COMMITTEE: Unit Code Screening Committee

MEETING DATE: 6 October 2014

PERSON PRESIDING: Tricia Anderson (Chair)

REGULAR MEMBERS IN ATTENDANCE: Martin Bier, Clark Nall, Donald Philyaw, George Sigounas, Tom Shields

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Lisa Sutton, David Tulis

OTHERS IN ATTENDANCE: Stephen Culver, Siddhartha Mitra (Geology)

Anderson called the meeting to order at 3:07 pm

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ACTIONS OF MEETING

Agenda Item:
Approval of minutes of 9 September 2014 and 22 September 2014

Discussion:
None

Action Taken:
Both sets of minutes were approved.

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Agenda Item:
Review of Department of Geological Sciences Code

Discussion:
The following revisions were requested by the committee:

Universal Changes

- Consistent font type style and size throughout
- Italicizing of the title Faculty Manual throughout

Individual Changes

- I. 10-11: Revise . . . Sciences has the following mission: Our mission is to achieve . . . to read “. . . Sciences is to achieve . . .”
- I. 24: Add “as given in the ECU Faculty Manual, Part VIII” after faculty title and before the period.
- II. 25-28: Delete the material in square brackets.
• Il. 32-33: Delete “for appointment of administrative officials.”

• Il. 34-36 Separate out the material starting with “for evaluations of the effectiveness” to the end of paragraph into a new paragraph; refer to the Board of Trustees Policy, found in the ECU Faculty Manual Part II, Section V.

• Il. 37: Insert “serving on personnel-related committees responsible for” after pertains to and before making.

• Il. 45-46: Delete “(Refer to ECU Faculty Manual, Part II, Section IV.).”

• Il. 67-68: Delete “(Refer to ECU Faculty Manual, Part VIII, Section I., subsection I.D.4).”

• Il. 70: Insert “in accordance with the ECU Faculty Manual, Part VIII” after made and before the period.

• Il. 77-79: Delete the sentence beginning “The Chairperson’s performance . . .” and replace with “Appointment and review of the Department Chairperson will be done in accordance with established ECU university policies as given in the ECU Faculty Manual, Part II.

• Il. 98: Insert the word “departmental” after supporting and before personnel; change the word secretaries to “administrative assistants.”

• Il. 99: Insert a comma and then the abbreviation “etc.” after the word workers and before the right parenthesis.

• Il. 113: Insert the word “graduate” after the word the and before the word faculty; insert the phrase “and approved by the chair” after the word faculty and before the word for.

• Il. 141: Revise Preparing senior summaries to read “Conducting degree audits.”

• Il. 147: Delete the word STANDING.

• Il. 148: Delete the entire line.

• Il. 152ff and 163ff: Switch the order of the sections “Personnel, Tenure, and Promotion Committees” and “Standing Committees.”

• Il. 166: Delete the comma after the word faculty.

• Il. 179: Insert the sentence “The full faculty’s recommendation will be forwarded to the chair.” after the the sentence ending . . . a vote.

• Il. 193-198: For section A, delete the entire paragraph and replace with the heading “Evaluation of Tenured and Probationary – Term Faculty.”

• Il. 202: Insert the phrase “in writing” following the right parenthesis and before the word to.

• Il. 203-204: Delete the period after the word performance and the clause “The individual will inform the Departmental Chairperson, in writing, of the selection” (making Il. 201-206 a single sentence, reading in the middle “. . . of the individual’s performance no later than September 1st . . .”).
• I. 213: Revise shall adhere to the prescription with to read “shall comply with.”

• I. 217: Insert item number 3 that reads “Annual evaluations will be conducted each spring in accordance with the university’s schedule.”

• II. 227-236: Move item V.A.b.ii into section B (starting l. 403); revise so as not to refer to the PAD, but instead refer to preparation of a portfolio as defined by the unit, as given in the ECU Faculty Manual, Part IX, Section I. II.B.

• I. 237: Insert the phrase “addressing requests for” after the word for and before the word promotion.

• I. 269: Insert the phrase “opinion surveys” after the word student and before the word and.

• II. 272-273: Delete the extra line break between the words instruments and and.

• I. 400: Change the word show to read either “demonstrate” or “document.”

• II. 403-406: Revise to include the criteria for fixed-term faculty to be promoted in rank as well as adding in the information about annual evaluation of fixed-term faculty being moved from ll. 227-236.

• II. 408-409: Revise the phrase post-tenure review in both lines to read “Performance Review of Tenured Faculty.”

• I. 412: Insert the phrase “during the Fall and Spring semesters” after the word month and before the word and.

• I. 420: Delete the words Guidelines for.

• I. 429: Revise the Department Annual Report to read “the Department’s Annual Unit Report.”

• II. 432-440: Remove Section IX, “FACULTY PERSONNEL ACTIONS”; move the information in Part A, “Selection and Appointment of New Faculty,” to the earlier section on “Personnel, tenure, and Promotion Committees” (current ll. 152-161); move the information in Part B, “Teaching Assignments and Reassigned Time,” to the current Section XI (ll. 457-467).

• II. 442-455: Delete Section X, “EVALUATION OF UNIT, UNIT ADMINISTRATOR(S), AND UNIVERSITY ADMINISTRATORS.”

• I. 457: Renumber Section XI to Section IX; revise section title from “OTHER POLICIES AND DOCUMENTS” to “TEACHING ASSIGNMENTS AND REASSIGNED TIME.”

• II. 459-467: Add in a statement about summer teaching and assignment being based on the need/demand for a course.

• I. 469: Renumber Section XII to Section X.

• I. 471: Insert at the start of the sentence beginning Any faculty member . . . the phrase “With a minimum of two weeks prior notice, . . .”
A motion to request that the Department of Geological Sciences make the recommended revisions and bring their revised version back to the Unit Code Screening Committee for approval was passed.

NEXT MEETING: 20 October 2014, 3:00 pm (Rawl 129)

ITEMS TO BE DISCUSSED:

1. School of Medicine revised code
   - The main change since the code was approved in Spring 2013 is a change in one department’s name, from Psychiatric Medicine to Psychiatry and Behavioral Medicine
   - The committee will need to explore and discuss if the mandated personnel action criteria for each individual department in the School of Medicine will need to be incorporated into the main body of the code rather than being included as appendices.

Meeting adjourned at 4:50 pm.

Submitted by Tom Shields, Committee Secretary