

COMMITTEE: Unit Code Screening

MEETING DATE: November 16, 2022, 3:30 PM, via *Teams*

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Patricia Anderson, Robin Corbett, Ken Ferguson, Erin Frost, Annette Greer, Fan-chin Kung

REGULAR MEMBERS ABSENT: Robin Corbett, William Gee, Julie Stanley

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Mark Moss, Jo Anne Murray, Doug Schneider, Tuan Tran

EX-OFFICIO MEMBERS ABSENT: Carlos Melendez

OTHERS IN ATTENDANCE: Melinda Doty (CET), Jo Anne Murray (Dental School), David Paquette (Dental School), Jason Yao (CET)

ACTIONS OF MEETING:

1. Doty and Yao presented Guidelines from four departments in the College of Engineering and Technology (CET) that contain regulations that apply to faculty members in these departments. (The Unit Code for CET was screened on March 16, 2022, and three of the College Guidelines were screened on April 20, 2022.) The remaining Guidelines to be screened, to complete the code documents from CET, were screened at today's meeting. The following suggestions were made for revision of the Guidelines:
 - (i) *Curriculum Oversight and Program Coordination.* Capitalize the word "college" as it appears in the Guidelines. Replace "he/she" with "the chair" (gender neutral). Correct "responsivities" to "responsibilities." Clarify that all decisions about curriculum matters must be done by academically-qualified faculty and that only academically-qualified graduate faculty may vote on curricular actions for graduate programs. Must address the standards for academic qualification to serve as Program Director for the B.S. in Construction Management (CMGT). Delete apostrophe from "Master's." Replace "syllabi" with "syllabus."
 - (ii) *CMGT Guidelines for Probationary-Term Faculty Members, etc.* Incorporate DEI requirements for evaluating faculty members for tenure and promotion. Delete reference to FM, Part XI, not relevant to Guideline. Update footnote 3 to refer to most recent version of Unit Code. Section I (Teaching): Add DEI requirement to standards for treatment of students. Section II (Publications): Change "should" to "shall" in reference to evaluation of publication record.
 - (iii) *Department of Computer Science Expectations for the Rank of Associate Professor.* Include tenure criteria as part of the title of this Guideline, since the unit does not

have separate guidelines for tenure. Incorporate DEI requirements for tenure and promotion, including under bullet point one (Teaching) and elsewhere as required.

- (iv) *Department of Engineering Guidelines for Tenure, Promotion, and Advancement.* Incorporate DEI requirements, as required in FM, Part IV. Replace “tenure-track” with “probationary-term” or enclose “tenure-track” in parentheses after use of the category “probationary-term.” Revise Guideline to clarify that recommendation for tenure and promotion to Associate Professor must occur concurrently (not separate actions). Address criteria for fixed-term faculty in a separate Guideline, to emulate the Unit Code Format, which covers these in separate sections. Re 2.0 (3), replace “behavior” with “actions.” Re 3.1 (urgent), remove conflict with the *Faculty Manual*, to clarify linkage of recommendation for tenure and promotion to Associate Professor. Re 4.0, move criteria for fixed-term faculty to a separate Guideline document.
- (v) *Appendix A. Graduate Faculty Appointments.* Replace reference to FM, Appendix F with FM, Part II (new location after all appendices deleted). Guideline dates from 2008 and needs to be adjusted to new FM requirements. University now has only four (4) types, not five (5), of graduate faculty. In Section 1 (a), replace “tenure-track” with “probationary-term.” Delete the category of Adjunct Member of the Graduate Faculty (Section 1 (e)).
- (vi) *TSYS (Technology Systems) Guidelines for Tenure and Promotion.* Replace “tenure-track” with “probationary term.” Include DEI criteria. Replace “his/her” with “their.” Clarify that the Tenure Committee and the Promotion Committee are two separate committees, as required by the *Faculty Manual*.
- (vii) *Computer Science Criteria for Performance Review.*
- (viii) *Construction Management Standards of Performance Review of Tenured Faculty.*
- (ix) *Department of Engineering Standards for Performance Review.*
- (x) *Technology Systems Standards for Performance Review.*

The following suggestions for review refer in general to Guidelines (vii) to (x): Revise to correspond to new Code Format section numbers. Obtain faculty approval and change to new approval dates. Omit list (if included) of current faculty members.

The members of the committee voted to approve the the *College of Engineering and Technology Unit Code of Operations and Departmental Promotion, Tenure, and Advancement Guidelines*, if amended as requested. The UCSC Chair will present the Unit Code for a vote of approval or disapproval to the December 2022 meeting of the Faculty Senate, if it can be added to the agenda of that meeting.

2. Murray and Paquette presented the *School of Dental Medicine Unit Code of Operations and Departmental Promotion, Tenure, and Advancement Guidelines*. The members of the committee discussed and reviewed the School's response to suggestions for revision that were sent prior to the meeting. Additional suggestions by Vice Chair Patricia Anderson, requesting minor changes in grammar and formatting were also registered. The committee voted to approve the Dental School Unit Code and Guidelines. The UCSC Chair will present the Unit Code for a vote of approval or disapproval to the December 2022 meeting of the Faculty Senate, if it can be added to the agenda of that meeting.

NEXT MEETING: January 18, 2023, at 3:30 PM, via *Teams*

ITEMS TO BE DISCUSSED: Unit Code revisions, if submitted in time for the next meeting