UNIT CODE SCREENING COMMITTEE

Meeting #4, October 28, 1996, held in Rawl 106,
2:30-4:30 p.m.

Agenda Item I. Approval of Minutes

The minutes of the previous meeting were approved without amendment.

Agenda Item II. Department of Philosophy Code:

The committee recommended the following changes or suggestions for clarification:

Submit with a cover letter, signature page, and a copy of the old code; and format headers with page and date of revision e.g.: "1: 1/12/96 rev." D all as per the committee's "General Guidelines for Writing and Revising a Unit Code of "operations."

p.1 1.29 Delete "full- or part-time" because there are no part-time probationary -term faculty; delete "(tenure- track)" D redundant.

11.34-35 Since your definition of voting faculty differs from that in App. L, it is best not to reference L here; it is confusing. Delete parenthesis. Change "tenure-track" to "probationary-term".

1.36 A recent ruling from Faculty Governance states that joint appointments must be 51% in one dept. to prevent these faculty from voting in two depts. Change "one-half" to "51%".

11. 38-39 Since you have a designation "faculty" described in 11.27-32, the parenthesis is confusing. It would be better to specify voting faculty throughout the code when you mean voting faculty (as in fact you largely do). Delete the parenthesis if possible.

11. 41-42 The term "provisional graduate faculty" does not exist in App. F, but other designations you may wish to consider do. Delete from "those determined...provisional graduate faculty"?

p.2 1.10 Add somewhere, perhaps here, that the Chair will enforce the provisions of this code.

11.16-18 Item 4. is unclear. Delete or define more clearly what is meant. If personnel actions are meant, this is spelled out in D and need not be reiterated in the code. If other specify.

1.20 remove comma

11.35,37 Change "present" to "discuss with" in accordance with the language in Appendix L-4 C.3.h

1.43 Faculty Governance has recently ruled that Tenure and Promotion committees cannot be
considered "Standing Committees". They must be placed under a separate heading. Remove all references to these two committees in Section III.

p.3 Standing Committees: in general this section needs to be rewritten. The committees in 11.9-17 sound very much like standing committees. There should be some indication of the membership and duties of standing committees: e.g. of the curriculum committee that administrators not be voting members so that faculty retain control over curricular matters; of the Code and "operations. committees, under what circumstances and with what responsibilities the committees are usually convened. "one of the main purposes of a unit code is to "allow for faculty participation in and establish procedures for the unit's internal affairs." (p.1 11. 3-4). You ought to discuss how faculty are to participate and what the procedures of your internal affairs are. To say that everything is "ad hoc" is somewhat at odds with the purpose of a code. You have written in guarantees that faculty will have the right of approval over who serves on ad hoc committees, but you have no guarantees that these committees will exist. E.g., if you have a curricular matter to approve, a chair might just as easily sign the course proposal without convening an ad hoc committee for prior approval. When committee "duties" are not written into the code, faculty have no guarantee of rights.

References in this Ŷ to other dept. duties and appointments may be deleted (since this is a standing committee section).

1.14 "will confirm" is too automatic; perhaps "will vote" or "will vote on their confirmation"

1.22 Whenever referring to the Promotion Committees, use the plural, since it is a different committee for each rank.

1.24-25 Clarify perhaps to "forward committee actions to the voting faculty for approval by a majority"?

1.27 This sounds as if it includes personnel actions in which case one should add the caveat "unless otherwise specified by the Faculty Manual." (since personnel actions are forwarded to the next higher administrator).

11.29-34 For each section, add the clarification "in accordance with App. D" just to avoid any difficulty e.g., with 1.29 where you define voting faculty differently than D. It is important for these three committees to reference D, since it governs their functioning entirely. The language "excluding the department chair" could then be deleted since D makes this abundantly clear.

p.5 1.32 typo: "subject"

p.7 1.24 Add hyphen: "fixed-term"

1.25 Delete "of the entire membership"?

Redundant: the term majority means this; the opposite must be referred to as a majority of those present and voting.
11.40-41 The last sentence should be deleted since the guidelines do not refer to this matter.

p.8 1.1 Delete from the beginning to "and promotion,"; capitalize "The department..."; personnel files (pl.) must be kept on all faculty.

1.12 The criteria for Professional advancement are contained in App. C Section "IV"; those for merit increase are in Section "V". Change "III" to "IV-V"? Moreover you may wish to consider creating criteria of your own. "One purpose of criteria is to defend depts. in the event that they deny e.g., tenure, to a member who then sues. The more general the criteria (and you have chosen the broadest - those in the Fac. Man.) the less ground the dept. has to defend its decision in court. That is, the purpose of rather more specific criteria would not be to make e.g., tenure more difficult to confer, but to protect the dep't. when it wishes to deny tenure. Notice also that App. C IV contains no criteria for tenure, which would leave you without any stated basis for denying it. Even of promotion, however, App. C-5 IV says of the research requirement for Assoc. Prof. "a record of creative or research activity resulting in publication or comparable productivity." You might wish to consider what kind of a record you expect; it would be difficult to justify denying promotion to someone with a record that is somehow "unsatisfactory" in your eyes, if it is nevertheless, "a record of publication."

1.22 Faculty "in residence" seems to imply a special designation like a visiting scholar doing research. If what is meant is "not on leave" perhaps clarify that.

p.9 11.16-18 If possible delete mention of this document in the code, since mentioning it makes it an appendix of the code, and thus subject to the code amendment process.

1.38 Clarify that "voting" faculty is meant here.

The committee decided, tentatively to meet on Monday Nov. 18 and to take up the School of Social Work Code.