COMMITTEE: Faculty Governance Committee

MEETING DATE: February 6, 2012

PERSON PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: George Bailey, Mark Taggart, Chuck Boklage, Catherine Rigsby, Gene Hughes, David Siegel, Christine Zoller

EX-OFFICIO MEMBERS IN ATTENDANCE: Mark Sprague, Marianna Walker

1. The meeting was called to order at 2:30 PM.

2. The minutes of the meeting of January 25 were amended.

   Amendments: add to the minutes: Motion adopted by committee: to change the name of the cumulative evaluation letter as referenced in Appendix D and elsewhere to the cumulative evaluation and letter as cumulative evaluation and recommendation letter, and to revise guidelines as needed to reflect that the cumulative evaluation letter also serves as the recommendation for or against the personnel action by the appropriate committee. Add to the minutes: Motion adopted by committee: a request for early tenure by an assistant professor is a request for promotion to associate tenure. The minutes were approved as amended.

3. Consideration of revisions to Appendix D:

   a. “In evaluating a candidate for promotion to the next higher rank, all of a candidate’s teaching, research, service and other professional activity counts but activity since the last promotion shall carry a greater weight than activity prior to the last promotion.” Action Taken: Passed

   b. “The personnel committee may elect a search committee as prescribed by the unit’s code to fulfill the responsibilities of soliciting and screening applicants and recommending to the unit’s Personnel Committee candidates for initial appointments. All search committee members must have at least one academic year’s employment at ECU and must be full-time faculty members holding either a fixed or probationary term appointment or permanent tenure.” Action Taken: Passed

   c. “Reviewers shall hold a rank not less than that to which the candidate is requesting promotion or, if members of foreign universities, be of equivalent academic standing to the rank being sought. If the reviewer is not an academic, he or she shall have the professional experience necessary to evaluate the candidate’s qualification for the rank being sought.” Action Taken: passed

   d. “External Peer Review for Promotion and/or the Conferral of Permanent Tenure…By the last week of March, February of the Spring term prior to the academic year in which a promotion and/or tenure decision is scheduled, the unit Tenure Committee shall produce a list of at least six possible external reviewers. In preparing its list of potential reviewers, the committee will solicit names from the candidate. In the final procurement of external reviewers, the committee shall ensure that at least one external reviewer was selected from the candidate’s list.” Action taken: Passed.

   e. “The unit administrator will use email to notify the reviewers that they have been nominated to conduct the review and will to ascertain their willingness to serve as reviewers. The request to serve as an external reviewer will be accompanied by a copy of the candidate’s Curriculum Vitae.” Action taken: Passed.
f. “All external reviews received by the deadline must be included in the PAD.” Action taken: Passed.

g. “The unit administrator shall serve as the primary contract person with potential and actual external reviewers. If a situation arises in which a unit administrator is unable to communicate with a potential or actual reviewer in a timely manner, the unit Personnel Committee chair will do so. If neither the unit administrator nor the Personnel Committee chair is able to communicate in a timely way the next higher administrator shall appoint someone to perform the necessary communication. All communications between potential or actual reviewers engaged in by the Personnel Committee chair or by someone appointed by the next higher administrator shall be copied to the unit administrator and shall be copied in the candidate’s dossier. Only the unit administrator will communicate with the external reviewers and only on procedural matters may be discussed with potential and actual reviewers for the duration of the personnel action.” Action taken: Passed.

4. Two more items were discussed and will be revised for consideration at the next meeting.

5. NEXT MEETING: February 8 @ 3:00 PM

6. ITEMS TO BE DISCUSSED: Appendix D & L

7. The meeting was adjourned at 3:50.