COMMITTEE: Unit Code Screening Committee

MEETING DATE: 3 November 2014

PERSON PRESIDING: Tricia Anderson (Chair)

REGULAR MEMBERS IN ATTENDANCE: Clark Nall, Don Philyaw, Tom Shields, George Sigounas

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Kathy Misulis, Lisa Sutton, Dave Tulis

OTHERS IN ATTENDANCE: Bob O’Halloran, Dori Dennison (Hospitality Leadership)

Anderson called the meeting to order at 3:08 pm

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ACTIONS OF MEETING

Agenda Item:
Brody School of Medicine unit code and post-tenure review.

Discussion:
After the 20 October 2014 meeting, it was found that the Brody School of Medicine (BSOM) unit code discussed and approved at that meeting was missing a section on post-tenure review. BSOM was contacted and sent the following statement on post-tenure review to be added to its code:

C. Standards for Post-Tenure Review:
   Each department’s guidelines shall include standards for five-year cumulative performance review of tenured faculty, as governed by the Policy for Performance Review of Tenured Faculty of East Carolina University, Part IX, East Carolina University Faculty Manual. The overriding goal of such review is as stated in the preamble to the ECU faculty performance review policy: “The comprehensive, formal, periodic evaluation of cumulative faculty performance has the purposes of ensuring faculty development and promoting faculty vitality.” The review “does not create a process for the reevaluation or revalidation of tenured status.”

Action Taken:
A motion to accept the addition on post-tenure review to the BSOM unit code and with the addition to accept the BSOM unit code as amended was passed.

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Agenda Item:
Approval of the minutes of 20 October 2014

Discussion:
None

Action Taken:
The minutes were approved.

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Agenda Item:
Review of the School of Hospitality Leadership unit code
Discussion:
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.
- Remove all references to subsections of the *ECU Faculty Manual*, leaving reference only to main sections.
- Change “tenure-track” (or “tenure track”) to “probationary term (i.e., tenure-track).”

Individual Changes

- l. 11: Remove italics from “The School of Hospitality Leadership.”
- l. 33: Insert the word *The* before the word *Faculty* and make the *F* in *Faculty* lower case; change “consist” to “consists.”
- l. 34: Delete the term *full-time*.
- l. 35: Change “Part IV” to “Parts VII and IX.”
- l. 37: Delete the word *degree*.
- l. 39: Delete the word *degree*.
- l. 61: Delete the phrase *university-wide*.
- ll. 66-67: Make the *E* in “Emeritus” lower case; Change “retired or permanently disabled faculty” to “retired, permanently disabled, or deceased faculty.”
- l. 70: Make the *E* in “Emeritus” lower case.
- ll. 82-83: Change “in accordance with the policies determined by the School, and university codes” to “in accordance with established university policies and School codes.”
- l. 89: Delete “and university.”
- l. 90: Insert “and university policies” between the words *procedures* and *are*.
- l. 91: Change “to personnel act (SPA) employees” to “to employees subject to the State Human Resource Act (i.e., SPA employees).”
- l. 92: Change “to carry out the following duties” to “to carry out duties of the position.”
- l. 97: Change “update” to “updates.”
I. 109: Insert “in accordance with university guidelines” after the phrase *faculty meetings* and before the comma; insert “and” after the comma and before the word *appoint*.

I. 114: Capitalize “Program Coordinator.”

II. 121-122: Delete the paragraph.

II. 126-127: Change “A Program Coordinator will be appointed by the Director and negotiated with the faculty member, including a stipend or release time” to “A Program Coordinator will be appointed by the Director. A stipend or release time will be negotiated with the faculty member, as permitted by university policy.”

I. 127: Delete “in coordination.”

I. 128: Insert a comma after “The Director” and before “using.”

I. 129: Insert a comma after “students”; change “the Program Coordinator annually” to “the Program Coordinator’s performance annually.”

I. 130: Capitalize “Program Coordinator.”

I. 134: Delete item 4; change the following item numbers appropriately.

I. 141: Delete “STANDING.”

II. 142-143: Move to after I. 223.

II. 146-149: Insert “unit’s standing” after the phrase *on the* and before the word *committees*; delete everything from the word *except* (I. 147) to the word *serve* (I. 149); the revised line should read, “The Director shall be an ex-officio member (without vote) on the unit’s standing committees.”

II. 154-155: Delete the sentence that begins “The quorum . . .”

I. 164: Delete “and Personnel Action”; insert “and” after the word *Scholarship* and before the word *Code*.

I 172: Change “The senior faculty committee member shall convene . . .” to “The faculty committee member senior in rank shall convene . . . .”

I. 183: Insert “members.” after word *five*; Start a new sentence after the newly inserted word *members* with the clause “These five will be elected from the tenured . . . .”

I. 186: Replace “University Curriculum Committee” with “faculty.”

I. 187: Delete “undergraduate.”

I. 202: Change “members from the School” to “members elected from the full-time faculty of the School.”
- l. 216: Change “developed by the University Unit Code Screening Committee” to “developed in the ECU Faculty Manual, Part IV.”

- l. 223: Move ll. 142-143 here.

- l. 228: Change “member elected” to “member, all elected.”

- ll. 231: Insert “as well as other roles” after the word appointments and before the phrase as described.

- l. 240: Insert at the end of the paragraph the sentence, “If fewer than three faculty members qualify for the Tenure Committee, additional members will be selected in accordance with the ECU Faculty Manual Part IX.”

- l. 249: Insert “Part IX” after the title Faculty Manual.

- ll. 277-278: Change “and other activities, where appropriate” to “and, where appropriate, other activities.”

- l. 284: Change “the faculty member, the School, and should” to “the faculty member and the School and should.”

- l. 288: Insert “each” after the right parenthesis and before the word shall; insert a comma followed by the phrase “with the total weight being 100%” after the word respectively at the end of the sentence.

- l. 297: Change “will” to “may.”

- l. 335: Insert a comma after the word and.

- l. 339: insert “see” after the left parenthesis and before the abbreviation ECU.

- l. 368: Change “VII” to “VIII.”

- l. 387: Change “Standards for post-tenure review” to “Standards for performance review of tenured faculty (i.e., post-tenure review).”


- l. 407: Change “will require a simple majority of attendees” to “will require attendance by a simple majority of the faculty.”

- ll. 415-416: Delete “and approved.”

- l. 417: Insert at the end of the sentence after the word approval the phrase “of a program self-study or an accreditation self-study.”

- l. 418: Insert “secure” after the word by and before the word ballot; delete “sent by email.”


- l. 442: Change “sent by email” to “a secure ballot.”
Individual Changes for School of Hospitality Leadership Faculty Handbook (universal changes noted above continue to apply)

- Page 2, paragraph 2, second to last line: Italicize ECU Faculty Manual.
- Page 2, paragraph 3, second to last line: Change “will also” to “may also.”
- Page 2, paragraph 4, first line: Remove italics on “Part VIII, Section 1 of the ECU.”
- Page 2, paragraph 4, last line: Change “chairperson” to “Director.”
- Page 3, paragraph 1, l. 3: Change “see Appendix A and Appendix B” to “see Appendix B and Appendix C.”
- Page 3, paragraph 1, l. 4: Change “the” to “by an.”
- Page 3, paragraph 1, l. 5: Change “Appendix C” to “Appendix A.”
- Page 3, paragraph 2, item 11: Change “Student opinion surveys” to “University approved student surveys.”
- Page 3, paragraph 3, l. 6: Delete “not directly addressed by the original research.”
- Page 4, item 3 header: Change “49%” to “33⅓%.” (The question was raised if the percentage range for service of 10%–49% is OK. The ECU Faculty Manual reads, “The relative weight given to teaching, scholarship, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or scholarship.” Therefore, service can be no more than 33⅓%.)
- Page 4, paragraph 3, item 9: Following “Elected public servant,” make reference to the UNC Policy Manual 300.5 on elected positions and political activity.
- Page 5, paragraph 1, ll. 2-3: Italicize ECU Faculty Manual, change “Part VII, Section 1, Subpart III” to “Part VIII.”
- Page 5, paragraph 6, l. 1: Change “V” to “VI.”
- Page 6, paragraph 2, last line: Insert a period at the end of the paragraph.
- Page 6, Section 3 subheading: Change “Appendix D, Section IV and Part XII” to “Parts IX and X.”
- Page 6, Section 3, item 1: Add in appropriate material concerning promotion (and the Promotion Committee) alongside the material already included concerning the Tenure Committee.
- Page 6, Section 3, item 3: Delete “formally”; insert a period at the end of the item.
- Page 6, Section 3, item 5: Delete the extra item number of 5.
• Page 7, last line: Change “university or school” to “university and school.”

• Page 8, Section 4 heading: Change “Post Tenure Review” to “Performance Review of Tenured Faculty” with the addition of a parenthetical “(i.e., Post-Tenure Review),” if desired.

• Page 9, paragraph 1: Delete extra item bullet.

• Page 9, paragraph 2, item 3: Change “success” to “successful.”

• Page 9, last paragraph 2, first line: Change “VII” to “VIII.”

• Page 10, paragraph 2, last line: Change “reappointment” to “subsequent appointment.”

• Page 10, paragraph 5, item 2.a: Insert after the word Report and before the left parenthesis the phrase “format that is referenced in the ECU Faculty Manual, Part X.”

• Page 11, section heading: Change “Cumulative” to “Performance.”

• Page 11, paragraph 1 after section heading, first line and following: Change “Cumulative” to “Performance” here and throughout the rest of this section.

• Page 11, paragraph 2 after section heading, ll. 1-2: Change “using the Form A from Appendix F” to “using the form in Appendix F of this document.”

• Page 11, paragraph 2 after section heading, l. 4: Change “will be defined as” to “will include.”

• Page 11, paragraph 2 after section heading, l. 5: Change “is defined as” to “will include.”

• Page 11, paragraph 2 after section heading, l. 7: Change “is defined as” to “will include.”

• Page 11, paragraph 2 after section heading, l. 12: Insert “as well as additional materials” after comma following the word evaluations and before the word shall.

• Page 11, paragraph 2 after section heading, l. 13: Insert “at least three persons, including” after the phrase made up of and before the phrase the Chair.

• Page 11, paragraph 2 after section heading, ll. 13-14: Change “the Chair of the Promotion and Tenure Committee” to “the Chair(s) of the Promotion and Tenure Committee(s).”

• Page 19, final line: Make faculty development plan lower case if this is not the same as the Faculty Senate document of the same name (see the ECU Faculty Manual, Part IX, Section II.II. G).

• Page 19, l. 2: Delete “A”; change “Post Tenure Review” to “Performance Review of Tenured Faculty.”

Action Taken:
A motion to approve the School of Hospitality Leadership unit code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the School of Hospitality Leadership about making the requested editorial revisions, particularly inserting the appropriate hyperlinks to the ECU Faculty Manual.
Agenda Item:
Anderson announced that the unit code for Laupus Library is ready for review and will be on the agenda for the December 3 meeting.

NEXT MEETING: 17 November 2014, 3:00 pm (129 Rawl)

ITEMS TO BE DISCUSSED:

- College of Health and Human Performance revised code

Meeting adjourned at 4:50 pm.

Submitted by Tom Shields, Committee Secretary