

COMMITTEE: Unit Code Screening

MEETING DATE: January 19, 2022, 3:00 PM, via Teams

PERSON PRESIDING: Patricia Anderson and Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Patricia Anderson, Ken Ferguson, William Gee, Annette Greer

REGULAR MEMBERS ABSENT: Amin Akhnoukh, Robin Webb Corbett, Helena Feder, Brittany Thompson

EX-OFFICIO MEMBERS IN ATTENDANCE: Valerie DeBellis, Linda Ingalls, Doug Schneider, Espen Spangenburg

EX-OFFICIO MEMBERS ABSENT: Lisa Hudson, Courtney Sheehan

OTHERS IN ATTENDANCE: James Anderson, Rachel Baker, Virginia Stage

ACTIONS OF MEETING

1. Approved the minutes from the November minutes.
2. Discussion of upcoming codes: The College of Engineering and Technoloy, School of Dental Medicine, and School of Medicine are expected this semester.
3. James Anderson from the Department of Criminal Justice presented for the department. DeBellis agreed to make agreed upon changes to the Code in Teams as discussion occurs, and Gee was asked to document them in the minutes, as well.
 - Add hyperlinks to all references to the Faculty Manual.
 - II.A.1. Need to specify that part-time faculty are included.
 - II.B.1. This text appears to be from a former Faculty Manual (e. g. nominating committees for administrative officials and quadrennial evaluations). These topics are covered by Board of Govenor’s policy and Faculty Manual Parts II and IV. Suggest simplifying and directing to the current Faculty Manual sections rather than restating them.
 - II.B.2. Correct the Faculty Manual Part citation.
 - II.B.4. Clarify about part-time and phased retirement faculty voting status.
 - III. Correct spelling of “Administrative Organization” in the title.
 - III.A.1.a.18 and 22. Clarify those duties.
 - III.A.2.a.i. Replace “with unit and” with “with academically qualified unit faculty and”
 - III.A.2.a.ii. Add “academically qualified” between “of appointed”
 - III.A.3.a.i and iv. Same as prior two changes.
 - IV. Insert new preface paragraph, which may be customized as desired to better fit your department’s circumstances: “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, doctoral). 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 role of the Curriculum Committee. Qualifications of academic program directors are delineated in this Section below and in Section III above.”

- V.A.1.b.i. Replace “constituent programs” with “programs in the unit.”
- V.A.2.b.ii. Replace “his or her” with “their”, “he or she” with “they”, and “him or her” with “them” throughout the document.
- V.A.3.b.i. Consider adding “relating to social justice” at the end of the line to clarify scope.
- V.A.4.b. Replace “policies” with another word, suggest “guidelines” since Policies is restricted to Board of Trustees’ use.
- V.B. Delete “guidelines established by”.
- V.B.a.ii and c.i. These appear to be redundant. Perhaps delete a.ii. Can both remain, if desired, though.
- V.B.b.i. These duties are not “in addition to” those stated in the Faculty Manual, so perhaps clarify. Also clarify “rank and title” and the examples of them to be inclusive of both or remove “rank” if not intended -- perhaps instead simply reference Faculty Manual Part VIII since the list of ranks and titles will be changed soon by the Board of Trustees, likely in February 2022.
- VI. Add new prefatory paragraph: “ECU is committed to recruiting, retaining, and developing diverse 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 diverse 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.”
- VI. Reformat entire section to comply with code template numbering/order. Perhaps consult some recently approved codes for examples. DeBellis and Patricia Anderson are willing to advise further, as well.
- VI. Ensure DEI language from the recent update to the Faculty Manual is included throughout.
- VI.B.5. Replace section with part.
- VI.D.3. Add “of this code” after Appendix A.

- VI.D.3. Delete “wherein...2017”
- VI.D.1.b. Add “at least” before “five years”.
- VI.E. Clarify differences between adjunct, fixed term, part-time, and teaching roles and why separated. See Faculty Manual Part VIII and UNC Code. True “adjunct” faculty are unpaid in the UNC System.
- VI.E. Delete Lecturer, Instructor, and Grant Personnel.
- VI.E. Replace “employment contracts” with “individual appointment letters”.
- VI.E. Delete sentence beginning with “Removal of...”.
- VI.E.1.b. Add “new and subsequent” before “appointment” and delete “and reappointment”.
- VI.E.1.b. Correct citation to Part IX, Section 1.
- VI.E.1.c. Delete long subsection citation.
- VI.E.1.c. Add “the portfolio that includes” before “annual evaluations”.
- VI.E.2. The Faculty Manual does not provide for “Grant Personnel” as a faculty employment category. Suggest removing or moving elsewhere, if needed. It appears that anyone paid to write grants is already a faculty, staff, or graduate student.
- VI.E.2. Rephrase to “Recommendations regarding teaching” from “Decisions regarding reappointment of”.
- VI.F. and VI.G. Move these elsewhere since they do not belong in the faculty evaluation section. Move to sections VII and VIII.
- VII. Specify meetings are run according to *Robert’s Rules*.
- IX. Clarify budget request process, how/when to request funds before the budget is presented for review.
- X. Add reference to *Robert’s Rules* for quorum along with Part IV.
- X. Clarify if you intend “two-thirds of the voting faculty” which is a higher standard than the required “two-thirds of faculty present and voting” from the Faculty Manual.
- X. Consider adding “Any meeting and/or vote will follow established university policies, in particular, virtual meetings.”
- Appendix A: Add “Standards and” to title.
- Appendix A: If this appendix is approved, the current document on the Faculty Senate webpage will be replaced with this. Ensure that what is in the appendix is what you want compared to what exists already elsewhere and in Faculty Manual Part IX.
- Appendix A: Include the date approved by your unit.
- Appendix A: Update pronouns throughout to use them/their/they.
- Appendix A: SOIS has been replaced by SSOI, or state generally “university approved instrument).
- Appendix B: Include the date approved by your unit.
- Appendix B: Update pronouns throughout to use them/their/they.
- Appendix B: Replace “tenure-track” with “probationary term”

DeBellis motioned to table discussion of this code until the next committee meeting to allow for corrections and the reorganization of Section VI. Patricia Anderson seconded. The motion passed. James Anderson was asked to return the revised code within a week to the committee to allow time for review before the next meeting.

4. Discussion of members who will be rotating off at the end of this term
5. Adjournment at 5:18 PM

NEXT MEETING: February 16, 2022, 3:00 PM, in Teams

ITEMS TO BE DISCUSSED: Code of the Department of Criminal Justice