COMMITTEE: Unit Code Screening Committee

MEETING DATE: 19 March 2014

PERSON PRESIDING: Tricia Anderson (Vice Chair)

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson, Clark Nall, Jalil Roshandel, Tom Shields (Secretary), and George Sigounas

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Ernie Marshburn, Kathy Misulis, and Lisa Sutton

OTHERS IN ATTENDANCE: Bob Thompson (Political Science); Gerry Prokopowicz, Carl Swanson, and John Tucker (History).

Anderson called the meeting to order at 2:02 pm.

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ACTIONS OF MEETING

Agenda Item:
Review of revised Unit Code for the Department of Political Science.

Discussion:
The following revisions were requested by the committee:

Universal Changes

- Insert hyperlinks to referenced sections of the ECU Faculty Manual.
- Make sure all references to the ECU Faculty Manual are done consistently in both title and italicization. All uses should be consistently only either East Carolina University Faculty Manual or ECU Faculty Manual.

Individual Changes

- II. 17-30: Change periods at the end of each item (A-D) to semicolons or commas; add the word "and" after the semicolon or comma on line 27.
- II. 34-92: Delete “A. Definitions of the unit’s faculty”; re-label items 1-6 as A-F.
- I. 89: Insert “or deceased” between disabled and faculty.
- I. 101: Change “(Part II and Part IX)” to “(Part II, Sect. V).”
- II. 104-142: Change periods at the end of each item (a-r) to semicolons or commas; add the word “and” after the semicolon or comma on line 140.
- II. 149-167: Change periods at the end of each item (a-j) to semicolons or commas; add the word "and" after the semicolon or comma on line 166.

- II. 174-184: Change periods at the end of each item (a-g) to semicolons or commas; add the word "and" after the semicolon or comma on line 183.

- I. 174: Capitalize “Graduate Faculty."

- I. 182: Change “Graduate Assembly” to “Graduate Program Directors & Coordinators.”

- II. 195-216: Change periods at the end of each item (a-j) to semicolons or commas; add the word “and” after the semicolon or comma on line 213.

- I. 201: Insert “and its affiliated graduate certificates” after MPA Program and before the period.

- I. 203: Insert “and its affiliated graduate certificates” after MPA Program and before the period.

- I. 204: Insert “and affiliated graduate certificate” after MPA and before students.

- I. 208: Insert “and affiliated graduate certificate” after MPA and before students.

- I. 210: Insert “and its affiliated graduate certificates” after MPA Program and before the period.

- I. 211: Capitalize “Program”; insert “and its affiliated graduate certificates” after MPA Program and before not.

- I. 213: Insert “and its affiliated graduate certificates” after MPA Program and before is, changing “is” to “are” (i.e., “with which the MPA program and its affiliated graduate certificates are relevantly involved”).

- II. 214-215: Insert “and its affiliated graduate certificates” after MPA Program and before and.

- II. 228-251: Change periods at the end of each item (a-k) to semicolons or commas; add the word “and” after the semicolon or comma on line 249.

- I. 234: Insert “and affiliated graduate certificates” after MSSS Program and before the semicolon or comma.

- I. 236: Insert “and affiliated graduate certificates” after MSSS Program and before the semicolon or comma.

- I. 237: Insert “and affiliated graduate certificate” after MSSS and before the students.

- I. 241: Insert “and affiliated graduate certificate” after MSSS and before the students.

- I. 243: Insert “and affiliated graduate certificates” after MSSS Program and before the semicolon or comma.
I. 244: Capitalize “Program”; insert “and its affiliated graduate certificates” after MSSS Program and before not.

II. 247-248: Insert “and its affiliated graduate certificates” after MSSS Program and before and.

II. 258-270: Change periods at the end of each item (a-f) to semicolons or commas; add the word “and” after the semicolon or comma on line 268.

I. 259: Lowercase chairperson.

II. 276-281: Change periods at the end of each item (a-d) to semicolons or commas; add the word “and” after the semicolon or comma on line 279.

II. 288-294: Change periods at the end of each item (a-d) to semicolons or commas; add the word “and” after the semicolon or comma on line 292.

I. 292: Change “University Office of Cooperative Education” to “Volunteer and Service-Learning Center and the Career Center.”

II. 302-307: Change periods at the end of each item (a-d) to semicolons or commas; add the word “and” after the semicolon or comma on line 306.

I. 304: Change “University Office of Cooperative Education” to “Volunteer and Service-Learning Center and the Career Center.”

I. 309: Delete standing.

I. 313: Delete “STANDING.”

I. 353: Insert “In accordance with the ECU Faculty Manual (Part IX),” after Personnell Committee. and before the Chair.

I. 361: Delete “Other.”

I. 365: Insert a comma between members and including.

I. 370: Delete comma after programs and before and.

II. 376-377: Change “National Association of Schools of Public Affairs and Administration’s” to “Network of Schools of Public Policy, Affairs and Administration’s.”

II. 391-394: Change “consult with the Chairperson on all personnel matters, including recruitment, appointment, reappointment, promotion, and tenure, of relevance to the MPA Program and in strict conformity with the procedures and guidelines of this code and the Faculty Manual” to “consult with the Chairperson on all personnel matters of relevance to the MPA Program, including recruitment, appointment, reappointment, promotion, and tenure, in strict conformity with this code and the ECU Faculty Manual.”

I. 400: Change “serve as the MPA curriculum committee” to “serve as the curriculum committee for the MPA Program and its affiliated graduate certificates.”
• l. 429: Insert a blank line before item a, or delete blank lines 392 and 457.

• l. 400: Change “serve as the MSSS curriculum committee” to “serve as the curriculum committee for the MSSS Program and its affiliated graduate certificates.”

• ll. 455-458: Change “consult with the Chairperson on all personnel matters, including recruitment, appointment, reappointment, promotion, and tenure, of relevance to the MSSS Program and in strict conformity with the procedures and guidelines of this code and the Faculty Manual” to “consult with the Chairperson on all personnel matters of relevance to the MSSS Program, including recruitment, appointment, reappointment, promotion, and tenure, in strict conformity with this code and the ECU Faculty Manual.”

• l. 473: Insert “of the ECU Faculty Manual” after Part IX and before (Harriot College).

• ll. 481-482: Delete “though deviations below ten percent require approval of the Vice Chancellor for Academic Affairs.”

• l. 484: Change “will also” to “may.”

• ll. 491-492: Insert a comma after and and before based (l. 491) and after assignments and before inform (l. 492).

• l. 512: Insert “In accordance with the ECU Faculty Manual (Part VII),” at the start of the line before Each academic year.

• l. 515: Change the colon to a period.

• l. 517: Change “making” to “completing.”

• ll. 522-523: Write out the numbers (40 and 20) as words. Alternatively, on ll. 477-478, change the numbers to numeral rather than being written out as words.

• l. 531: Change the semicolon after recommendations to a comma.

• l. 533: Add after allowed “, by established University policies and salary guidelines.”

• l. 540: Change “shall” to “will”; insert “as appropriate” after appropriate and before impressions.

• l. 544: Change “ratings on student evaluations” to “evidence from student surveys.”

• l. 544: Change “shall” to “will.”

• l. 560: Change “shall” to “will.”

• l. 567: Change “shall” to “will.”

• l. 580: Insert “career” between discuss and objectives; delete “contained in a faculty development plan.”
Delete “A newly appointed chair may especially consider it important to submit such statements to the faculty.”

Insert “discuss,” between to and review; insert a comma after review.

Change “contracts” to “appointment.”

Delete parentheses; delete “B” after Section II; insert a comma after Section II; change “evaluations” to “reviews.”

Insert “relevant” between with and university.

Insert “the most recent edition of” between under and Robert’s; italicize “Robert’s Rules of Order, Newly Revised.”

Capitalize “General Faculty.”

Insert “academic” between unit and program; change “evaluations” to “reviews.”

Change “document” to “documents”; insert “faculty input in” between and and administrator; change “evaluations” to “reviews.”

This code and any subsequent amendments shall take effect upon the approval by a majority of the permanently tenured faculty members who have been employed for at least twelve consecutive months in a greater than 50% assignment in the unit and administrators who meet these conditions via a secret ballot after approval by the Faculty Senate and the Chancellor, as spelled out in ECU Faculty Manual, Part IV, B.

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Move to before I. 658.

Action Taken:
A motion to approve the Unit Code for the Department of Political Science Code as amended was passed.

Assigned additional duties to:
Anderson will work with the Department of Political Science about making the requested editorial revisions, particularly inserting the appropriate hyperlinks to the ECU Faculty Manual.
The Unit Code Screening Committee as a whole needs to review the code template to reflect the revisions suggested to the Department of Political Science that affect all codes, especially those reflecting that Personnel, Tenure, and Promotion Committees are not standing committees.

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**Agenda Item:**
Review of the revised Unit Code for the Department of History.

**Discussion:**
The following revisions were requested by the committee:

**Universal Changes**

- Insert hyperlinks to referenced sections of the *ECU Faculty Manual*.

**Individual Changes**

- **Cover/Signature Page:** Change “HISTOY” to “HISTORY”
- I. 33: Insert “teaching instructor,” between as and *teaching assistant professors*.
- I. 34: Insert “instructors,” between *teaching professors* and *assistant professors*.
- II. 35-36: Insert “other” between *hold* and *fixed-term*.
- II. 52-60: Make this paragraph item II.D rather than a continuation of II.C.
- I. 54: Delete “or”; insert a comma and the phrase “or deceased” between *disabled* and *faculty*.
- II. 59-60: Delete “This recommendation is sent to the chancellor.”
- I. 76: Delete comma after *staff*.
- I. 96: Delete comma after *meetings*.
- I. 127: Delete comma after *minors*.
- I. 200: Change “graduate director” to “chair.”
- I. 205: Change “STANDING COMMITTEES OF THE UNIT” to just “COMMITTEES.”
- I. 250: Delete “Other.”
- I. 264: Delete “(on Tenure and Promotion Committees).”
- I. 285: Delete “from its membership a”; change “subcommittee” to “subcommittees.”
- I. 410: Insert a comma after *representative*.
• I. 415: Delete comma after Scholar.

• II. 453-466: Change

2. The chair of the Personnel Committee, following consultation with the department chair and professionally appropriate members of the faculty, recommends the composition of a search committee to the Personnel Committee. When approved, either as recommended or with modification, the Search Committee conducts a search, arranges interviews, and recommends one or more candidates to the Personnel Committee. The Personnel Committee approves or rejects each candidate. The chair of the Personnel Committee forwards its recommendation(s) to the department chair, who selects one of the approved candidates.

3. Should the Personnel Committee reject all the recommended candidates, the search remains open. The Search Committee will then recommend additional candidates to the Personnel Committee.

2. The chair of the Personnel Committee, following consultation with the department chair and professionally appropriate members of the faculty, recommends the composition of a search committee to the Personnel Committee. When approved, either as recommended or with modification, the Search Committee conducts a search, arranges interviews, and recommends one or more candidates to the Personnel Committee. The Personnel Committee approves or rejects each candidate. Should the Personnel Committee reject all the recommended candidates, the search remains open. The Search Committee will then recommend additional candidates to the Personnel Committee. The chair of the Personnel Committee forwards its recommendation(s) to the department chair for appropriate action.

• I. 468-472: Delete the entire paragraph (i.e., Section V.A.4).

• II. 571-572: Change “Research and Creative Activities Committee” to “Research and Publications Committee.”

• I. 656: Change “procedures” to “criteria.”

• I. 730: Change “Standards for Post-tenure Review” to “Standards for Performance Review of Permanently-Tenured Faculty.”

• II. 733-736: In this section (V.C.2), include reference to the department’s document on how the performance review of permanently-tenured faculty is done and where that document is available.

• I. 744: Insert “from teaching instructor” between title and to.

• I. 759: Change “opinion of instruction data” to “surveys.”
Action Taken:
A motion to approve the Unit Code for the Department of Political Science Code as amended was passed.

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

NEXT MEETING:
26 March 2014

ITEMS TO BE DISCUSSED:
1. Review of revised Unit Code for the Department of Sociology
2. Review of revised Unit Code for the School of Education

Meeting adjourned at 5:10 pm.

Submitted by Tom Shields, Committee Secretary