COMMITTEE: Unit Code Screening

MEETING DATE: April 20, 2022, 3:00 PM, via Teams

PERSON PRESIDING: Ken Ferguson

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

REGULAR MEMBERS ABSENT: Amin Akhnoukh, Helena Feder, Brittany Thompson

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson, Doug Schneider, Espen Spangenburg

EX-OFFICIO MEMBERS ABSENT: Valerie DeBellis, Linda Ingalls, Courtney Sheehan, Virginia Stage

OTHERS IN ATTENDANCE: Melinda Doty, Jason Yao

ACTIONS OF MEETING

1. Yao and Doty presented the 12 supporting documents from the College of Engineering and Technology. Three were discussed in detail, as noted below. The College's representatives asked to take the code and supporting documents back to their faculty for revision and voting before the fall semester. The committee was invited to add any additional comments to the documents in Teams this week for the College's consideration.

    Faculty Workload Policy:

    - Possibly change title to "Guidelines" instead of the UNC-restricted term "Policy"
    - Clarify title of "College" in its first use.
    - Need to update the enrollment change matrix or replace the outdated matrix with a reference or URL to the matrix posted elsewhere.
    - A few grammatical corrections by Ferguson and Ingalls in the draft, as marked.

    CMGT Guidelines for Promotion to Professor

    - Clarify references to Faculty Manual.
    - Include DEIA requirements (refer to appendix example from Dr. Rachel Roper).
    - Correct that the chair reviews a PAD only for completeness before the Promotion Committee evaluates and votes, then returns to the chair to concur or not concur.
    - A few grammatical corrections by Ferguson and Ingalls in the draft, as marked
    - Rewrite "metrics of scholarship" sentences for clarify.

    TSYS Guidelines for Promotion to Professor

    - Delete "Full" from title since that is not an official title.
    - Replace "criteria" word with "area" or something else for teaching, research, and service.

- Replace UNC General Administration with UNC System Office and clarify that ECU faculty do not help govern that office.
- Clarify references to Faculty Manual, particularly references to Appendices that no longer exist.
- Include DEIA requirements (refer to appendix example from Dr. Rachel Roper).
- Correct that the chair reviews a PAD only for completeness before the Promotion Committee evaluates and votes, then returns to the chair to concur or not concur.
- A few grammatical corrections by Ferguson and Ingalls in the draft, as marked

2. Ferguson shared the Department of Sociology and the College of Communications have asked that the screening of their code revisions be delayed until the fall semester.

3. Ferguson led a discussion of the DEI Committee's example suggested text document from the Brody School of Medicine. The committee was asked to review it after prior revision by the Governance Committee. Greer motioned to approve the document to go forward to the appropriate committee and then distribute to all responsible for revision of guidelines and codes. Ferguson seconded the motion. The motion carried.

4. Feedback was provided on the draft committee annual report.

5. Corbett and Gee motioned to approve the minutes, as revised, from the March meeting. The motion carried.

6. Ferguson sought advice on whether the committee should return to meeting in person next year. It was decided that the committee would choose in August.

7. The meeting was adjourned at 4:46 PM.

NEXT MEETING: August 2022 [date and time to be emailed later]

ITEMS TO BE DISCUSSED: election of officers, orientation of members, and choice of meeting in person or in Teams