COMMITTEE: Unit Code Screening Committee

MEETING DATE: October 16, 2019

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Ken Ferguson (chair), Rachel Roper

REGULAR MEMBERS ABSENT: Melinda Doty, William Gee, Stephen Ivany, Karen Jones, Charleen McNeill, Melissa Rhodes (no quorum)

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson, Kathy Misulis, Anne Ticknor, Becky Welch

OTHERS IN ATTENDANCE: Jennifer Bowler (Department of Psychology)

ACTIONS OF MEETING

Agenda Item: Screening of the Unit Code and Departmental Guidelines for the Department of Psychology

Discussion: *The following changes were recommended for the Unit Code:*

Section III. The chair's status should be described as a "role," not a "position," in accordance with the ECU Board of Trustee's Policy on Administrators.

Section III.A. Department Chair. Add (at lines 157, 158) a link to the ECU Faculty Manual, Part II.

Section III.C.2 (c). Cross reference with new Section IV here and elsewhere in the Unit Code as appropriate.

Section III.D.2 (a). Add phrase indicating that qualified professionals will supervise students in their appropriate field, and so forth.

Section III.F.2 (d) (e). Add that only Curriculum Committee members qualified in the discipline may vote on curriculum matters for each academic program.

Section IV. Curriculum Oversight and Program Coordination. Consider whether this new section and added content are accurate and adequately address the Unit's director description. Revise as needed.

Section IV.A.2 at lines 490-491. Add reference to ECU Faculty Manual, Part II.

Section IV.A.5. Define "seniority," possibly as length of ECU employment.

Section IV.B.1. Quorum in committee (with 7 members) is 6, not 5 (i.e., ¾ of 7 is 5.25 and Robert's *Rules of Order* requires that we round up any non-whole numbers.

Section V.A.1 (d). The ECU Office of Equity and Diversity recommends that candidates be informed if their application materials are to be viewed by anyone outside the search committee.

Section V.A.5 at lines 898-899. Add a reference and a link to the ECU Faculty Manual, Part X.

Sections V.A.7.1.2. and V.A.7.2.2. Revise in accord with the ECU Faculty Manual, Part IX.

Section V.A.8. Revise first sentence to read: All tenured faculty members will undergo performance (post-tenure) review on a five-year cycle. The review process occurs using a "block" schedule in which all tenured faculty are reviewed during the same year. Also add a reference to the Faculty Senate website and the Unit's learning management system.

Section V.B.1. The title of the section (Annual Evaluation) conflicts with its subject matter of consideration for subsequent appointments, which is distinct from an annual evaluation. Revise or reorganize as appropriate.

Section V.B.2. Fixed-term faculty cannot be "reappointed," but may qualify for a subsequent or new appointment.

At line 1188, add a new section heading, Voting by Faculty Members, then to be Section VIII.

Under new Section VIII (heading added), ensure that the Unit's use of proxy votes is in accord with Robert's *Rules of Order*.

Lines 1235-1237. The chair's evaluation is covered by the Board of Trustee's Policy in the ECU Faculty Manual, Part II (Section V).

The following changes were recommended for the Unit's Departmental Guidelines:

Guidelines, Section B, should express the Unit's committee to diversity, using language from the ECU Strategic Plan.

Guidelines, Section B. The chart beginning at line 80 states that "only a single answer may be chosen for each category ('activity')", when it seems obvious that providing more than one "answer" would be inconsistent. It is recommended that the warning phrase be stricken as unnecessary.

The Faculty Evaluation Guidelines contain two numerical scales for evaluating faculty that are inconsistent. For example, in Scale 1, 3.5 is *very good*, but in Scale 2, 3.5 is *good*. These two scales should either be made consistent or else there should be an explanation as to why they are not. The Guidelines, when presented in their final form, should not be internally described as a "work in progress," which suggests that they may not represent the Unit's current policy.

Guidelines, Section B. Research. The descriptor "solid" used in reference to academic journals should be clarified, perhaps by requiring that the journal receive a satisfactory rating by some review service acceptable to the Unit and available to faculty.

Action Taken: Jennifer Bowler, the representative from the Department of Psychology, made note of the recommendations and agreed to take them back to her unit for a vote.

Assigned additional duties to: None

NEXT MEETING: November 20, 2019, 3:30-4:50 pm, 142 Rawl

ITEM TO BE DISCUSSED: Unit Code for Coastal Studies