

COMMITTEE: Unit Code Screening Committee

MEETING DATE: March 20, 2019

PERSON PRESIDING: Cheryl Johnson, Chair UCSC

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls

OTHERS IN ATTENDANCE: John Dixon and Jayme K. Host—School of Theatre and Dance

ABSENT: Gail Ratcliff, Leah Cordova, Karen Jones, Kathy Misulis, Lisa Hudson, Melinda Doty

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

ACTIONS OF THE MEETING

Agenda Item: Minutes from February 2019 meeting approved via email vote.

Discussion: None

Action Taken: None

Agenda Item: Next draft of Code Template

Discussion: Bring comments/suggestions to April 17, 2019 meeting

Action Taken: None

Agenda Item: English Department Unit Code Update

Discussion: English Department will vote on updated Code week of March 25, 2019

Action Taken: None

Agenda Item:
Review of School of Theatre and Dance Unit Code

Discussion:

Universal Changes

- Consistency in capitalization, punctuation, bullets, active hyperlinks
- Faculty Manual=ECU Faculty Manual—consistency
- List “ECU Faculty Manual Part xx” as one phrase for hyperlinks throughout
- Delete references to “Handbook”
- Delete references to Sections in Faculty Manual

Proposed Line Item Changes

****Note**—Line numbers correlate to the Unit Code copy presented with comments by committee member Brian Muzyka**

- L59 Change “item B, in Section III” to “Section III. C. of this code.”
- L64 Change to “...as pertains to serving on committees and making recommendations under the provisions of Part IX.”
- LI 65-68 Delete a-d
- L84 Capitalize “Dean”
- L85 Delete Chancellor. Replace with “...Provost and Senior Vice Chancellor for Academic Affairs.”
- L93 Change to “duties include to:”
- L117 No capitalization for “fall semester”
- L119 No capitalization for “faculty”
- L128 Hyperlink “Faculty Manual”. Change to “...ECU Faculty Manual, the Code of the University of North Carolina and established policies of East Carolina University;”
- L131 Change to “...verbally or, when appropriate in writing, of... ”
- L136 Change to “Perform other responsibilities as appropriate...”
- L149 Change to “include to:”
- L164 Change to “...qualified faculty to...”
- L178 Delete “Assuming”. Change to “Be assigned the role...”
- L180 Delete “Other”. Change to “Undertake other responsibilities...”
- L183 Replace “and” with “in consultation with”.
- L193 Take back to department faculty to discuss whether fixed-term faculty should be included here.
- L211 Change to “Policies and Procedures”
- L218 Becomes “A. Standing Committees”
- L221 Change to “...Curriculum Committee in consultation with Area Coordinators, shall be...”
- L222 Delete “To”, capitalize “Review”
- L225 Delete “To”, capitalize “Review”
- L227 Delete “To”, capitalize “Assist”
- L228 Delete “To”, capitalize “Forward”
- L258 Change “comprised” to “composed”
- L275 Add “Policies and Procedures”. Delete all except final sentence—“Unless indicated otherwise...”
- L283 Restart numbering “1. Personnel”

- L297 Change to “2. Tenure Committee”
- L299 Insert “3. Promotion Committee. The Promotion Committee shall be composed and function according to Faculty Manual Part IX.”
- L324 Proposed addition before Section V.A. Take proposed addition back to faculty for approval:
 - 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.
- L363 Change “Specific” to “General”
- L491 Change “tenure-track” to “probationary”
- L521 Delete “Section II”
- L523 Change “Tenure & Promotion Committee” to “Tenure and Promotion Committees”
- L530 Change to “The Tenure Committee...”
- L554 Delete “Section II” and change to “accordance with Faculty Manual Part IX and Part X, the PAD...”
- L565 Change to “Appointment as Assistant Professor.”
- L593 Add “...alternate qualifications such as commensurate...”
- L596 Move sentence beginning “Produces” to new line and make a complete sentence by adding “Faculty” to the beginning of the sentence.
- L628 Replace “for promotion to” with “above for appointment as”
- L642 Format and modify accordingly per L596
- L669 Add “...listed above for...”
- L674 Change to “Demonstrates being highly skilled...”
- L677 Change to “Assumes other criteria...”
- L681 Format and modify accordingly per L596
- L707 Delete this section.
- L720 Add “...and a portfolio containing evidence of accomplishments outlined in B.2. below to the unit administrator in the specified time frame. The request letter and portfolio shall be made available to the School’s Personnel Committee no later than two calendar weeks before that committee’s recommendation is required.”
- L734 Add “Minimum required materials include an updated curriculum vitae, annual evaluations for the preceding two years, and...”
- L735 Delete this section. Added at L720.
- L738 Change to “Advancement in Title of Fixed-Term Faculty.”
- L746 Change to “...or has alternate qualifications, including equivalent...”
- L756 Change to “...listed for appointment as Teaching...”
- L761 Change “promotion” to “advancement”
- L769 Change to:

- C. Standards for Performance (Post-Tenure) Review.
The procedures for this personnel action are prescribed in the Faculty Manual Part IX. The School's standards are included on the Faculty Senate website.
- L778 Change to "PROCEDURES FOR MEETINGS WITHIN SoTD"
- L787 Add "...those on non-medical leave..."
- L794 Add this paragraph to Section IV.A.
- L813 Spell out NAST and CAEP before acronyms
- L834 Change to "...Faculty Manual Part IV and University policies,..."
- L896 Change to "...eligible voting faculty..."
- L899 Add "...Manual Part IV,..."
- L902 Change to "...eligible voting faculty..."

Action Taken:

Timm Hackett moved to accept changes with approval by School of Theatre and Dance faculty.

Brian Muzyka seconded the motion.

Motion approved unanimously.

NEXT MEETING: April 17, 2019 3:30-5 pm

ITEMS TO BE DISCUSSED:

- Final draft of code template
- Annual report for Unit Code Screening Committee
- Second review for Laupus Library Unit Code

Meeting adjourned at 5:20 pm

Submitted by Melissa Rhodes, Secretary