

COMMITTEE: Unit Code Screening Committee

MEETING DATE: September 18, 2019

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Melinda Doty, Ken Ferguson, William Gee, Stephen Ivany, Karen Jones, Melissa Rhodes, Rachel Roper

EX-OFFICIO MEMBERS IN ATTENDANCE: Mariama Ibrahim, Lisa Hudson, Linda Ingalls, Kathy Misulis, Anne Ticknor

OTHERS IN ATTENDANCE: Jennifer Bowler (Department of Psychology)

ACTIONS OF MEETING

Agenda Item: Unit Code for the Department of Psychology

Action Taken: Agreed upon the following revisions to the Code.

Throughout: correct URL links

Throughout: remove table formatting design

Throughout: consistently spell Department capitalized or lower case

Throughout: clarify voting faculty, voting process, voting timing, voting method, etc.

Need to reorder document to meet new SACS and other spring 2019 announced requirements

LN 17: change to “through participation in professional conferences” (not just attendance)

LN 31: instructor no long probationary, delete; link to Part VIII of Faculty Manual here

LN 41: change position to title

LN 43: change to “more than one-half”

LN 45: add “non-medical” to leave of absence

LN 54: change Blackboard to “current LMS” throughout

LN 60: clarify language for portfolio need for deceased, just recommendation for deceased? Who can recommend? Send portfolio and recommendation to whom, format, when, etc.

LN 68: clarify that the department only recommends to “appropriate administrative officials with ultimate approval by the chancellor”

LN 77-79: “excluding the department chair” described below

LN 80: add “at least one week in advance”

LN 82: eligible voting faculty as defined in Sec 2B above. Majority of eligible faculty.

LN 82: “people” not “positions”

LN 84: change section number when formatting is changed

LN 91: “at least one day” prior to

LN 104: replace “it is feasible” with “when a quorum can be obtained” or similar

LN 115: add (see ECU Faculty Manual Part II:5)

LN 120: add new b “create and ensure an environment supportive of diversity, and fair treatment of all faculty, staff, and students”

LN 170: new entry “Ensure that department resources and duties are distributed fairly and equitably among faculty, considering academic program needs”

LN 181-2: “terms of office shall be for two years or until a successor has been elected” delete rest of that statement redundancy

LN 189: consider defining these roles in more depth

LN 201: see LN 181

LN 210: “ideally” reconsider that use – consider rephrasing using paragraph from Linda – SACS requirement changes – will need to add a new Program Coordinator section 4 later in the document and refer to it in C2a, or vice versa

LN 240: see LN 181

LN 250: “ideally” again...

LN 312: need to define the role more clearly as a definition; consider creating a new section somewhere defining elections, who can vote, etc.;

LN 254: compensation needs a contingency clause “subject to UNC and ECU compensation regulations”

LN 396: clarify as a definition

LN 431: all full-time faculty only

LN 434: voting faculty or their proxies

LN 438: which elections, not what elections

LN 454/455: add “simultaneously” to no person shall serve and chair

LN 464: all fulltime faculty only

LN 461: if only the chair is ex officio, then state on LN 467 chair instead of ex officio member

LN 491: remove “or above” or clarify as defined in department guidelines

LN 512: add “delegate” the chair of the committee

LN 512: nowhere in the document is “program curriculum committees” defined; clarify here or elsewhere; see new SACS requirements for program governance

LN 694: quorum, ensure if you want it higher than the minimum 3/4

LN 698: Faculty Manual doesn’t allow email voting, but Robert’s allows “mail ballot” if that is the option you want to include here

LN 772: after “At least one faculty member should be from outside the specialty area defined in the advertisement.” Add a new entry: “Search committee members should represent the diversity of faculty and students at ECU in gender and race/ethnicity. If such diversity is not available within the department, a faculty member from a related department may be asked to serve.”

LN 775/805/864: gender specific language his/her to their/them

LN 783: clarify what documents are in the applicant files and who sees them

LN 796: clarify the process about who recommends and who actually decides

LN 817: add to any “relevant” established university policies

LN 828: change Blackboard to “current LMS”

LN 832: add specific “agreed upon” weights; delete “effectiveness”

LN 848: minimal instead of minima

LN 881: add “equity” to list of raises

LN 935: as evidenced by, including by not limited to:

LN 944: change to “record of active contribution”

LN 943: add new d “Respect for and inclusion of diverse, underrepresented, or minority students

LN 986: in entire 7.2 section -- Linda said Faculty Manual requires joint tenure and promotion to Associate Professor now, so need to clarify that in this section
LN 990: scientific and public, scientific or public, or “and/or” – clarify what is needed
LN 1014: important part of
LN 1121: his/her replace
LN 1123: add “In such case, the alternate will serve as one of the evaluators. “
LN 1135: move B 1 to top of B 2, clarify annual evaluation process, and delete B1 title
LN 1147: clarify portfolio
LN 1158/1162/1164: change rank to title
LN 1164: refer to Guidelines; change rank to title; change promotion to advancement
LN 1176: clarify that circulated is by email
LN 1196: move those two examples to the list of exclusions
LN 1246: there isn’t a Section VII, so renumber those sections that follow

NEXT MEETING: October 16, 2019, 3:30-5:30, Rawl Annex 142

ITEMS TO BE DISCUSSED:

- Consider setting meeting end time to 5:00
- Continue Unit Code for the Department of Psychology (October)
- Unit Code for the Department of Coastal Studies (November)