

**COMMITTEE:** Unit Code Screening

**MEETING DATE:** January 18, 2023, 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:** 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:** none

**ACTIONS OF MEETING:**

1. The Provisional Code of Operations of the Dental School of Medicine was returned to the committee to respond to a resolution proposed by Senator Martinez and passed by the Faculty Senate to clarify in the said Unit Code that all faculty appointments must be initiated by the Unit Personnel Committee, unless otherwise specified in the Unit Code, in accordance with Faculty Senate Resolution #20-57, approved in November 2020 (*ECU Faculty Manual*, Part VIII, Section 1.1). To address this resolution, the following revision was made to the Dental School Unit Code, Section V, B.1 (Personnel Committee), c, ii:

The original passage stated that “search committees for faculty positions will solicit and screen applicants and make recommendations to the Department or hiring authority, who will then forward their recommendation for appointment to the Personnel Committee for recommendation of appointment rank or title.”

This passage was revised to read that “search committees for faculty positions will solicit and screen applicants, consulting as necessary with the Department Chair or hiring authority and forward their recommendations for appointment to the Personnel Committee for recommendation of appointment rank or title.”

This proposed revision recommended by Past Chair Jeff Popke (with the revised language underscored) addresses the compliance issue raised in the resolution by Senator Martinez. The revision was approved by UCSC, and the Chair requested that the Dental School Unit Code, as revised, be placed on the January 2023 Agenda of the Faculty Senate for another vote of approval or disapproval by that body.

2. The UCSC discussed a memorandum addressed to the committee from Dr. Anne Tichnor, Chair of the Faculty, in regard to **Code Format Addition Related to Voting** (dated October

21, 2022). According to this memorandum, some faculty had expressed concerns to Dr. Tichnor related to the *ECU Faculty Manual*, Part IV.II.IV, which addresses voting by faculty in Code Units on major planning documents, assessment documents, and other major reports that are submitted to officials outside the unit. Some faculty were concerned that their Code Units were not holding votes on all these documents or that voting was restricted only to certain members of the Code Unit. Associate Vice Chancellor Linda Ingalls, an ex-officio member of the UCSC responsible for ensuring code compliance, stated that Code Units may restrict who can vote on certain documents, if the documents require expertise that is not possessed by every member of the unit. The memorandum requested that the UCSC consider revising the Unit Code of Operation Format to assist faculty in understanding the rules for conducting votes on external documents and also that a report on this revision be made at the April 25, 2023, meeting of the Faculty Senate.

**NEXT MEETING:** February 15, 2023, at 3:30 PM, via *Teams*

**ITEMS TO BE DISCUSSED:** Screening of Unit Codes, if submitted in time for the next meeting