EAST CAROLINA UNIVERSITY FACULTY SENATE
UNIT CODE SCREENING COMMITTEE

Meeting #2, December 14, 1999, held in Rawl 105, 3:30-5:15 pm

Agenda Item I. Request from Governance:

Prof. Ferrell asked the committee to review and standardize its procedures and list the steps units should take to process code amendments, then pass these along to Governance for approval by the Faculty Senate.

Agenda Item II. Approval of Minutes:

The minutes of the previous meeting were approved without amendment.

Agenda Item III. Department of Economics Code:

After some discussion, the committee decided to discuss the entire code rather than limiting itself to the proposed changes on the grounds that it had a responsibility (despite the inconvenience caused for code units) to ensure that codes are in compliance with the Faculty Manual, and that past oversights by the committee not go uncorrected. The committee had the following suggestions for changes:

p.1 1.6 Insert "and establishes procedures for" after "in".

1.33 Change the proposed amended language (double underline) to read "and in indicating by secret ballot their preferences among candidates for open faculty positions.

p.2 1.80-82 Delete k. Appendix D is designed to create a two track system in personnel matters in which the Personnel Committee acts independently of the Unit Administrator in selection of candidates. The Unit Administrator has important functions enumerated at D-7 IV.D, but these do not necessitate membership on search committees. In the interest of ensuring the independence of the Personnel Committee in the exercise of its duties, the spirit of D is that the Chair should not sit on search committees, even in an ex officio capacity.

p.3 1.97 Change "Council" to "Assembly".

p.5 1.173-4 Change "whether each candidate is acceptable or unacceptable" to the same language recommended above on p.1 1.33.
1.196-97 Delete the first sentence and close up this \* with the first. Insert a new second paragraph something like the following: "Criteria for Annual Evaluation of Faculty are those contained in the introductory paragraphs of sections IV. G.1, 2, and 3 of this code."

1.210 Change "may serve" to "may be invited to serve" to clarify that the choice is up to the Personnel Committee.

p.11 1.462 Insert "a" before "majority".

Agenda Item IV. Department of Biology Code:

The committee had the following suggestions for changes:

General:

Submit the revised version with a cover letter stating that the code amendment was passed by at least a majority of the permanently tenured faculty and in accordance with the amendment procedure of the old (existing) code.

Standardize the name of the Graduate (Curriculum?) Committee and Undergraduate (Curriculum?) Committee at p.5 1.23, p.7 11.4, 11, p.8 11.22-23, p.9 11.8, 19, and perhaps elsewhere.

Label Appendix A as such, and change all instances of "released time" to "reassigned time".

p.3 1.19 Add here or elsewhere a statement that the Chair will "ensure that code procedures are followed"

1.22-24 Delete "serve as personnel director for the Department"; change "making...forwarding" to "Make...forward"; and add at the end of the sentence "in accordance with Appendices C and D of the Faculty Manual."

p.4 1.19 Insert language to make provision for discussing with the faculty the unit's annual report and annual budget request per Appendix L-4 C.3.h

p.8 1.11 Indicate by whom and at what time elected.

1.22-3 Delete "and committees..." to end of sentence, since ad hoc committees are not standing committees.

p.9 1.20 Delete "annually".
p.10 1.11-12 To make clear that the possibility of deviation from equal allocation of weights will occur only in special circumstances, add this proviso and / or give an example.

1.18 Insert before "fixed-term" the words "subsequent appointment of" since fixed-term faculty cannot technically be "reappointed".

p.12 1.14 Toi Carter expressed reservation at this language since any files containing pertinent material on faculty may be considered "personnel files", but there was some consensus that adding "Departmental" before "Personnel" might satisfy the difficulties of the law.

Agenda Item V. Department of Theatre and Dance Code:

The committee had the following suggestions for changes:

General: Submit the revised version with a cover letter stating that the code amendment was passed by at least a majority of the permanently tenured faculty and in accordance with the amendment procedure of the old (existing) code.

p.3 1.122-3 Insert language to make provision for discussing with the faculty the unit's annual report and annual budget request per Appendix L-4 C.3.h. Despite the unit's reluctance in this matter, it is a requirement of the Faculty Manual. If it makes matters any easier, the requirement is only for a "provision to discuss" these two items with the faculty.

p.8 1.316 Change the title of this section to "Criteria for Annual Evaluation". Also, despite the unit's reluctance to specify these criteria, this also is required by the Faculty Manual (App.L-4 C.3.e). If the unit does not wish to develop any more specific criteria, they may use the introductory [] on Teaching, Research and Service from the criteria for Tenure and Promotion. Add a sentence somewhere in 11.318-327 such as the following: "Criteria for Annual Evaluation of Faculty are those contained in the introductory paragraphs of sections V. H.1, 2, and 3 of this code."

There being no further business, the committee adjourned.