Unit Code Screening Committee

Meeting #3, September 29, 1998, held in Rawl Annex 142, 3-4:30 pm

Agenda Item I. Approval of Minutes:
The minutes of the previous meeting were approved without amendment.

Agenda Item II. School of Human Environmental Science Code:

Global: The next revision should be submitted with a cover letter signed by the chair of the unit code committee indicating that the code was amended in accordance with the amendment procedure of the old code and was approved by at least a majority of the tenured faculty.

Change "tenured" to "permanently tenured": p.4 1.41.

Typos: p.7 1. 41 ".")"; p.8 1.32 "2-year".

The committee had the following specific suggestions for changes:

p.3 11.31-36 Dept. chairs are not really "responsible to the dean" in personnel actions; rather they have responsibilities in accordance with App. C and D of the FM and Sect. IV of this code. Also in curriculum and instructional matters, they are responsible to the faculty. Is there a way to delete "to the dean" or to rework the []?

11.38-41 Is it your intention that the Departmental chairpersons are appointed by the procedure in App. L, but not subject to its quadrennial evaluation procedure?

p.4 1.46 Clarify "faculty" to "appropriate voting faculty"?

p.6 1.13 If the terms are staggered, you will only be voting for one; change "third" to "next"?

p.8 1.2 Defined "above": III.C.2.a or II.A?

1.8 To avoid questions, delete "equivalent"?

1.14 Change "ECU Graduate Faculty Council" to "Graduate School Administrative Board"?

.32 For clarity, it was suggested to read, "Elect a member to serve as a graduate faculty member on the HECS curriculum committee (2-year term)"

p.9 1.6 There was some concern expressed as to what is meant by "school" personnel actions. It is preferable to delete since the only thing that could be meant is the Dean's indication of concurrence or non-concurrence in forwarding recommendations, which need not be included; if it is to be included, state specifically.

1.45 Since the annual evaluation is to be used for many purposes, change "that" to "and"?

p.10 11.14-15, p.12 1.36, p.14 11.39-40 If references to the
HESC Faculty Handbook are included only because they contain "alternate methods of teaching evaluation", could all be deleted (preferable) and replaced with "by an evaluation method approved by the Chancellor"? There is concern that mentioning the Handbook in the Code makes it part of the Code.

1.20 There was some discussion about the retention of "supporting data and materials" used in the mandatory evaluations. It was felt that these should be kept as well in the event of lawsuits. Could language be inserted to that effect?

1.37 At p.11 11.20, 40, the word "innovative" does not appear. Harmonize?

p.11 1.46 The minimum for each area must be 10%; change "5%" to "10%" and "45%" to "40%".

p.12 1.43 Change "will" to "may"?

p.13 1.9; p.14 1.14 Is there a contradiction in counting "publications on the teaching-learning process" as research for the purposes of tenure, but as teaching for the purposes of promotion?

Agenda Item III. Referral of Questions to the Governance Committee:

Should "Directors" and "Asst. / Assoc. Deans" whose "direct concern is with academic matters" fall under App. L for appointment and evaluation?

Can units deviate from the 10% minimum relative weight for teaching, research and service adopted as an interpretation of App. C by Governance in a memo of April 2, 1997 for clearly specified exceptions such as 100% reassigned time for research / creative activity or for research / creative activity grants?

Does the membership of the Personnel Committee, if it is a standing committee, need to be specified in the unit code (to avoid the problem of packing the committee)?

Do procedures and criteria for post-tenure review need to be made part of the unit code?

There being no further business before the committee, it adjourned without setting the next meeting date.