COMMITTEE: Faculty Governance Committee

MEETING DATE: April 7, 2004

PERSON PRESIDING: Mary Glascoff

REGULAR MEMBERS IN ATTENDANCE: James Holloway, Jan Tovey, Marti Engelke, Edson Justiniano, Tinsley Yarbrough, Mark Taggart.

OTHERS IN ATTENDANCE: Kitty Wetherington, Lori Lee, Rick Niswander, Lisa Sutton

ACTIONS OF MEETING:

Agenda item and action taken: The committee began its final review of the fifth draft of the proposed revisions to Appendix D of the ECU Faculty Manual.

1. Added: to D. II. C.2. “Extensions of the Probationary Term” (Fourth sentence of paragraph): Probationary term faculty who have received paid leave of at least fifteen weeks under the ECU Serious Illness and Disability Leave policy shall receive and extension of the probationary term upon request.

2. Added: to D. II. C 1. “Probationary Terms” (final sentence): “…whose contract date occurs earlier than the beginning of the Fall semester (or July 1 for School of Medicine Faculty), will be measured from the beginning of the subsequent Fall semester (or July 1 for School of Medicine Faculty)

3. Added: to C.4 “Progress Towards Tenure Letters, after “it is the responsibility of the faculty member to make this disagreement known in writing”: addressed to the unit administrator for inclusion into the personnel file.”

4. Change “personnel committee” to “tenure committee” in E. “Joint Appointments”

5. Added to D. II. C. 4, “Progress towards Tenure Letters” at the end: In accordance with the Unit Code, if the Unit’s tenure committee has more than five members, the tenure committee may democratically constitute a subcommittee of at least five members to participate in the drafting of the progress towards tenure letters.

6. Added to D. IV.A. 1 “Tenure Committee”. a: The Tenure Committee or properly established subcommittee, shall consult yearly with the Unit Administrator in the preparation of progress toward tenure letters as described in Section II. C. 4.

7. Altered, to D.IV.D. “Role of the Unit Administrator”, last sentence, penultimate paragraph: Further, the administrator can meet with the tenure committee, or properly established subcommittee, can meet with reference to the progress toward tenure letter ad noted in II.C.4.

8. “Role of the Unit Administrator”: The unit administrator shall make recommendations on all personnel actions and shall forward the recommendations to on personnel matters to the next higher administrator.

9. C. “Role of the Chair of the Personnel Committee”, add: The Unit Personnel Committee chair shall be responsible for calling meetings of such committees, facilitating the election of a chair of the committee from among its membership, obtaining and distributing materials to be used during deliberations of such bodies. Also add:...In such cases where the chair of the personnel committee is not a member of the committee, he or she shall not attend any meetings of the committee except to facilitate the election of the chair, as noted above.

10. Added to the end of the first paragraph of E, “External Peer Review”: According to the provisions of unit codes, other materials that reflect the candidate’s scholarly activities may be included in the selection to be sent to external reviewers.”

11. Added to “External Peer Review”, following fourth paragraph:“Only the unit administrator will communicate with the external reviewers and only on procedural matters for the duration of this personnel action.”
12. Added to D.I.V.E, end of third paragraph: “Code units that require more than three external reviewers shall make special provisions in their unit codes. These provisions must clearly indicate the number of external reviewers required by the unit. In those cases where a unit requires more than three reviewers, the choice of reviewers must reflect, as nearly as possible, the two to one ratio of reviewers proposed by the unit personnel committee to those proposed by the candidate.”

13. Change “certified” to “verified” in G.2. (Initiation of Recommendations.)

14. G.3: Add: “The personnel committee may select a search committee to fulfill the responsibilities of reviewing applications, selecting candidates, interviewing candidates, and recommending one or more candidates for the position to the unit’s Personnel Committee.”

15. Footnote #3 on D-4 will become the second paragraph of the Prologue. Footnote #3 will be removed.

16. IV.H “Procedure for Concurring Recommendations”, new second paragraph: “In the case of disagreement at any level, refer to procedures in I. below.”

17. IV.I “Procedure for Non-Concurring Recommendations”: New first sentence: “The faculty member shall be informed of recommendations at every level. If the recommendation of the administrator and the appropriate faculty committee disagree, that administrator shall seek resolution of the disagreement at the unit committee level before forwarding his or her recommendation to the next higher administrator.”

18. The remainder of old “J” becomes the final paragraph of I.

19. Old “K” now becomes “J”.

20. New fourth paragraph of H, “Procedure of Concurring Recommendations”: “If the chancellor concurs in a recommendation to confer permanent tenure, he or she shall submit the recommendation to the Board of Trustees for final approval. If the chancellor concurs in a recommendation for promotion, the chancellor’s approval shall be final.”

21. Fifth paragraph of H begins as: “If the chancellor decides not to promote or not to recommend the conferral of permanent tenure, ....”

The committee adjourned at 6:20PM. The committee will meet on April 14 at 3:00PM.

Respectfully submitted:

Mark Taggart
Secretary, Faculty Governance Committee