UNIT CODE SCREENING COMMITTEE

Meeting #11, February 5, 1998, held in Rawi 127, 2 - 3:15 pm

Agenda Item I. Approval of Minutes:
The minutes of Jan. 29 were approved without amendment.

Agenda Item II. Health Sciences Library Code:
The Committee had the following suggestions for changes:
Attach a cover letter (stating that the amended code was
approved in accordance with the amendment procedure of
the code now in force) and a signature page as per the form
in the Committee's General Guidelines for Writing and
Revising a Unit Code of Operations.

Global: standardize the capitalization of "unit".

p.5 1.116 Add "annual report"? Insert language here or
elsewhere allowing the full faculty the right of discussion of
the final budget and annual report in accordance with App.
L-4 C.3.h

1.123 Rewrite to reflect App. D in which the
Personnel Committee initiates all personnel
recommendations. The Director may only "assist as
requested".

11.131-2, Delete references to the Director's
membership (even ex-officio) on the Personnel Committee.
App. D is

165, 224-5 intentionally designed to assure the
complete independence of faculty in their exercise of
personnel actions. The Personnel Committee may invite the
director for informational purposes as desired, but the
Director may not be a member of the Personnel Committee
and the code should in no way imply the presence of the
Director at meetings of the Personnel Committee. App. D-7
IV.A.3.b specifically excludes the Unit Administrator.

p.6 1.142-47 The departmental structure of the unit is a part
of its "Administrative organization" which must be specified
in the code (App. L-4 C.3.c). The unit code is the
permanently tenured faculty's only opportunity to vote on
how the unit is organized. The addition or deletion of
departments or other administrative structures must be
processed as a code amendment.

p.7 1.168 Add "Election and membership...", after making
deletion above in 165.

11.182-3, Delete from "relevant" to the end of the
sentence; insert before "matters" the words "confidential

263 personnel"

p.8 1.211 Add "in accordance with App. L and part X of
this code".

p.10 1.244 Replace "Director" with "next higher
administrator".

1.256-7 Replace "each faculty member's" with
"probationary-term faculty's"

p.12  1.305 Change reference to App. C

p.13  1.330-44 Criteria for Annual Evaluation and Relative weights must be specified in the unit code (App. C-4, 5 III) and cannot be created, changed or deleted simply by a vote of the faculty; a code amendment is required. Thus language in 330 and 343-4 must be revised or deleted. The criteria listed in 335-41 are in fact only "categories" and should be so labeled. The spirit of App. C requires some further specification of what will be considered under each of these categories. Note that "Continuing Professional Development" is not a recognized category of evaluated activity in App. C. If it is to be accounted as "other", it is especially important to specify the criteria by which performance in this area will be judged. Lastly, if Professional Duties will be equivalent to Teaching Effectiveness, approval of the evaluative instrument by the Chancellor may be required.

p.15-19 The language "exceeds expectations" does not provide the kind of information that the spirit of App. C requests. Criteria should specify to faculty what expectations are and what they must to do achieve tenure and promotion. 11.394, 419, 437, 460, 501.

p.15  1.374 "Years"
          1.376, 419, 437 Begin item "Demonstrate..."
          1.379, 394, 397, 422 Begin item "Serve as a..."

p.20  1.523 Do you wish to specify what level of publication / presentation is to be considered? in what forum? refereed or otherwise? local, national etc.?

p.21  1.555 Since your Personnel Committee is a standing committee, it might be best to insert "except as otherwise specified by the Faculty Manual."

There being no further business pending before the committee, the next meeting date was not set.