COMMITTEE: Unit Code Screening Committee

MEETING DATE: 20 October 2014

PERSON PRESIDING: Patricia Anderson, Committee Chair

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson; Tom Shields; George Sigounas

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls; Kathy Misulis; Lisa Sutton

OTHERS IN ATTENDANCE: Paul Fletcher, Chuck Boklage, Rachel Roper

Anderson called the meeting to order at 3:05 pm

Introductions of committee members and guests were made.

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ACTIONS OF MEETING

Agenda Item:
Approval of minutes of 6 October 2014

Discussion:
None.

Action Taken:
The minutes were approved.

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Agenda Item:
Review of Brody School of Medicine (BSOM) code

Discussion:
At the start of the review, notice was made that the BSOM code had been recently revised and updated (February 2013) and that there had been only one update to the code that brought it to the Unit Code Screening Committee for review, the change in name of the Department of Psychiatric Medicine to the Department of Psychiatry and Behavioral Medicine. The Committee noted that there had been some changes in the Unit Code of Operation Format and it would be useful to make sure that the BSOM code fit the new format because it had to be reviewed and reapproved at this time anyway.

The following revisions were requested by the committee:

Universal Changes

- Make all references to the ECU Faculty Manual hyperlinks to the appropriate sections of the manual.
- Italicize ECU in the title ECU Faculty Manual consistently.
- Change “Tenure and Promotions Committee” to “Tenure and Promotions Advisory Committee.”
- Change “tenure-track faculty” to “probationary term faculty.”

**Individual Changes**

- I. 5: Label the Preamble as section I; make flush left to match other section formatting.
- II. 23-26: Make a new paragraph formatted the same as that immediately above: remove the square brackets, make the font the same size.
- I. 26: Add “See the ECU Faculty Manual, Part VIII.” as an additional sentence at the end of the sentence.
- II. 28-36: Move section II.B on “Faculty Recruitment” to section IV.B on “Personnel Committees, Tenure Committees, Promotion Committees” (approximately l. 450).
- II. 38-68: Re-label sections C-F as B-E to fit with the removal of section B from this section.
- II. 116-117: Change “approved by the ECU Board of Trustees” to “in accordance with applicable EEO policies and procedures.”
- I. 182: Delete “jointly with the department's tenure committee,”.
- I. 216: Change “another department” to “other departments.”
- II. 205-225: Move section III.E.3.a-b to section IV.B on “Personnel Committees, Tenure Committees, Promotion Committees” (approximately l. 450).
- II. 227-228: Move section III.E.3.c to the end of section IV.A on “Standing Committees” (approximately l. 449).
- I. 254: Add “Advisory” after “BSOM Tenure and Promotions.”
- II. 257-259: Align *M-1 Curriculum, M-2 Curriculum,* and *Clinical Curriculum* to the left and preface with a hyphen to match format of other standing committees listed.
- I. 331: Make the c in “clinical” lower case.
- I. 450: Create a new section as section IV.B, titled “Personnel Committees, Tenure Committees, Promotion Committees”; following the title, add the sentence, “Personnel committees, tenure committees, and promotion committees function according to the *ECU Faculty Manual, Part IX.*” Move current II. 28-36 and II. 205-225 into this section.
- I. 450: Re-label this section on to be IV.C.; revise capitalization of the title to match other section titles, i.e., “Ad Hoc Committees, Special Committees, and Task Forces”; remove the colon at the end of the section title.
- II. 484-486: Revise the paragraph to read:
Departmental guidelines shall include a specific procedure for revision. The dean or the department chair or one third of the faculty of the department may propose revisions to departmental guidelines. Criteria for approval are as specified in V.A.2.

- I. 511: Revise “teach/advising” to “teaching/advising.”
- I. 611: Move “c. Patient Care and Related Clinical Activity” to the left to align with other items at its level.
- II. 455-681: Revise as follows:

  V. Evaluation of Faculty

  A. Guidelines for Evaluations of Tenured and Tenure-Track Faculty; insert as heading after line 455.

  1. Departmental Guidelines (ll. 463-486); change current item A to item 1; change current items 1-3 to items a-c.

  2. Annual Evaluation (ll. 488-458658); change current item B to item 2; change current items 1-2 to items a-b and change all sub-items appropriately.

  3. Criteria for Conferral of Permanent Tenure for Faculty with Academic Rank (ll. 569659-675); change current item VI to item 3 and indent appropriately.

  4. Procedure for Developing Criteria for Salary Increases (ll. 677-681); change current item VII to item 4 and indent appropriately.

  B. Guidelines for Evaluation of Fixed-Term Faculty

  1. Move ll. 508-512 here.

  2. Repeat all appropriate material from section A, Guidelines for Evaluations of Tenured and Tenure-Track Faculty, that applies to fixed-term faculty here as well.

  C. Standards for Post-Tenure Review

  Material on post-tenure review currently being revised to be added here.

- I. 683: Change “VIII. Faculty Meetings” to “VI. Procedures for Meetings Within the Unit.”
- I. 692: Change “IX. Budget” to “VII. Voting by Faculty Members.”
- I. 697: Add the sentence “See the ECU Faculty Manual, Part IV.” after “. . . outside the school.”
- II. 697-698: Make a new section, “VIII. Budget,” with the body of the section being the sentence “The dean will discuss at a regularly scheduled faculty meeting the school's annual budget and annual report.”
• ll. 702-704: Move this section to the very end of the code (approximately l. 779).

• l. 706: Change “XI. Amendments” to “IX. Amendment Procedures.”

• l. 707: Insert the phrase “in accordance with the ECU Faculty Manual, Part IV” between the words amended and in.

• l. 773: Change section XII into section IX.F and indent to match other items at its level.

• l. 777: Change section XIII into section IX.G and indent to match other items at its level.

Action Taken:
A motion to approve the BSOM code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the BSOM about making the requested editorial revisions, particularly inserting the appropriate hyperlinks to the ECU Faculty Manual.

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

ITEMS TO BE DISCUSSED:

• School of Hospitality Leadership revised code

Meeting adjourned at 4:35 pm

Submitted by Tom Shields, Committee Secretary