 345: Change "any full faculty meeting" to "any Faculty meeting."
- I. 377: Consider inserting the following, which the Chancellor will most likely require be added when he reviews the code after coming from the Faculty Senate:

"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."
- I. 405: Change "journal" to "journals."
- I. 408: Change "association" to "associations."

- I. 409: Change “meeting” to “meetings” and “association” to “associations.”
- I. 411: Change “source” to “sources.”
- I. 412: Change “journal” to “journals” and “publication” to “publications.”
- I. 416: Insert a comma after *levels* and before *including*; insert a comma after *professional* and before *and*.
- I. 434: Insert “related to the discipline” after *service*.
- I. 444: Insert “Teaching is defined as” at the start of the line; delete item numbers in II. 444-448.
- II. 460-477: Be consistent in the punctuation at the end of items; either use a semicolon at the end of all items except the penultimate (which would get a semicolon followed by the word “and”) and the last, which would get a period, or use a period at the end of each item.
- II. 495: Delete “(a).”
- II. 498: Delete “(b).”
- I. 507: Insert “, Part IX” after *Manual* and before the period.
- II. 516-535: Break into items (a, b, c, etc.) or into a bulleted list (a bulleted list better parallels section 3.a.1 (I. 443ff).
- II. 532-522: Change “more important” to “highly valued.”
- I. 570: Make *international* lower case.
- II. 574-575: Insert “but whose recognition” or “but whose reputation” after *between* and before *is*.
- I. 634: Delete the colon after *as*.
- II. 648-900: Follow the outline given in the “Unit Code of Operation Format” ([\(<https://author.ecu.edu/cs-acad/fsonline/customcf/committee/uc/codeformat.docx>](https://author.ecu.edu/cs-acad/fsonline/customcf/committee/uc/codeformat.docx)), reached via [\(<https://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/newguidelines.pdf>](https://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/newguidelines.pdf)), making current items B-D (II. 648-782) into a single item B, “Fixed-Term Faculty Evaluation,” and making current item E (II. 783-900) into item C, “Standards for Performance (Post-Tenure) Review of Tenured Faculty.” Current item B, would become item B.1 (and would need a new header, such as “General Guidelines”), current item C would become item B.2, etc.
- I. 650: Change “contracts” to “letters of appointment”; insert “and IX” after *VIII* and before the period.
- II. 662-663: Make “Appointment of Fixed-Term Faculty” the item header (current item C, new item B.2); change

“ . . . in accordance with ECU Faculty Manual, Part VIII. A portfolio containing

documentation of the criteria listed below . . .”

to

“Appointment of Fixed-Term Faculty is done in accordance with *ECU Faculty Manual*, Parts VIII and IX. Documentation of the criteria listed below . . .”

- I. 700: Insert “and procedure” after *Criteria* and before *for*.
- I. 701: Insert “and IX” after *VIII* and before the period.
- 1. 711: Insert “Teaching” after *from* and before *Instructor*.
- I. 713: Change “have” to “demonstrate.”
- I. 714: Change “Evidence of student evaluation scores (SOIS, SPOTS, BLU) or equivalent” to “Student evaluation surveys (e.g., BLU or equivalent).”
- I. 726: Change “Evidence of student evaluation scores” to “Student evaluation surveys.”
- I. 749: Change “Associate Teaching Professor” to “Teaching Associate Professor.”
- I. 756: Change “Evidence of student evaluation scores” to “Student evaluation surveys.”
- II. 774-781: The requirements for advancement in title to Teaching Professor includes the following:
 - f. Candidates must have demonstrated an excellent reputation in teaching at the university level as indicated by one or more of the following:
 - i. Honors and/or teaching awards.
 - ii. Assistance to colleagues: guest-lecturing, consulting about educational and instructional issues (e.g., curriculum development, mode of presentation, or assistance with new instructional technology), providing advice about or reviews of manuscripts or grant applications.
 - iii. Invitations to publish/present scholarship of teaching.

Is this list meant to be exhaustive or is it a list of examples? Must someone have one of these specific things to be eligible to become a Teaching Professor, or will other types of evidence be possible to use?

If not meant to be exhaustive, change “university level as indicated” to “university level such as indicated.”

- I. 786: Delete “, Section II.”
- I. 898: Change “forma” to “formal.”
- I. 907: Insert a comma after *meetings* and before *including*.
- I. 930: Capitalize *Voting Faculty*.

- I. 933: Insert “in accordance with the *ECU Faculty Manual, Part IV*” after *Department* and before the period.
- I. 937: Delete the entire line.
- I. 938: Delete “Annual budget request and report”; make item header “Annual Budget Request,” inserting a line break after the header; change the start of this new line from “Preceding its submission the Department Chair” to “Preceding submission of the annual budget request, the Department Chair.”
- I. 943: Insert a new item VIII.B concerning the Department annual report with language paralleling item VIII.A, e.g.:

“Preceding submission of the Department annual report, the Department Chair shall distribute copies of the annual report and solicit feedback, as described in the duties of the Chair.”
- I. 953: Insert “, Part IV,” after *Manual* and before *at*.

Action Taken:

A motion was made and passed to provisionally approve the Department of Geography, Planning and Environment Unit Code with the requested revisions, dependent on the Department’s answers to questions raised about the following lines matching the Unit Code Screening Committee’s suggested restatements: ll. 83 (with 101, 355, 359), 106 (with 300-304), 123-124, 164-165, 264-266, 264-267, 277-283, 307, 774-781.

Assigned additional duties to:

Johnson will work with the Department of Geography, Planning and Environment in making the requested revisions.

NEXT MEETING: 21 February 2017, 3:30 pm (142 Rawl Annex)

ITEMS TO BE DISCUSSED:

- Review of the Department of Kinesiology proposed code.

Meeting Adjourned at 5:40 pm.

Submitted by Tom Shields, Committee Secretary