COMMITTEE: Unit Code Screening Committee

MEETING DATE: April 2, 2012

PERSON PRESIDING: Michael Duffy

REGULAR MEMBERS IN ATTENDANCE: Tricia Anderson, Michael Duffy, Deedee Glascoff, Melissa Nasea (secretary)

EX-OFFICIO MEMBERS IN ATTENDANCE: Katherine Misulis

GUESTS IN ATTENDANCE: Cheryl McFadden, Marianna Walker

ACTIONS OF MEETING

The meeting was called to order at 9:10 am.

The minutes of the March 21 meeting were accepted as written.

M. Nasea emailed Committee member Linc Conn of Dental Medicine (with a cc to L. Sutton) about meeting with SODM on their first code. L. Conn responded that he would talk with his colleagues.

Committee members M. Nasea and T. Anderson worked with the Faculty Governance Committee to revise the Governance report to the March 27 Faculty Senate meeting titled “Proposed Revisions to the ECU Faculty Manual, Appendix L. ECU Code”. The revised report passed the Faculty Senate and was sent to the Chancellor for approval.

Over the summer M. Nasea will work on a draft revision of the “General Guidelines for Writing and Revising a Unit Code of Operation” based on the revised Governance report.

Cheryl McFadden, chair of the College of Education’s unit code committee, attended the meeting by phone.

Changes:

Lines 7 and 9 (and 17)  Add the appropriate dates

42  Change “East Carolina University ECU” to “East Carolina University (ECU)”

58  Change “Composition” to “Organization/Composition”

82  Change “Office of the President” to “General Administration”

126  After “Education” add “not otherwise defined in this code, “

Lines 133-134  Move Graduate Faculty sentence below the personnel sentence in 136-137 (so all the graduate faculty definitions are adjacent)

204  delete “that”
Lines 213 - 214  Change “two and a maximum of four” to “three and a maximum of five”

215  Change “department and one faculty member appointed by the Dean” to “department. One faculty member may be nominated by the Dean”

217  after “Manual” add “and established university policies.”

Lines 218-219  Delete the sentence beginning “Search”

Lines 236 – 240  Delete “according to the policy: Appointment and Review of Administrative Officers at ECU. After appropriate approvals are received from the University of North Carolina, the Dean forms a nominating search committee composed according to Appendix L of the ECU Faculty Manual (here and throughout this document) to advertise, screen, interview and nominate candidates for the position of Director.”

**Line 235**  Change “center or institute” to “center or institute in accordance with established University of North Carolina and East Carolina University policies.”

Lines 270 and 289  Change “Provost and Vice Chancellor” to “Provost and Senior Vice Chancellor”

Lines 301-302  Change “Education” to “Education.” and delete the rest of the sentence

Lines 304, 311  Change “search committees” to “Personnel Committee”

Lines 354-355  Delete a redundant sentence “His or her Responsibilities are inclusive of, but not limited to, the following:”

443  Change “Coordinator of Clinical Experiences” to “coordinator(s) of clinical experiences”

506  After “Reviews.” add “These Guidelines will also be used in the event of a search for a department chair.”

Lines 513 – 535  Delete the 3 paragraphs

Lines 537-538  Replace “During the period between the Chair's departure or removal from office and the completion of the nominating search committee procedure, the Dean” with “In the event of a Chair's departure or removal from office, the Dean”

712-713 and 732-733  Delete “The student member shall be appointed by the Dean for a term of one year.”

727  Change “The Dean, “ to “The Dean or designee”

728  After “ex-officio” insert “non-voting”

Lines 784-785  Change “Instructional Technology Consultant(s), the Educational Technology Specialist,” to “instructional technology consultant, an educational technology specialist,”

Line 786  Change “designee shall serve as an ex-officio non-voting member,” to “designee serving as an ex-officio non-voting member,”
808 Delete the parenthetical phrase

864 Change “activity.” to “activity in accordance with established university policies as referenced in the ECU Faculty Manual.”

Lines 871-2 Change “shall conform to the ECU Faculty Manual, Part VI and Appendix L, Section A of the ECU Faculty Manual” to “shall conform to established university policies.”

1039 Change “and observation.” to “and peer observation.”

1090 Change “Titles of Fixed-Term Appointments” to “Fixed-Term Appointments and Advancements in Rank”

Lines 1114-5 Change “Based on criteria specified in the unit code and upon recommendation” to “Upon recommendation”

1166 Change “Unit Program Evaluation” to “Academic Program Review”

1169 Change “East Carolina University ECU” to “East Carolina University”

Lines 1177 – 1191 Sections VII and VIII need to be switched as “Budget” should be VII and “Salary Increases” should be VIII

1197 After “Education” insert “by secret ballot”


The Unit Code Screening Committee then approved a motion to approve the College of Education unit code as amended.

The meeting was adjourned at 11:10 am.

**NEXT MEETING**: To be announced

**ITEMS TO BE DISCUSSED:**

Future meetings will discuss: revised Dept. of Psychology code; revised Dept. of Sociology code; revising the “General Guidelines for Writing and Revising a Unit Code of Operation” [http://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/guidelines.htm](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/guidelines.htm) and preparing a unit code template.