

COMMITTEE: Unit Code Screening Committee

MEETING DATE: January 16, 2019

PERSON PRESIDING: Cheryl Johnson, Chair UCSC

REGULAR MEMBERS IN ATTENDANCE: Brian Muzyka, Cheryl Johnson, Timm Hackett, Karen Jones, Melissa Rhodes, Ken Ferguson

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

OTHERS IN ATTENDANCE: Kerry Sewell and Elizabeth Ketterman—Laupus Library

ABSENT: Gail Ratcliff, Leah Cordova

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

ACTIONS OF THE MEETING

Agenda Item:

Operational code template revision

Discussion:

Template changes continuing. Template working document will be posted on Google Teams. Timm will be sharing instructions for using Google Teams.

Agenda Item:

English Department Code to be reviewed at February 20, 2019 meeting

Discussion:

Prescreeners-Kathy Misulis and Ken Ferguson
Will submit comments to committee by February 5, 2019

Agenda Item:

School of Theatre and Dance Code to be reviewed at March 20, 2019 meeting

Discussion:

Prescreeners-Karen Jones and Brian Muzyka
Will submit comments to committee by February 20, 2019

Agenda Item:

Laupus Library Code with revisions and New Guidelines will be reviewed at April 17, 2019 meeting

Discussion:

No discussion

Agenda Item:

Review of Laupus Library Code

Discussion:

The following revisions were recommended:

- General note: Corrections made throughout for capitalization of Unit.
- LI 17-20: Revised to read, “To cast a vote on issues listed in Part II or Part IV, a faculty member must meet the criteria listed in those respective parts.”
- L 28: Capitalize University
- L 35: Insert statement below Section III header that describes positions that follow. “The Laupus Library has three administrative ...” Adjust formatting of the positions following statement in Section III.
- L40: What “established” policies?
- LI 43-44: Revised to read, “...shall perform duties including but not limited...” Possibly provide a bullet list of duties.
- LI 46-47: Revised to read: The Director, in consultation with library faculty, is responsible for the administrative organization. Currently this includes and Associate Director, two Assistant Directors, and the Heads of Operational Services.
- L 58: Revised to read, “An Operations Council, chaired by the Associate Director and comprised...”
- L 63: Delete “is designated by and”
- L 67: Define EHRA—write out completely and put acronym in parentheses
- L 79: Ask faculty about “full-time” designation.
- LI 97-99: Change “Part IX” to “Section IX” and insert “(see Appendix A of this code)” following “...Laupus Faculty”
- L 151: Ad Hoc Search Committee should be a subset of 1. Personnel Committee. Move and correct formatting.
- LI 187-188: Revised to read, “Newly hired faculty members to Laupus Library must be fixed term, but...”
- L 193: Insert “and/or tenure” following “respective personnel”
- L 202: Revised to read, “tenured and probationary term (tenure-track)...”
- L 209: “level” becomes “rank”
- L 213: “level” becomes “rank”
- L 222: “level” becomes “rank”
- L 240: Insert the following statement:
 - *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.

- LI 274-275: Clarify when the direct supervisor performs evaluations and when the Director participates.
- L 284: Unclear. What measures are used to evaluate “judgment” and in what context?
- LI 319-320: May need to clarify in this section and subsections. Faculty are evaluated every year, but probationary term faculty receive the last progress towards tenure letter in year 4. The tenure decision is made in year 6 prior to the annual faculty evaluation.
- LI 420-432: It must be clear that the criteria for promotion to associate professor are the same as those for permanent tenure. Criteria here and in the preceding subsections under permanent tenure are similar but not the same.
- L 450: Revised to read, “Subject to UNC and ECU salary policies, performance...”
- L 451: Make sure Guidelines are compatible.
- LI 461-593: Formatting—subsections have both letters and bullets. Choose one type of format for consistency.
- L 466: Revised to read, “Initial Appointment of Fixed-Term Faculty
- L 479: Revised to read, “Assignment or Advancement of Academic Title”
- L 547: Revised to read, “Annual Evaluation Criteria”
- L 564: Unclear. What measures are used to evaluate “judgment” and in what context?
- L 595: In this section, refer to criteria (Sections) on page 9.
- L 610: Where are the terms “counseling” and “warning” defined?
- L 640: Where is the “Fixed-term Faculty Appointment Committee” defined? What is its membership, roles/responsibilities, etc.?
- L 648: In this section, refer to criteria (Sections) on page 9.
- L 687-688: Revised to read: “Subject to availability and to UNC and ECU salary policies, fixed-term...”
- L 698: “allotting” becomes “recommending”
- L 723: “in a timely manner” is vague. Consider more specifically prescribing the expected timeline. For example, “...no less than ___ calendar days...”
- L 744: “in a timely fashion” is vague. Consider more specifically prescribing the expected timeline. For example, “...no less than ___ calendar days...”

Action Taken:

No vote was taken on the revisions. It was agreed that they will go back to the Unit to continue work and will get additional feedback from us. They will bring the revised code back to us with Guidelines for review at our April meeting.

NEXT MEETING: February 20, 2019 3:30-5:00 pm 142 Rawl Annex

ITEMS TO BE DISCUSSED

- English Department Code
- Operational Code Template Revision

Meeting adjourned at 5:09 pm

Submitted by Melissa Rhodes, Committee Secretary