COMMITTEE: Faculty Governance Committee

MEETING DATE: February 25, 2004

PERSON PRESIDING: Mary Glascoff

REGULAR MEMBERS IN ATTENDANCE: Mark Taggart, Tinsley Yarbrough, Edson Justiniano, James Holloway

EX-OFFICIO MEMBERS IN ATTENDANCE: Kitty Hill, Lisa Sutton, Rick Niswander, Jim Smith

OTHERS IN ATTENDANCE: Lori Lee, David Long

ACTIONS OF MEETING

Agenda Item and Action taken: The minutes of February 11, 2004 were amended as follows:

Marti Engelke gave her report on the Commission on Scholarship as to how it will affect Appendices C and D of the ECU Faculty Manual.

The committee reaffirmed its ruling of March, 2003, stating that tenured faculty lose their voting privileges when they retire. Retired faculty members do not have the voting privileges accorded to tenure-track and permanently tenured faculty members, although they may have been given a “Distinguished Research Professor” title prior to their retirement.

Agenda Item and Discussion: Appendix D, Sections I-IV of the ECU Faculty Manual was discussed.

Action taken: Appendix D-9, Section IV, D. “The Role of the Unit Administrator” was revised to include:

“Unit administrators are excluded from unit committee discussions concerning candidates for appointment, reappointment, promotion, or permanent tenure, and must be excluded from any meeting when such matters are considered. However, at the invitation by a majority vote of the membership of the Personnel Committee, a unit administrator may meet with the committee to discuss initial appointments.”

Action taken: III. Promotion, (D-7) language will be included to describe the faculty member’s written request to the unit administrator for promotion. The written request should be in early March, prior to the list of possible external reviewers during the last week of March.
Action Taken: Language will need to be included in D, IV, I, “Procedure for Non-Concurring Recommendations” in reference to non-concurring recommendations for re-employment of fixed-term faculty, describing the Vice-Chancellor for Academic Affairs decision being final. Added penultimate sentence is: “In the case of non-concurring recommendations for fixed-term appointments, the decision of the appropriate vice-chancellor will be final.” The last sentenced will be altered to begin: “All other personnel actions....”

Action: add a letter K which will state: “The faculty member shall be informed of all recommendations at every level, beginning with the unit administrator’s recommendation and continuing up to the level where the final decision is made.

Action: language will be added to describe “delivery verification” of mailed ballots in D, IV, G.

Action: language will be added in the Prologue regarding the use of e-mail in all personnel matters: “In all personnel matters, the use of e-mail is prohibited.”

The committee adjourned at 5:29 PM.