

COMMITTEE: Unit Code Screening

MEETING DATE: March 17, 2021

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Melissa Beck, Helena Feder, Ken Ferguson, William Gee, Karen Jones, Charleen McNeill, Rachel Roper

REGULAR MEMBERS ABSENT: Amin Akhnoukh,

EX-OFFICIO MEMBERS IN ATTENDANCE: Valerie DeBellis, Lisa Hudson, Linda Ingalls, Kathy Misulis, Becky Welch

EX-OFFICIO MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: Mark Sprague, Martin Bier, and Ziwei Lin (all Physics)

ACTIONS OF MEETING

1. Beck motioned to approve the minutes. Roper seconded. The minutes from the February meeting were approved.
2. Ingalls, Beck, and Ferguson presented the revised code received from the Physics Department. Line numbers are from Ingalls's revised document.

Sec 1: Add after Department of Physics "(the Department)" and use that consistently throughout.

Sec 1: Add links to Policy Manual, Faculty Manual, and university policies

Sec II A: Remove "a greater than 50% assignment"

Sec II B 1: Link to Part IV of Faculty Manual.

Sec II B 2: Link to Part IX, Sec 1 of Faculty Manual. Link all further references throughout.

Sec II B 3: Rewrite first sentence: "Unless otherwise specified in the Code or in established University policies, the voting faculty..."

Sec II B 3: Add ", but" after "...any)"

Sec II C: The Department Faculty Handbook needs to be revised to match Faculty Manual graduate faculty definition.

Sec II D: Change to "Emeritus/Emerita." Add reference and link to Faculty Manual, Part VIII, Sec 1.

Sec III A 1: Change “policies” to “procedures” or another term and add at the end “federal laws and regulations.”

Sec III A 2: Change to Section VI.B.

Sec III A 5: Add “and discuss”, strike “in consultation”

Sec III A: Add new 22-24 entries: “22. Create and ensure an environment supportive of diversity and fair treatment of all faculty, staff, and students. 23. Ensure that department/unit resources and duties are distributed fairly and equitably among faculty, considering academic program needs. 24. Ensure that all code procedures are followed.”

Sec III B: Add “Chair of the Undergraduate Committee and lead the recruitment of undergraduate Physics majors, including diverse, minority and underrepresented students.”

Sec III B: Add “matters when the Chair is absent for a brief period of time.”

Sec III B: Replace “policy” with something like “standard operating procedures” or “guidelines”

Sec III B: Add at end “(see Section IV of this Code for additional information regarding academic program coordination and curriculum oversight)”

Sec III C: Add “leads in recruitment, support and orientation of graduate students including diverse, minority, and underrepresented students and creates a welcoming atmosphere for these groups. Additionally, the Assistant Chair for Graduate Studies maintains graduate”

Sec III C: Add “matters when the Chair is absent for a brief period of time.”

Sec III C: Replace “policy” with something like “standard operating procedures” or “guidelines”

Sec III C: Add at end “(see Section IV of this Code for additional information regarding academic program coordination and curriculum oversight)”

Sec IV: Add new section IV per SACS requirement. The Department can revise the proposed text as needed to fit the Department’s positions, etc. “Section IV CURRICULUM OVERSIGHT AND PROGRAM COORDINATION Qualified faculty are responsible for overseeing and coordinating all educational programs to assure that each degree program and/or concentration contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency. Curriculum development, review, and revision are the responsibility of discipline-specific qualified faculty for each degree program, concentration, and level (undergraduate, masters, etc.). Final curriculum decisions rest with faculty who possess the required academic qualifications in fields directly related to the program area of study and whose professional experience is relevant to the program discipline. See Section V of this Code for information regarding the roles of Undergraduate Committee and Graduate Committee. Qualifications of academic program officers are delineated in this Section below and in Section III above. A. Appointment of program

coordinator/director to oversee and coordinate curricular content for each degree and certificate offered by the Unit (Refer to SASCOG Principle, 6.2.c). B. Responsibilities of program coordinator/director. C. Academic and/or professional qualifications of program coordinator/director”

Sec IV: Renumber remainder of document sections and references to reflect the addition of this new section.

New Sec V A: Rewrite to “The standing committees of the department shall be the Executive Committee, the Undergraduate Committee, and the Graduate Committee. The chairs of the standing committees will report to the faculty at each departmental meeting. A quorum for meeting of the standing committees shall be one-half of the membership, unless otherwise determined by the East Carolina University Faculty Manual.”

New Sec V B: Should be “Personnel Committee” for subsection B.

New Sec V D 1: Clarify that “nominated and elected by the faculty”

New Sec V D 1 b: Add “long-range planning”

New Sec V D 1 b: Revise to “Serve as the committee of the Department that develops and recommends unit standard operating procedures to the faculty in all areas except those specifically delegated to other committees or coordinators.

New Sec V E: Add “Faculty members eligible to serve on the Undergraduate Committee are those fulfilling the requirements established in Section II.B.3. of this Code.”

New Sec V E: Add something about recruiting diverse women and persons of color.

New Sec V F: Clarify that only academically qualified faculty may vote on the curricula.

New Sec V F 5: Change “policy” to “standard operating procedures”

New Sec V F 6: Change “policy” to “standard operating procedures”

New Sec V G: Change “policy” to “standard operating procedures”. Clarify who the “special coordinators” are and what they do. Does this section belong under Committees or Administrative Organization? Consider moving it.

New Sec V B 1: Clarify syntax of Duties of the Personnel Committee sentence. Add “for a faculty vacancy as appropriate” after “Search Committee”.

New Sec VI: Change title to “EVALUATION OF FACULTY” and reorganize subsections A, B, and C to match the code template for each of the three types of faculty.

New Sec VI: Add new 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."

New Sec VI F: This section is not needed since covered by Faculty Manual, but may be retained and repeated under both fixed-term and probationary-term, or add new subsection at the end of Sec VI, or add to the duties of the chair above.

New Sec VI G 5: Change "General College" to something else since that isn't used by ECU anymore.

New Sec VI G 5: Add "where academically qualified" after "curriculum development."

New Sec VI G 5 (1) (b): Consider clarifying what is meant by "documentation" and perhaps reference the Department's Productivity Profile and/or Faculty Handbook here.

New Sec VI G 5 (1) (d): Add "where academically qualified" after "of the Department."

New Sec VI G 5 (1) (f): Consider clarifying where these standards are found and perhaps reference the Department's Productivity Profile and/or Faculty Handbook here if they address this.

New Sec VI G 5 (1) (new g): Consider adding a new entry, "Demonstration of respect for diverse, under-represented, and minority students." Similar language is likely to soon be required by the updated Faculty Manual.

New Sec VI H 1: Correct 60 days to 75 days and remove "reappointment".

New Sec VI H 2: Add at the end: "Procedures and timelines established by the University will be followed."

New Sec VI H 2 b: Ensure this is the correct details (print vs. electronic submission). Remove "prior to change in title" text. Add "Procedures and timelines established by the University will be followed." to end of paragraph.

New Sec VII: Removed "The parliamentarian shall call for a secret ballot in all cases where an issue to be decided is contentious" and revise next sentence to "A secret ballot will be conducted..."

New Sec VIII: Clarify "general" voting faculty.

New Sec IX B: Change "approval" to "review and discussion"

New Sec XI: Revise as follows to comply with Part IV of Faculty Manual, can revise further as long as complies with Part IV: “Any member of the Department of Physics may make recommendations to the Faculty of the Department for amendments to the Code of Operations of the Department of Physics. Recommended amendments shall be reviewed by the Executive Committee and presented at a faculty meeting during the Executive Committee report. Except as stated below, an amendment must be approved at two successive meetings by an affirmative vote of at least two-thirds of the eligible Department of Physics faculty present and voting. Department of Physics faculty who meet the criteria for unit code voting eligibility are defined in the East Carolina University Faculty Manual, Part IV, Section II. Since the Department of Physics is a tenure-granting unit, only permanently tenured, eligible voting faculty may vote on or amend the unit’s tenure, promotion, and post-tenure review criteria. A separate affirmative vote of at least a majority of voting tenured faculty is required to approve new or revised tenure, promotion, and post-tenure review criteria. Such approved criteria may not be further amended during the approval process of the full revised Unit Code by all voting faculty. After departmental approval, the amended Code is submitted to the Faculty Senate. Amendments to this Code shall be considered as in force upon approval by the Unit Code Screening Committee, the Faculty Senate and the Chancellor by the procedures prescribed in the East Carolina University Faculty Manual, Part IV, Section II.”

Additional Documents: Work with Linda Ingalls to further revise the supplemental documents that accompany the code and bring back to the Committee.

Code: Since some of these revisions to the code are more than editorial, the department representatives decided to take the revised code and additional documents back to the Department for further discussion and revision.

3. No codes are waiting for the Committee’s review. If one arrives, it will be announced by email to the Committee.
4. Roper and McNeill motioned to adjourn. Adjournment was at 5:00 PM.

NEXT MEETING: April 21, 2021, 3:30 PM

ITEMS TO BE DISCUSSED: Department of Physics Code & additional documents