

COMMITTEE: Unit Code Screening

MEETING DATE: April 21, 2021

PERSON PRESIDING: Ken Ferguson

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

REGULAR MEMBERS ABSENT: Amin Akhnoukh, Helena Feder

EX-OFFICIO MEMBERS IN ATTENDANCE: Valerie DeBellis, Lisa Hudson, Linda Ingalls,

EX-OFFICIO MEMBERS ABSENT: Kathy Misulis, Becky Welch

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

ACTIONS OF MEETING

1. Ingalls and Beck presented the revised code and the Standard Operating Procedures and Guidelines document received from the Department of Physics.

The code was reviewed and revised during the March meeting. A few revisions to the SOP and Guidelines follow.

- Textbook Selection: Updated the listed books
- Throughout: Change he/she to they and adjust verb tense as appropriate
- A duplicate phrase removal
- Associate Graduate Faculty Members: Change ‘Tenure-track faculty’ to ‘Probationary term (tenure-track) faculty’

It was motioned to approve the code and SOP & Guidelines as revised during the March and April meetings. The motion passed. The department will submit revised copies by Friday to the chair for presentation to the Faculty Senate next Tuesday.

2. Reis and Ingalls presented the revised code from the College of Nursing.
 - Section II: Change first use of “General Faculty” to “Undergraduate Faculty” and delete the second use of “General” from “General Faculty” since it is not used elsewhere.
 - Section II A4: Rephrase the definition instead of quoting from the manual.
 - Section II B: Remove the hyperlink from the phrase following the Part IV link.

- Section II B: Possibly rephrase “carry a greater than half position of the normal” to “and have a 50% or more assignment”
- Section II C: Change “Faculty is” to “Faculty are”.
- Section II D: Add “or Emerita” to the title.
- Section II D: Add “or separation en leu of retirement”
- Section III A: Consider adding “encouraging an environment of diversity, equity, and inclusion.”
- Section III A: Add hyperlink to Part II of the Faculty Manual to the sentence about the evaluation of the Dean.
- Section III A 1: Change some commas to semicolons to clarify phrases in the last sentence.
- Section III B 1: Add to the “primary functions” sentence a cross-reference to Code section IV, which contains information related to the curriculum oversight and program coordination.
- Section III C: The title is “Associate Dean for Academic Affairs.”
- Section III C: Add to the last sentence a link to the Faculty Manual Part IV
- Section III C: Consider adding responsibility for creating an environment of diversity, equity, and inclusion to both the chair and assistant chair roles.
- Section III E: Add “shared” before “governance.”
- Section III E 2: Add cross-reference to Section IV.
- Section III E i: Rephrase to “Faculty, as defined in Section II B” since there are no procedures in that section.
- Section III G 2: Add “section” before “II.A.2.”
- Section III H: Capitalize Section.
- Section III H 1 b: Add references to section IV.
- Section III H 2: Reference code section II.A.3 to clarify that all graduate faculty are eligible to vote.
- Section IV: Consider adding the introductory paragraph as suggested in Ingalls’ draft [see her email for the lengthy paragraph text]. You may reword, if needed.

- Section V: Delete first sentence, since Part IX only covers personnel, tenure, and promotion committees.
- Section V A 1 b: Replace “pertaining to personnel and student matters” with “(such as student matters that are only applicable to authorized faculty and administrators)” since personnel matters cannot be discussed by non-personnel committees.
- Section V A 1 d: Remove “Personnel and” from the second sentence.
- Section V A 1 i 1 a: Add text from Ingall’s draft.
- Section V A 1 i 1 b c a: Considering adding text about recruiting diverse students. Refer to text suggestion from Roper.
- Section V A 1 i 1 b c c: Clarify the ‘procedures’ referenced here.
- Section V A 1 i 1 c: Clarify ex-officio member voting privileges.
- Section V A 1 i 1 d ii b: Clarify this sentence since it appears something is missing.
- Section V A 1 i 1 e ii a: Add cross-reference to Section IV.
- Section V A 1 i 1 f ii b: Consider revising these to include references to code section III and V.
- Section V A 1 i 1 f ii c: Consider removing “in February” since some changes to the election schedule are being discussed by the Faculty Senate currently.
- Section V A 1 i 1 f ii d: The cited reference doesn’t state terms begin in August, but they certainly can begin in August.
- Section V A 1 i 1 g i: Clarify ex-officio member voting privileges.
- Section V A 1 i 2 a i: Clarify ex-officio member voting privileges.
- Section V A 1 i 2 a ii b/c/d: Consider adding cross-references to Section IV.
- Section V B 2 i: Consider revising to “the committee will have a quorum if 50% + 1 of members and a quorum is needed to vote.” See Part IX for quorum for Personnel. See email from Roper for revision text.
- Section V B 2 ii: Consider adding “for” before “the granting” and “conferral” for clarity.
- Section V B 2 ii: Delete second paragraph. Refer instead of Part IV.
- Section V B 3 ii: Add to the second sentence “or, when required, shall be elected from the members if they cannot serve because of their lower rank” or some other phrasing to

clarify that an associate professor cannot serve as the chair for full professorship consideration.

- Section V B 3: Has two Function subparts. Please combine or otherwise delineate. Consider moving to Personnel?
- Section V C: Add “/Ad Hoc Committees” to title.
- Section VI: Divide into three sections to match the standard code format: A. Tenured & Probationary Term Faculty. B. Fixed Term Faculty. C. Performance Review of Permanently Tenured Faculty.
- Section VI 1: Line 4 change “engage students” to “engage diverse students”
- Section VI 4 a i: Remove link since non-CON faculty do not have access to the file. Please email the handbook to the committee for review.
- Section VII: Check for quorum throughout the document and revise if needed throughout.
- Section X: Last paragraph should be revised to include sending the revised code to the Unit Code Screening Committee, Faculty Senate, and Chancellor.

Appendixes and the Handbook will be reviewed outside of the meeting by Ingalls and Ferguson, who will share revisions by email with Reis. The code and Handbook will be voted upon in 2021-22.

3. Roper motioned to approve the minutes. Beck seconded. The minutes from the March meeting were approved.
4. Adjournment was at 5:29 PM.

NEXT MEETING: August 18, 2021, 3:30 PM

ITEMS TO BE DISCUSSED: Organizational Meeting 2021-22