COMMITTEE: Unit Code Screening Committee

MEETING DATE: May 1, 2012

PERSON PRESIDING: Tricia Anderson

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Katherine Misulis, Lisa Sutton

GUESTS IN ATTENDANCE: Rebecca Powers

ACTIONS OF MEETING

The meeting was called to order at 1 pm.

The minutes of the April 2 meeting were accepted as written.

The Committee annual report was discussed.

Rebecca Powers, chair of the Dept. of Sociology’s unit code committee, presented the draft Sociology code for an informal discussion. She will edit the code to conform to the format in the “General Guidelines for Writing and Revising a Unit Code of Operation,” Faculty Senate Resolution #08-30.

Changes:

Cover page – signature lines 1 and 2: After editing, the code should be approved again by the tenured faculty and submitted again to the dean

Cover page – signature line 5: The Faculty Senate Resolution number is not required; also this line refers to the resolution for the next approval rather than for the past approval

Lines 8-10: Linda Ingalls suggested changing the Preamble by changing “WITH ALL APPLICABLE APPENDICES OF THE EAST CAROLINA UNIVERSITY FACULTY MANUAL” to “WITH THE EAST CAROLINA UNIVERSITY FACULTY MANUAL AND OTHER ESTABLISHED UNIVERSITY POLICIES.”

11: “Section I. Objectives/Mission” is required. If the unit does not have another document that includes the objectives/mission, they must be stated here. If the unit does have such a document, it can choose to state them again or simply reference the other document.

62: Change “Insure” to “Ensure”

Lines 66 and 92: Consider whether the Graduate Director and/or the Undergraduate Director must be tenured

Lines 70 and 96: Change “policies of the Department.” to “policies of the Department and the University.”
99: Change “recruitment and advisement” to recruitment, advisement”

Lines 133 & 140: Ask whether either or both of the Undergraduate Studies Committee and the Graduate Studies Committee want to change their names to include “curriculum”

163: Change “among the professors” to “among the eligible full professors”

167: Delete the italics from “policies in the”

173: Change “The chair of the Promotion Committee” to “The chair of both Promotion Committees”

196: Delete “Department Center Directors”

Lines 222-225: The UCSC is concerned about the confidentiality of applications when they are forwarded to the voting faculty, especially if the applicants are not told that this will happen.

Lines 258-260: Edit this sentence by listing all the committees whose chairs are elected in this manner

Line 278 etc.: Look at the changes in Appendix C to what was formerly called “research”; edit appropriately

Lines 293-296: Look at the changes to Appendix C that require the annual evaluation be based on more than just the faculty’s annual report; edit appropriately

Lines 310, 327, 345: Do all fixed term faculty have teaching, research, service expectations?

361: Delete “only”

366: Add an introduction that refers to Appendices C and D and Sections XII and XIII

367: Delete “in accordance with Appendices C and D”

370: Delete “and General College”

383: Change “or” to “and”

Lines 383, 440, 442: Compare use of “satisfactory” in 383 to use of “significant … high quality” in 440 and 442

429: Change “and /or” to “and/or”

Lines 429-432: Since it is impossible to ensure that 4 or more letters will be returned, edit this to state specifically that department will request more than 3 letters; also refer to Appendix D

Lines 482-483: Change “shall not be promoted” to “shall not be recommended for promotion”

543: Change “Annual Review” to “Progress Toward Tenure Letter”

Lines 545 etc.: Change “tenure-track faculty” to “probationary term faculty” or “tenure-track (probationary term) faculty”
Sociology plans to revise their code and bring it back to the UCSC in the fall.

The meeting was adjourned at 2:30 pm.

**NEXT MEETING**: Committee Organizational Meeting; Wednesday, September 5 @ 4:00 in Rawl Annex 142

**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