

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 14 November 2018

PERSON PRESIDING: Cheryl Johnson, Chair UCSC

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson, Timm Hackett, Gail Ratcliff, Melissa Rhodes, Ken Ferguson

EX-OFFICIO MEMBERS IN ATTENDANCE: Kathy Misulis, Linda Ingalls, Lisa Hudson, Melinda Doty

OTHERS IN ATTENDANCE: Robert Kulesher, College of Allied Health Sciences

ABSENT: Regular Members—Brian Muzyka, Leah Cordova, and Karen Jones

Cheryl Johnson called the meeting to order at 3:30 pm.

ACTIONS OF THE MEETING

Agenda Item:

Minutes of 17 October 2018

Discussion:

Motion to approve: Kathy Misulis

Motion 2nd: Timm Hackett

Motion approved unanimously

Agenda Item:

Laupus Library code review

Discussion:

Prescreeners-Timm Hackett, Melinda Doty

Will submit comments to committee prior to next meeting

Agenda Item:

Operational code template revision

Discussion:

Timm Hackett placed everyone in MS Teams to make comments and collaboration easier

Agenda Item:

Review of College of Allied Health Sciences Code

Discussion:

The following revisions were recommended:

- General notes: Links to Faculty Manual need to be working hyperlinks. Corrections made throughout for consistency in punctuation and formatting.
- LI 43-44: Link to FM should be Part VIII (not VII); need to fix reference and link.
- LI 40-45: Revised as follows: “Faculty – Employees designated . . . or who hold one of the fixed-term faculty titles listed in the *ECU Faculty Manual*, Part VIII, such as visiting professor, clinical associate professor, clinical professor, research associate professor, senior teaching instructor, or the like.”
- L 48: Add “meets one or more of the following criteria:”
- L 50: Change “one-“ to “a”
- L 51: Correct alignment of b) to match a)
- L 53: Revised to read “...advancement in title which are housed...”
- L 70: Delete parentheses; insert “such as” after “action”
- L 74: Revised to read “...shall follow established...”
- L 79: Delete space after “term”
- L 80: Delete underscore after “in”
- L 98: Reformat to match subsequent sections. “**Dean:**” Below that will begin “The dean is the chief administrative officer. The selection...”
- LI 108-109: end sentence after “Council.” Delete remaining words.
- LI 111-114: Replace with “Processing personnel actions in accordance with the *ECU Faculty Manual Parts VIII, IX, and X.*”
- L 133: End sentence after “procedures.” Delete remaining words.
- LI 147-148: Delete
- LI 380-381: Revise to read: “NOTE: Unit Guidelines follow provisions of the *ECU Faculty Manual, Part IV, Part VIII and Part IX.*”
- LI 382-386: Delete
- L 387: Add the following paragraph:

“ECU is committed to recruiting, retaining, and developing faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution’s mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary (tenure-track) faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions.”

- L 388: Revise to read: “A. Annual Evaluations” and update subsequent formatting
- L 389: Revise to read: “Each Department Chair, in consultation with the faculty member, will select”
- L 394: Change “Personnel Administrator” to “Human Resources”
- L 398: Insert weights from page 13, LI 527-533
- L 409: Delete

- L 591: Add sentence at end of paragraph: “In addition, this comprehensive review will address the faculty member’s contributions to the department, college, and university mission and goals.”
- L 662: Revise to read: “creative/research activity, and a record of participation in professional organizations, College and University.”
- L 667: Revise to read: “subsequent appointments will submit an updated CV and write a letter...”
- L 668: Revise to read: “Upon receipt of these documents, the”
- L 715: Change “conference of” to “conference with”
- L 716: Revise to read: “Dean and the department faculty excluding the Chair.”
- L 723: Change to “Academic Program Review”
- L 752: Add “Council” after “Faculty”

Guidelines

- L 95: Add sentence: “However, fixed-term faculty may not participate in any considerations for probationary faculty appointments.”
- LI 227-230: Delete Assistant Professor. Develop separate section for Assistant Professor referring to Part VIII of the Faculty Manual.

Action Taken:

Due to lack of quorum, chair discussed recommended revisions with committee. There being no substantive changes to either the code or the guidelines, the committee agreed to approve the code and guidelines with the recommended revisions and will vote via an email voting process.

NEXT MEETING: 16 January 2019 3:30-5:00 pm 142 Rawl Annex

ITEMS TO BE DISCUSSED

- Laupus Library Code
- Operational Code Template Revision

Meeting adjourned at 5:25 pm

Submitted by Melissa Rhodes, Committee Secretary