

MEMORANDUM

TO: Dr. Don Chaney, Chair
Educational Policies and Planning Committee

Dr. John Stiller, Chair of the Faculty

FROM: Dr. William Bloss, Chair, Department of Criminal Justice
Dr. Mark Jones, Chair, Code Unit Proposal Committee

DATE: October 22, 2015

SUBJECT: Request for approval of Provisional Unit Code, as revised

ATTACHMENTS: Cover/Signature Page; Proposed Provisional Code

This memorandum revises our previous request to EPPC to consider approval of a Provisional Code for the Department of Criminal Justice to reorganize as a code unit within the Thomas Harriot College of Arts and Sciences. Following guidance received from the EPPC meeting on September 11, 2015, and subsequent consultation between Dean William Downs and Chair of the Faculty John Stiller, the Department of Criminal Justice Code Unit Proposal Committee revised the Provisional Code to conform to the ECU *Faculty Manual* Part IV, and as much as practicable, to the guidelines, requirements, and outline format for unit codes available on the Faculty Senate web site.

On October 22, 2015 a majority of the Department of Criminal Justice permanently tenured faculty voted in favor of the attached Provisional Code document.

An outline of the steps and process the department's faculty followed in consideration of the proposed reorganization is listed below:

- 1) Department of Criminal Justice faculty met with Dr. William Downs, Dean, Harriot College of Arts and Sciences, to discuss a proposed reorganization as a code unit within the Harriot College during spring semester 2015;
- 2) On February 10, 2015, a majority of the department's tenured faculty, including the unit administrator of the Department of Criminal Justice, voted by secret ballot in favor of a proposal to reorganize as a code unit within the Harriot College;
- 3) Provost Ronald Mitchelson and Dean William Downs were informed of the vote, and on March 19, 2015, Harriot College of Arts and Sciences department chairs voted unanimously in favor of the Department of Criminal Justice reorganization proposal;
- 4) In accordance with Part IV of the ECU *Faculty Manual*, the Department of Criminal Justice Code Unit Proposal Committee engaged in the following steps:
 - a) The Proposal Committee met with the department's faculty and with representative constituents from the Harriot College ;

- b) Department of Criminal Justice faculty reviewed Harriot College policies and guidelines to include strategic plan and faculty workload policies;
- c) Meetings were held with the Harriot College Dean and Department of Criminal Justice faculty members;
- d) Proposal Committee developed documents, including a proposal to reorganize and a Provisional Code, addressing input and comments from all affected constituencies;
- e) On February 10, 2015, Department of Criminal Justice faculty voted by secret ballot on the Proposal to Reorganize, to include the 5 eligible permanently tenured faculty and unit administrator;
- f) After review of the Department of Criminal Justice proposed Provisional Code by the EPPC on September 11, 2015, the Department of Criminal Justice revised the Provisional Code in accordance with guidance received;
- g) On October 15, 2015 the Code Unit Proposal Committee approved the Provisional Code document; and
- h) On October 22, 2015, by secret ballot a majority of the eligible permanently tenured faculty, including the unit administrator, voted in favor of the revised Provisional Code. The results of vote were four in favor and one abstention.

The Department's proposal to reorganize and its revised Provisional Code (attached) are supported by the Dean of the Harriot College of Arts and Sciences and by the Provost. Therefore, we resubmit the request to EPPC for approval of the Department of Criminal Justice Provisional Code approved by a majority of the department's tenured faculty on October 22, 2015.

We understand that a subsequent meeting will be scheduled with the Educational Policies and Planning Committee where representatives of the Department of Criminal Justice Code Unit Proposal Committee will be present to answer questions about our proposed Provisional Code, as revised.

We look forward to working with you and with the Faculty Senate process to consider approval of our revised Provisional Code. Thank you.