COMMITTEE: Unit Code Screening Committee

MEETING DATE: January 16, 2013

PERSON PRESIDING: Christine Zoller

REGULAR MEMBERS IN ATTENDANCE: Linc Conn, Deedee Glascoff, Melissa Nasea (S), Tom Shields, George Sigounas, Christine Zoller (VC)

EX-OFFICIO MEMBERS IN ATTENDANCE: Martin Bier, Linda Ingalls, John Kerbs, Katherine Misulis, John Rummel, Lisa Sutton

OTHERS IN ATTENDANCE: Charles Boklage; Cheryl McFadden, Maureen Ellis

ACTIONS OF MEETING

The meeting was called to order at 3:30 pm by Vice Chair Christine Zoller.

The minutes of the December 5 meeting were approved as submitted.

Prof. Boklage represented the Brody School of Medicine for its code revision.

The requested changes are:

Consistently italicize Faculty Manual throughout the code.

Line 8: Change “Manual, the East” to “Manual and the East”

Lines 8-9: Delete “, and the Governance Code of the University of North Carolina”

L 24: Delete “; in general, tenurable positions”

L 54: Change “Part IX” to “Parts IV and IX”

L 92: Change “dean.” to “dean in accordance with applicable EEO policies and procedures”

Make similar changes wherever there is a reference to the dean making appointments

L 137: Change “required” to “called”

L 161: Alphabetize the lists of departments

L 169: Change “organize” to “initiate”

L 211: Insert “personnel” between “departmental” and “committees”

L 216: After “functional” insert “as specified in Part IX of the Faculty Manual”

L 224: Change “Part VI section IV” to “Part IX section I.IV”
L 265: Insert “BSOM” in front of “Tenure and Promotions” and move it to its alphabetical place at lines 253/254

L 277: Insert “simple” before “majority”

L 281 – 450: Choose to consistently underline or not underline the committee names

L 322: Delete “[see: Curriculum Governance]”

L 365 – 373: Capitalize the first letter of all the initial words as was done for the M-1 and M-2 Curriculum Committees

L 375 – 400: Move “BSOM Tenure and Promotions Committee” to its alphabetical place at line 288

L 455: Delete sentence beginning “Minutes”

L 481 – 484: Change this section into two sections.
   - Guidelines for promotion and tenure require approval by a majority of the permanently tenured voting faculty.
   - Guidelines for advancement in title require approval by a majority of the voting faculty.

L 638 – 639: Change “Professional service: This category should in general not” to “Professional service may not”

L 660: Move it to 535

L 691: Change “II D” to “II C”

L 764: Insert “simple” before “majority”

A motion was made and seconded to approve the Brody School of Medicine Code with editorial changes, subject to review by the Chair and representatives of the committee. The motion passed.

A decision was made to add another meeting on January 23 to discuss the College of Education code.

The meeting was adjourned at 5:15 pm.

**NEXT MEETING:** January 23, 2013 @ 1-3 pm in 142 Rawl Annex

**ITEMS TO BE DISCUSSED:**

**January 23 meeting:**

College of Education Code

Review of the complete UCSC charge – including possible addition of a standing meeting time on the 3rd Wednesday of each month and possible addition under “Power of the Committee to Act without Senate Approval” of the power to contact units with outdated codes. Also see the editorial revisions
made in November 2012 to the UCSC charge to make it correspond to the revised *Faculty Manual*. These were announced at the end of the agenda for the December 4 Faculty Senate meeting.

Consider conducting training sessions with code unit representatives. Session might include a model code.

**Future meetings:**

Committee annual report – due May 1, 2013