Unit Code Screening Committee

Meeting #9, March 23, 1999, held in Rawl Annex 142, 3-4:15 pm

Agenda Item I. Announcements:

Prof. Yarbrough hailed the uncommon good sense of the university in recognizing Linda Ingalls with its Founder's Day Award. The committee joins in congratulating Linda and shares in the university's gratitude for her devotion to service.

Prof. Grossnickle reported from the Governance meeting of 3/10 the ruling that an attachment need not be considered part of the code. This interpretation has particular bearing on the Governance committee's previous order to UCS to ask all units to append criteria for post-tenure review to their codes. Governance further agreed, however, that since this information was already available in the office of the VCAA, that the senate office would collect the documents and append them to unit codes in the official files, without the need for our committee to act further.

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

Agenda Item III. Department of Political Science Code:

Typos:  Cover Page #6. Capitalize "East Carolina" p.3 1.3 Correct date of most recent approval

The committee had the following suggestions for changes:

p.5  11.104-5  Delete quotation.

p.9  11.354-5  Indicate how the graduate student representative is to be elected: "selected by the MPA Committee"?

p.10  1.367 Delete "or appropriate body".

The committee moved approval of the code subject to these revisions, and asked Prof. Yarbrough to convey a request for three final copies to Nancy Spalding, chair, Unit Code committee, and Richard Kearney, Chair of the Department of Political Science.

Agenda Item IV. Department of Foreign Languages and Literatures Code:

The committee had the following suggestions for changes:

p.3  1.5 Change "Irregular Certification" to "alternative licensure" to reflect new terminology used by the School of Education.

1.6 Change "irregular and lateral entry Certification" to "alternative licensure"

The Committee voted to approve the code subject to these changes and asked Prof. Schwarz to provide three final copies to the committee.

Agenda Item V. Department of Theatre and Dance Code:
Typos: Remove hyphens from "permanently tenured"

Signature page should bear the Dean's signature

The committee had the following suggestions for changes:

p.2  1.72 Since all fixed-term faculty are in the terminal year of appointment (and do you mean to exclude faculty in their last year before going on phased retirement?); would it clarify matters to insert, at the end of line 72, "probationary"?

p.3 11.119-23 Chair duties i. seems to conflate "annual report" and "budget request" from App. L-4 C.3.h. (the annual report contains more than info about the budget). Separate into two items.

p.4  1.147-55 There is no indication how the General Manager is selected / elected / appointed, nor of what faculty, adjunct or non-faculty status the position carries, nor whether EPA /SPA. Some specification along these lines is necessary to indicate more clearly how the manager is to be supervised and evaluated by the chair. And if these are duties of the chair, some special indication to that effect should be inserted on p.3.

p.5  1.193There is a problem in the second sentence. Do you mean that "chairpersons shall be elected etc." ?

p.7  1.268 Though it is not crystal clear in App. D, nor definitively ruled by the Governance committee, it is the strong sense of this committee that search committees must be constituted by and report to the Personnel Committee which has responsibility for initiating recommendations for appointment. Suggest change to "The Personnel Committee may designate..."

1.274 The words "acceptable or unacceptable" may cause EEO difficulties since all candidates at this stage have been judged "acceptable" in the technical sense. Use different wording? "shall indicate their preferred candidate(s) by secret ballot"

1.284ff This section on relative weights pertains to annual evaluation and should contain criteria for how annual evaluations are to be conducted. What will count toward teaching, toward research, toward service, etc?

1.303 Clarify "grievance" procedures, App. Y.

p.7-811.306-347 This section should be retitled "Criteria for reappointment and subsequent appointment" and condensed to contain only three items, a statement that procedures in App. D will be followed, a description of the criteria for reappointment (perhaps your current 11.319-23); and a description of the criteria for subsequent appointment (perhaps your current 11.328-30).

Most importantly, the chair should not be present at deliberations of personnel action committees, even as a resource person. Everything the committee needs to know should be in the P.A.D. If the Unit head is providing any additional information that falls outside the PAD, there are automatic grounds for claiming an MPI. If the unit personnel committees are adamant that the chair be present, it must be
at the expressed invitation of the personnel action committee and no language in the code may require it or imply a right of the chair to be there.

p.16  1.686Insert "be made" before "available"?

The committee decided to meet again on April 6 to consider the School of Health and Human Performance Code.