COMMITTEE: Unit Code Screening Committee

MEETING DATE: November 22, 2011

PERSON PRESIDING: Patricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Salman Abdulali, Patricia (Tricia) Anderson, Yan-Hua Chen, Deedee Glascoff, Melissa Nasea (secretary), Marieke VanWilligen

EX-OFFICIO MEMBERS IN ATTENDANCE: Kathy Misulis, Lisa W. Sutton

ACTIONS OF MEETING

The minutes of the November 3 meeting were accepted as written.

Christyn Dolbier, Representative of the Chair of the Faculty, is resigning from this Committee. If you know of someone willing to fill this position, please contact Tricia Anderson or Marianna Walker.

Chair Anderson will use doodle to set up a meeting to discuss the proposed code for Academic Library Services.

It is important for departments to follow the “Code Format” from the “General Guidelines for Writing and Revising a Unit Code of Operation” for section names and numbering.

There has been no information from Faculty Governance on our report to them.

Marieke VanWilligen presented the proposed revision to the Dept. of Sociology code.

Many sections on voting need to be clarified in terms of who may vote for what.

The code needs to be consistent about capitalizing the Department Chair and not capitalizing the committee chairs.

The first word of each item in a list should be capitalized (e.g. Communicate on line 29 and Administer on line 31). Chair Anderson can help with this.

Cover/signature page Change UCSC chair from “Timm Hackett” to “Patricia Anderson”

Lines 18-19 Change “those permanently tenured, with probationary appointments, and in full-time fixed term appointments” to “those having permanent tenure, probationary appointments, and full-time fixed term appointments”

Line 19 Change “Department.” to “Department, except where excluded by the East Carolina University Faculty Manual, Appendices D and L.”
Lines 20-21 Change “is as described in the *East Carolina University Faculty Manual.*” to “is as defined in the *East Carolina University Faculty Manual, Appendix F.*”

Need to define whether this is just the full graduate faculty or whether it includes teaching graduate faculty.

Lines 26-27 Change “according to the procedures in the *East Carolina University Faculty Manual.*” To “according to established university procedures.”

Line 59 Change “evaluations” to “evaluation”

Line 77 Change “MA” to “Masters of Arts”

Line 83 and everyplace else it occurs Change “and the like.” to “etc.”

Lines 84 and 110 Change “Committee;” to “Committee and be a voting member of it;”

Line 86 Change “Graduate Assembly” to “Graduate Council”

Line 95 Change “oversee the advisement” to “Oversee the recruitment and advisement”

Line 129 Change “Faculty in matters” to “Faculty about curriculum and other matters”

Lines 131-132 Change “five members.” to “five voting members, one of whom is the Undergraduate Director.”

Line 136 Change “Department faculty in matters” to “Department faculty about curriculum and other matters”

Line 141 Change “four members.” to “four voting members, one of whom is the Graduate Director.”

Line 146 Change “Manual and” to “Manual, including Appendices C, D, and L and”

Lines 151-165 Rewrite these 3 paragraphs in accordance with Appendix D’s requirements for permanently tenured faculty on the Committees. Reference “Appendix D” in each of the 3 paragraphs. Also change 164-165 to “The chair of the Personnel Committee shall be elected in accordance with Appendix D.”

Line 167 Delete the colon

Line 169 Change “members, to the extent practical.” to “members.”

Line 194 Add “All search processes will follow Appendix D.”

Lines 204, 205, and 207 Change “ad” to “advertisement”

Lines 207-210 Consider rewriting the sentence that starts “According to” as at least two sentences
Add that the applications of the finalists must be submitted to the voting faculty in a confidential manner
Line 209 Change “voting faculty of the Department.” to “voting faculty of the Department in accordance with Appendix D.”
Consider rewriting the two sentences that start with “Following interviews,” and “The chair of the Personnel Committee” as at least three sentences.

After the meeting of the “Department’s voting faculty”, add that the Personnel Committee has to meet and vote. Then the Personnel Committee chair can forward both recommendations to the Department Chair.

Line 226 and 627 Change “seven days” to “seven calendar days”

Lines 232-233 Change “voting faculty in residence.” to “voting faculty.”

Lines 243-245 Rewrite sentence since the chairs of the Undergraduate and Graduate Studies’ Committees are also not elected then.

Line 255 Change “Annual Evaluation of Faculty Members” to “Annual Evaluation of Probationary Term and Permanently Tenured Faculty Members”

Add a section about the evaluation of fixed term faculty members.

Line 257 - 270 Add reference to Appendix C

Line 263 Change “i.e.” to “e.g.”

Lines 263 and 340 The CDIR director is only mentioned on these lines. Either these references need to be deleted or information about this director needs to be added on about line 112.

Lines 292-335 Use standard bullets for the lists.

Line 317 Change “(proposals and funded)” to “(submitted proposals and funded proposals)”

After line 343 Add reference to Appendices C and D.

Line 410 Department will check Appendix D IV.C. and reconsider the number of external reviewers.

Line 480 Change “research but” to “research, but”

Line 514 Change “include” to “are the same as”

Line 625 Change “voting faculty” to “permanently tenured faculty”

Line 627-628 Change “the non-voting faculty” to “all faculty”

The meeting was adjourned at 1:50.

NEXT MEETING: To be announced.

ITEMS TO BE DISCUSSED: Academic Library Services code.

Future meetings will discuss: revised Dept. of Psychology code; revised Dept. of Sociology code.