MINUTES

COMMITTEE: FACULTY GOVERNANCE
MEETING DATE: January 12, 2005
PERSON PRESIDING: Dee Dee Glascoff

REGULAR MEMBER IN ATTENDANCE: Patricia Anderson, James Holloway, Bob Morrison and Tinsley Yarbrough
EX-OFFICIO MEMBERS: Catherine Rigby, Jim Smith and Paul Zigas
OTHER IN ATTENDANCE: Lori Lee

ACTIONS OF MEETING

Agenda Item: Approval of Minutes by the Committee
Discussion: None
Action Taken: The Committee unanimously approved minutes of the meeting on December 8, 2004.

Agenda Item: Conflict of Interest regarding Voting Faculty in Appendix D, Section IV and Appendix L, Section A (Continuation from the Meeting on December 8, 2004)
Discussion: The Committee recognizes that voting by fixed-term faculty is under control of the unit for some matters. The unit codes should cover the voting rights of fixed-term faculty. Both Appendixes D and L do not grant voting rights to fixed-term faculty. The Committee recognized that the Faculty Manual provides no guidance on placing fixed-term faculty on search committees.
Action Taken: None
Assigned Additional Duties to: None

Agenda Item: Add Appendix D, Section IV.A.4 (Draft Appendix D)
Discussion: Anderson submitted a handout to identify proposed Section IV.A.4. The Committee reviewed the proposed Section IV.A.4. It discussed whether the search committee should recommend only one candidate for a position. The Committee agreed to add Section IV.A.4 to Draft Appendix D. to read as follows: “The voting faculty of the unit may elect a committee of voting faculty to fulfill the responsibilities of soliciting and screening applicants and recommending candidates for the position to the unit’s personnel committee.”

Finally, the Committee discussed and agreed to delete similar language regarding searches in Appendix D, Section IV.G.3 that read: “The unit 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.” and add a reference to Appendix D, Section IV.A.4.

Action Taken: The Committee agreed to add Section IV.A.4 to Draft Appendix D. It also agreed to revise and insert a reference in Draft Appendix D, Section IV.G.3 to the policy in Section IV.A.4.

Assigned Additional Duties to: None

Agenda Item: Draft Appendix D, Section
Discussion: The Committee discussed whether the language of Draft Appendix, D Section I (present Appendix D, Section J) implies that the Vice Chancellor of Academic Affairs (VCAA) had already made his recommendation before meeting with the faculty of the unit. The Committee discussed making the language discretionary to avoid the implication that VCAA had already formed a recommendation.
**Action Taken:** The Committee voted unanimously to remove “is contrary . . .” and insert “may be . . .” so that it reads: “In the event that the vice chancellor’s recommendation may be contrary to the vote of the appropriate unir committee, the vice chancellor shall meet with the committee to discuss the recommendation. If the vice chancellor concurs with the committee vote but the chancellor’s recommendation may be contrary to the vote, the chancellor will meet with the committee to discuss the chancellor’s recommendation.”

**Assigned Additional Duties to:** None

**Agenda Item:** Proposed Revisions to *Appendix A, Section V, Code Units*

**Discussion:** Morrison provided a handout that showed proposed revisions. The handout included a proposed *Section V. Code Units*. Section V covered the organization of a code unit under the Faculty Manual and the minimum size and number of degrees of a code unit. It included an exception for academic libraries. Next, the handout included a proposed revision to *Section VI. Organization of the Faculty Senate*. This proposed revision defined electoral units as code units. Finally, the handout included a proposed revision to *Section VII. Duties of the Officers of the Faculty Senate*. This proposed revision deleted a parenthetical that contained language placing a limit on number of terms the Chair of the Faculty could serve as a Delegate to the Faculty Assembly.

The Committee discussed the creation of a code unit. It noted that a code unit cannot have six or fewer members. The Committee discussed the size of the Faculty Senate and agreed to keep it the same. The Committee agreed by consensus to incorporate Morrison’s recommendations into Appendix A. The Committee delayed voting on Appendix A until the Committee could make a final edit.

The Committee noted that Appendix A must have a vote of faculty and will be presented at the Fall 2005 Convocation.

**Action Taken:** Morrison’s recommendations were incorporated, but the final vote was delayed until editing is completed.

**Assigned Additional Duties to:** Yarborough and Committee will complete final editing.

**Agenda Item:** Proposed Revision to *Appendix C, Section I.D, Specific Criteria for Appointment*

**Discussion:** Morrison provided a handout showing the proposed revision to *Appendix C, Section I.D.* The Committee discussed the definition of instructor under the Faculty Manual. The Committee discussed striking some of the language covering the qualifications of an Instructor. The language is the first sentence and refers to character traits. The language reads “Evidence of character traits . . . of the well-trained person.”

**Action Taken:** The Committee unanimously voted to delete “Evidence of character traits . . . of the well-trained person” from *Appendix C, Section I.D.*

**Assigned Additional Duties to:** None

**Agenda Item:** Proposed Revision to *Appendix L, Section C.3., Toprovide consistency unit codes should be developed following an approved outline that includes at least:*

**Discussion:** Morrison provided a handout showing the proposed revisions to *Appendix L, Section C.3.* The proposed revision would add a new *Section C.3.i.* This *Section C.3.i* covers *procedures for developing criteria for salary increases.* Next, the other proposed revision would change old *Section C.3.i* to *Section C.3.j.*

The Committee discussed how the proposed revisions would affect the cycle of reviewing unit codes. The Committee agreed that the proposed revisions would impact unit codes submitted in the 5-year review cycle and new codes.

**Action Taken:** The Committee voted unanimously to insert the proposed *Section C.3.i.*
Assigned Additional Duties to: None

**Agenda Item:** Proposed Revision to *Part XII, Personnel Action Dossier*

**Discussion:** Glascoff submitted a handout showing proposed changes to Part XII. The Committee recognizes that the Personnel Action Dossier (PAD) is a chronicle of professors’ accomplishments and an abstract of their work, e.g., publications and creative activities. The Committee noted that professors must provide documentation of their work when they are requested. Zigas informed the Committee that any materials provided for an evaluation are part of a personnel action.

The Committee discussed several points regarding storage and copying of the PAD. It discussed but could not resolve the storage of the PAD and getting of copy of the PAD. Next, a question was raised regarding how other universities in the UNC System were handling the PAD during and after tenure and promotion actions.

**Action Taken:** The Committee referred these points and questions to Zigas.

Assigned Additional Duties to: Zigas

**NEXT MEETING:** Wednesday, January 27, 2005, 3:00 p.m.

**ITEMS TO BE DISCUSSED**

1. **Agenda Item:** Proposed Revision to *Part XII, Personnel Action Dossier* (PAD)  
The Committee discussed several points regarding storage and copying of the PAD. It discussed but could not resolve the storage of the PAD and getting of copy of the PAD. Next, a question was raised regarding how other universities in the UNC System were handling the PAD during and after tenure and promotion actions.

**Action Taken:** The Committee referred these points and questions to Zigas.

2. **Agenda Item:** Proposed Revisions to *Appendix A, Section V, Code Units*  
The Committee noted that Appendix A must have a vote of faculty and will be presented at the Fall 2005 Convocation.

**Action Taken:** Morrison’s recommendations were incorporated, but the final vote was delayed until editing is completed.

Assigned Additional Duties to: Yarborough and Committee will complete final editing.