UNIT CODE SCREENING COMMITTEE

Meeting #7, November 13, 1997, held in Rawl 105, 2-4 pm

Agenda Item I. Approval of Minutes:
The minutes of Oct. 9 were approved without amendment.

Agenda Item II. School of Nursing Code:
The Committee had the following suggestions for changes:
With the final draft, submit a cover letter indicating that the
revised code has been approved in accordance with the
amendment policy of the old code in force at the time.

p.1  l.97 If the only departmental committee is
Personnel, insert the word "Personnel" to clarify, or delete
since App. D will require it in any event. But depts. may
form other committees and you may not wish the restrictions
of D to apply to their voting membership, e.g., no fixed term
or 1st year probationary faculty.

p.2  ll.99-104 Describe here or elsewhere the officers of this
body, clarifying that the dean is automatically the chair (if
that is what you want, then add it as a duty of the dean in
ll.128-34) and that there is to be a secretary, treasurer and
parliamentarian (mentioned ll.249-51).

l.106If the Dean is chair of the faculty organization,
the dean reports to herself.

ll.106-124 Regularize formatting of a. - a. - a)

ll.117-119 The organization of the school, including the
names of the depts. should be given here. Appendix L-4
C.3.c requires that the "administrative organization" of the unit be specified. The unit code is the only guarantee of the faculty's right to determine the structure of their unit. Any aspect of the organization over which the tenured faculty wish to have the right of vote should be specified here. Changes in the number or nature of depts. should require code changes to protect the rights of faculty, but the process for a single change such as that is simple.

p.3 11.127-34 This should be rewritten and worded more cautiously to reflect the Dean's precise duties: the dean is not "responsible for" "faculty relationships" (very vague) including "appointments..."; rather the dean concurs or does not and forwards recommendations on these matters. the dean does not have sole authority (as may be implied by this language) over budget, planning documents etc. Apps. D and L guarantee faculty roles in these matters as well. Consider using bullets as in 2. Add "chair of faculty organization"?

11.136, 156Standardize order: Assistant / Associate vs. Associate / Assistant

p.4 1.165Specify evaluation "for administrative assignments only" to avoid implication that someone other than the unit administrator performs annual evaluations of faculty.

11.168-73 If faculty wish to discuss the final budget request or the budget when it comes through, this might be specified. Do the depts. have budgets and do their chairs get to participate in budgetary allocations through the
Administrative Council? If faculty wish to have input in the annual report prior to its drafting, specify.

11.180-81 Delete or specify personnel action committees only.

1.186 Does this include ex-officio? And is it your intention that a simple majority suffice (this might mean that with 51% of the faculty present, 26% of the faculty can control the actions taken)?

p.5 1.201 Specify "Fac. Man."

1.205 Specify membership must include graduate faculty rank?

p.6 11.234, 237 Make Composition (1); Functions (2).

11.241-2 Delete b? It is the duty of the personnel action committees to apply their criteria in a judicious manner. It is dangerous to have "official" but unwritten interpretations of documents that should speak for themselves; the charge is also vague enough that this committee might be tempted to become involved in current personnel actions. (a) should suffice to promote communication and standardization.

1.243 This committee, strictly speaking, cannot conduct the quadrennial. See the specific membership and procedures for this committee in App. L-5 F.2

11.249-50 How are these officers elected / appointed; what are the requirements for membership; and what are the
terms of office and duties? put here or at 99-104.

p.7 11.284, 313 Change the membership to "2 per dept."
to avoid the possibility of "packing the court"?

1.286 If it is a burden to find a tenured member from
each dept., change to "1/2 the members must be tenured"?

p.9 11.352-4 Use hyphens: three-year; one-year; two-year;
three-year.

p.10 11.361-2 Delete? You specify that it will
have 3 members. If you wish, you might put this under the
tenure and promotion committees (11.375-78), though it is not
necessary since App. D applies in any event.

11.366-8 Delete. App. D specifies that the Personnel
committee makes recommendations regarding initial
appointments. It does not recommend them to the faculty,
but to the next higher administrator; nor does it recommend
them to the department chair; it 'forwards' them. If the
Personnel committee wishes to solicit the input of the
faculty, it may do so informally by straw poll, or it may
designate the entire faculty as the search committee.

11.372-4 Delete. When the chair is under consideration
for promotion, the next higher administrator (= the code unit
administrator) will be the first to indicate concurrence or
non-concurrence.

p.11 11.387-8 Teaching assignments and
reassignments must be made by the unit administrator (=
the dean), according to App. C-4 II. If you wish, you may
specify that the dept. chairs submit recommendations to the dean.

11.401-2 Move the last sentence after the bullets to avoid the appearance that these weights apply to fixed-term faculty.

11.403-7 The Faculty Senate Governance Committee ruled last April that Teaching, Research and Service must have a minimum of 10% to maintain the balance of faculty duties. Do you wish to add "patient care"? See the categories in App. C-5 III.

1.415 You may wish to reconsider "availability"; some faculty might regard that as an intrusive criterion. If the results of the university survey "may" be used, indicate at whose option.

p.12 1.430 Since everyone involved in personnel actions must use those criteria, reword to e.g., "The Criteria contained in Fac. Man. Apps. C and D and App. A of this code shall be used in all personnel actions."

1.456 Clarify, "Chair of the respective body"?

pp.15-16 The criteria given in Appendix A of your code are really not applicable to all kinds of personnel decisions. They are adequate for appointment, but they give your unit faculty little idea how they will be judged for tenure or promotion. While revising the code, you should add a column for tenure and consider as a unit just what you will ask of candidates for tenure and promotion. Many units list
the things they will consider toward teaching, research and service, what will be regarded most important, what least, and the clearly delineated standards that apply for each rank. Criteria serve two important functions: 1) to give the unit a reasonable defense in cases where it denies tenure or promotion and 2) to give faculty an understanding of the standard by which they will be judged. Good criteria should reveal clearly to a colleague denied tenure or promotion their deficiency; and probationary faculty who follow these criteria should be confident that they will meet the expectations of their peers. You may wish to consider what you mean by "excellence in teaching" and whether e.g., just any publication will suffice or what "successful research" is.

The committee adjourned and agreed to meet on Nov. 20 to consider the School of Academic Library Sciences Code.