UNIT CODE SCREENING COMMITTEE
Meeting #12, February 26, 1998, held in
Rawl 127, 2– 3:15 p.m.

Agenda Item I. Approval of Minutes:
The minutes of Feb.5 were approved without amendment.

Agenda Item II. Dept. of Theatre and Dance 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).

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Remove Tenure and Promotion committees from Standing Committees and place under a
separate heading for "Special" or "Personnel Action" committees. Governance has ruled that given their
changeable membership and special duties, these are not standing committees.

p.1 1.11-14 Rewrite to bring the preamble in accordance
with the committee's General Guidelines for Writing and
Revising a Unit Code of Operations.

p.2 1.54 Make "Area" lower case

1.67 Reword after "otherwise" to include restrictions
in App. D, perhaps as "specified in the Faculty Manual, or
below..."?

1.71-4 It was suggested that the "terminal year"
clause might technically exclude all fixed-term faculty. Is
this your intention?

1.83 The appointment of the Chair must also follow
the procedure in App. L-3 B, add language to that effect.

p.3 1.103 Add "and reassigned time".

1.118-21 Include reference to the Unit Annual report and
establish a procedure (e.g., presenting both at a faculty
meeting) by which faculty may provide input on both, in
accordance with App. L-4 C.3.h

p.4 1.157 Before "elected" insert "will be"?

1.163 Hyphenate "permanently-tenured"

p.5 1.199-207 Move B. and C. to a separate Section.

1.192-6 The second and third sentences should be
deleted. Simply state that election and function of the
committee shall be as described in App. D

1.212 Change "Unit" to "Department"?

p.6 1.225, 230 Change periods to semi-colons

1.223-25 It might be more democratic not to exclude the
possibility of faculty appealing a rejected proposal to the full
faculty. Do you wish to consider changing the last sentence
to "All proposals must be submitted to the curriculum
committee before being brought before the voting faculty"?
1.232 To avoid ambiguity over whether only the approval of the chair is required, add "voting faculty of the" before "Unit."

1.250-55 Since this applies to the entire section, move to the top of Section III?

p.7 1.274 Change "duty reassignments" to "reassigned time"?

1.292 The relative weights are not themselves criteria. The criterion is the basis upon which the judgment is made; the weight is the mathematical multiplier to be used in deriving a score. Relative weights should apply only in annual evaluation and must not apply in reappointment, tenure and promotion decisions for which all areas must be considered independently against the standards you set and deficiency in any area might merit rejection of a candidate. Reword the first sentence to make relative weights apply only to annual evaluation.

p.8 1.310, 329, 346 It should not be specified in the code that the Unit Administrator has any right to be present at meetings of Personnel Action committees. App D is intended to guarantee the complete independence of the faculty to make its own recommendations and the presence of the unit administrator might intimidate or sway the opinions of certain faculty. It would be best to delete references to the chair's presence; if it must be retained, make it absolutely clear that the committee has the option to invite (which should be implicit in any event) but the chair does not have the right to attend uninvited.

1.320 Delete b. Fixed term faculty are not "reappointed"; they may be granted a "subsequent" appointment, but reappointment is determined by the tenure committee and these appointments would be governed by the Personnel Committee, as you say. This should be placed under a separate Arabic numeral. Moreover, since App. D-4 II.B.2 states that fixed-term faculty are not required to submit a P.A.D., you cannot require them to do so. You might retain some language such as "faculty may submit to the Personnel Committee any materials pertinent to their subsequent appointment decision."

1.344 Since the promotion committee is actually constituted differently for each rank, insert before "unit" the word "appropriate."

p.9 1.374 Here or elsewhere, you need to insert criteria for annual evaluation. You may also wish to consider whether you wish to create criteria for appointment @ 1.259.

p.10 1.430 Since you do not define the qualifications for instructor, it might be best to delete "qualifications of the previous rank;".

p.13 1.547-8 "their": standardize singular or plural in this sentence

1.570-1 Spacing
p.14 1.590 Delete first sentence or reword, deleting reference to the "weight" of service in tenure decisions. Relative weights are only to be applied to annual.
evaluations.

p.16  1.664 Change "SAC's" to "SACS".

p.17  1.712 Insert hyphen in "thirty-day"; if you retain the parenthesis, perhaps "thirty (30) - day".

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