COMMITTEE: Unit Code Screening Committee  PENDING FINAL APPROVAL

MEETING DATE: 1 December 2014

PERSON PRESIDING: Tricia Anderson (Chair)

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Kathy Misullis, Lisa Sutton, David Tullis

OTHERS IN ATTENDANCE: Lisa Barricella, David Durant (Academic Library Services)

Anderson called the meeting to order at 3:00 pm

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ACTIONS OF MEETING

Agenda Item:
Approval of 17 November 2014 Minutes

Discussion:
Date for next meeting corrected from December 3 to December 1.

Action Taken:
The minutes were approved as amended.

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Agenda Item:
Setting Spring Meetings

Discussion:
Anderson reported that the Doodle Poll taken by committee members showed that Wednesday afternoons from 3:00-5:00 pm appeared to be the best time for the largest number of committee members to be able to meet. Nall and Ingalls would have the most possibility for conflicts at this time.

Assigned additional duties to:
Anderson will set up exact dates for spring meetings.

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Agenda Item:
Faculty Senate Approval of Codes

Discussion:
Anderson announced that three of the codes we had reviewed and approved are on the Faculty Senate agenda for tomorrow: College of Health and Human Performance, School of Hospitality Leadership, and Brody School of Medicine.

Johnson noted that the School of Hospitality Management has voted to join the College of Business, so there may be changes to that code coming before us.
Agenda Item:
Review of the Academic Library Services (ALS) Unit Code

Discussion:
The following revisions were requested by the committee:

**Universal Changes**

- Insert the appropriate part number (though not sections and subsections) along with hyperlinks for all references to the *ECU Faculty Manual*.

- Change “Academic Library Services” to “Academic Library Services personnel” wherever the reference is specifically to individuals working in ALS rather than to ALS as an institution, e.g., the first instance at l. 72, changing “communicate this information to Academic Library Services” to “communicate this information to Academic Library Services personnel.”

**Individual Changes**

- **l. 5:** Label opening two paragraphs “Section I. Preamble”; make opening paragraph item A of Section I.

- **l. 6:** Insert mention of the *East Carolina University Policy Manual* alongside the *East Carolina University Faculty Manual*.

- **l. 7:** Parenthetically define EPA and SPA, e.g., “EPA (Exempt from the Personnel Act)” and “SPA (governed by the State Personnel Act, now the State Human Resource Act)” or “employees exempt from the State Human Resource Act (i.e., EPA employees)” and “employees subject to the State Human Resource Act (i.e., SPA employees).”

- **l. 11:** Change “Section I. Objectives/Mission” to “B. Objectives/Mission.”

- **l. 17:** Change “Organization/Faculty” to “Faculty”; follow with a new item, “A. Definitions of the Unit’s Faculty”; develop a definition of ALS faculty, whether voting faculty or not.

- **l. 18:** Change current item A. to “B. Criteria for Serving as a Voting Faculty Member of the Unit.”

- **l. 32:** Insert a new item, “C. Criteria for Emeritus Status in the Unit” and develop ALS criteria for awarding emeritus status (see the *ECU Faculty Manual*, Part VIII.I.I.D.4.); change “B. Administrative organization of the unit and its subdivisions” to “Section III. Administrative Organization of the Unit.”

- **II. 36-37:** Add “Part VIII” along with the current reference to the *ECU Faculty Manual*, Part IX; add this information to the new Section II.A as well as leaving it here.

- **II. 44-45:** Move to following l. 60 concerning the roles and responsibilities of the Library Director.
- II. 46-48: Move to following l. 153 concerning the EPA Assembly as an ALS standing committee; delete the reference to membership being “defined in Section III.”

- II. 49-53: Decide how to treat the description of the SPA Assembly with the descriptions of the Library Director’s and the faculty standing committees’ described in ll. 44-58 to the appropriate sections below.

- II. 54-55: Move to following l. 134 concerning the Director’s Council as an ALS standing committee; delete the reference to membership being “defined in Section II.C.5.” (Note, the section currently at ll. 134-147 will be moved to go with other standing committees.)

- I. 57: Capitalize “Executive Committee.”

- II. 56-58: Move the section on the Library Director’s right to form an Executive Council into the section on the Library Director’s duties, ll. 66-102.

- I. 76: Insert the phrase “to the next higher administrator” between the words recommend and initial.

- I. 84: Change “evaluate annually each EPA non-faculty and SPA staff member who reports directly to him/her” to “evaluate annually all EPA non-faculty and any SPA staff member who reports directly to him/her.”

- I. 128: Insert the abbreviation “EPA” between the words for and annual.

- I. 135: Change “assistant director” to “assistant director(s).”

- II. 134-147: Move this section on the Director’s Council to the new Section IV.A on Standing Committees, as either 1. (following l. 152) or, more likely, item 2. (following l. 214).

- II. 148-150: Move to Section VIII., Budget (following l. 930).

- I. 152: Change to “Section IV. Committees of the Unit”; between ll. 152 and 153, insert “A. Standing Committees.”

- I. 153: Change item A. to item 1.

- I. 169: Delete the word “appendices.”

- I. 170 ff: Make outline item a. and indent.

- I. 175 ff: Make outline item b. and indent; change items following appropriately.

- I. 188 ff: Make outline item c. and indent; change items following appropriately.

- II. 215-264: Re-title B. to “Personnel Committees, Tenure Committees, Promotion Committees” or, with additional committees, perhaps better “Personnel Action Committees.”

- II. 218-219: Change “with composition as determined by the ECU Faculty Manual” to “with a composition meeting the requirements of the ECU Faculty Manual, Part IX.”
- II. 224-225: Delete current item ii.; renumber current items iii. and iv. as ii. and iii.
- I. 229: Change “prepares” to “submits” (or alternatively, change “to” to “for”).
- II. 232-235: Reverse the order of items 2. and 3.
- I. 236: II. 329-342 will be moved here as item 4.; change current item 4. to item 5; add the following footnote after the word Committee:
  
The creation of a special committee fixed term appointment/advancement has been deemed necessary to accommodate the changing administrative structure of ALS, as directed by the Chancellor and Provost in Spring 2014.
- II. 246: Change “prepares” to “submits” (or alternatively, change “to” to “for”).
- I. 249: Change current item 5. to item 6; add the following footnote after the word Committee:
  
The creation of a special committee fixed term appointment/advancement has been deemed necessary to accommodate the changing administrative structure of ALS, as directed by the Chancellor and Provost in Spring 2014.
- I. 262: Change “prepares” to “submits” (or alternatively, change “to” to “for”).
- II. 265-327: Delete “C. Additional Standing Committees”; move these committee descriptions to Section IV.A., following current I. 214; make current items III.C.1-4 items IV.A.3-6.
- I. 274: Change “for the Library’s training and professional development” to “for Library personnel training and professional development.”
- I. 328: Change current item D. to item C.
- II. 329-342: Move to Section IV.B. (I. 236) as item 4 of that section.
- I. 331: Change “an ad hoc” to “a.”
- I. 343: Change current item 2. to item 1.
- I. 348: Change current item 3. to item 2.
- I. 350: Change current item E. to item D.
- I. 355: Change “Section IV. Faculty Personnel Actions” to “Section V. Evaluation of Faculty.”
- II. 356-61: Move to Section II.A being developed on the definition of ALS Faculty.
- II. 362-364: Move to section on the Library Director’s duties (II. 66-102.).
I. 365: Change current item A. to item C.

II. 369-370: Delete the phrase “and subsequent appointment of fixed term faculty, advancement in rank of fixed term faculty.”

I. 397: Insert the phrase “Tenured and Tenure Track” between the words of and Faculty.

I. 410: Delete the comma following (teaching).

II. 413-419: Move this material about the evaluation of fixed-term faculty to Section V.B., which needs to be created following Section V.A.

I. 442: Delete “and Performance Review.”

I. 485: Insert a comma after to and before the.

I. 526: Insert the word “membership” after the word committee.

II. 551-555: Make Section V.C. and move to l. 739.

II. 556-586: Make part of Section V.B.; mark this and all parts of Section V.B. with appropriate outline levels for easier readability.

I. 574: Change Roman numeral XII to Roman numeral X.

I. 583: Delete “Although there are no absolute timelines that can be applied,” and capitalize “The” to start the sentence.

I. 586: Change “areas of teaching” to “areas of librarianship (teaching).”

II. 587: Change “Initial and Subsequent Appointment of Fixed Term Faculty” to Section V.B. “Guidelines, Criteria, and Weights Governing the Evaluation of Fixed-Term Faculty Members.”

II. 589-590: Insert “fixed term” between the words a and library.

Review of the ALS unit code ended with discussion of ll. 616-624 concerning policies for subsequent appointments of fixed term faculty. It was suggested that the section include the following language of the ECU Faculty Manual, Part IX, section I.II.B.1, near its start:

Whenever possible multi-year contracts, of up to five years, will be offered to fixed-term faculty members who have demonstrated their effectiveness and contributions and/or who have outstanding credentials.

It was also suggested that ll. 618-619 be revised to include budget issues that might affect subsequent appointment:

Subsequent appointments are based on the individual’s demonstrated achievements, the individual’s potential for future contributions, and the needs of the library, and budgetary considerations.
These suggested revisions are intended to make the language as strong as possible concerning the importance multi-year contracts for recruitment and retention of ALS faculty without making promises for multi-year contracts that may not be able to be kept.

Action Taken:
Review ended at l. 624, to be taken up again at the next committee meeting.

Assigned additional duties to:
Barricella and Durant will take the current requested revisions back to the ALS faculty. Specifically, the ALS faculty should develop a definition of the unit’s faculty (Section II.A.), discuss and revise ll. 616-624, and reformat the proposed code to fit the current Unit Code of Operation Format (see “Guidelines for Writing and/or Revising a Unit Code of Operation” on the Unit Code Screening Committee web page <http://www.ecu.edu/cs-acad/fsonline/uc/unitcodescreening.cfm> or available directly at <https://author.ecu.edu/cs-acad/fsonline/customcf/committee/uc/codeformat.docx>).

NEXT MEETING: January 2015, exact day and time TBA.

ITEMS TO BE DISCUSSED:

- Continuation of review of ALS unit code
- Laupus Health Sciences Library unit code

Meeting adjourned at 5:20 pm.

Submitted by Tom Shields, Committee Secretary