

1 UNIT CODE SCREENING COMMITTEE MEETING NOTES OF NOVEMBER 19, 2010

2

3 From: Misulis, Katherine E
4 Sent: Tuesday, July 24, 2012 12:00 PM
5 To: Lee, Lori; Hackett, Timm
6 Subject: FW: Code Comments for Theatre and Dance
7 Importance: High

8

9 As per the attached document dated November 19, 2009, it was recommended that the
10 Personnel Committee section be moved from the Standing Committees section and
11 moved to another portion of the Code focusing on personnel types of committees, such
12 as tenure/promotion committees. (See attached).
13 Perhaps Timm has additional information.
14 Kathy

15

16

17

18 From: Hackett, Timm
19 Sent: Thursday, November 19, 2009 3:27 PM
20 To: Caprio, Robert; Shearin, John D, III
21 Cc: Unit Code Screening Committee
22 Subject: Code Comments for Theatre and Dance

23

24 **UNIT CODE OF OPERATIONS (REVISED)**

25 **SCHOOL OF THEATRE AND DANCE**

26 **COLLEGE OF ARTS AND SCIENCES**

27 **EAST CAROLINA UNIVERSITY**

28

29 **Code Approval**

30 **1. Approved by the tenured faculty of the Unit**

31

32 Chair, Unit Code Committee: Patricia Peralion Date: 2/14/00

33 **2. Submitted to Dean:**

34 **3. If changed, reapproved by tenured faculty:**

35 Chair, Unit Code Committee: Robert Caprio Date: September 25, 2010

36 **4. Reviewed/recommended by Faculty Senate Unit Code Screening Committee**

37

38 Chair: Ralph Scott Date: 4/3/00

39

40 **5. Approved by the East Carolina University Faculty Senate**

41

42 Chair of the Faculty: Brenda Killingsworth Date: 4/18/00

43 **6. Approved by East Carolina University Chancellor/or designee:**

44

45 Chancellor: Richard R. Eakin Date: 4/27/00

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58 **CODE OF OPERATIONS FOR THE SCHOOL OF THEATRE AND DANCE**

Comment [TH1]: School or Unit?

59 **Preamble**

60

61 This code allows for faculty participation in and establishes procedures for the unit's internal affairs and is

62 consistent with all applicable appendices of the *East Carolina University Faculty Manual*.

63 **Section I. School Mission**

64

65 The purpose of the School of Theatre and Dance is to provide a professionally oriented program of study

66 and training within the liberal arts concept. The Unit seeks to maintain a competent and productive faculty,

Comment [TH2]: Global replace with "School"?

67 and to support excellence in teaching, encourage creative activity and maintain professional-quality

68 production work in its performance venues. The function of the Unit is to instruct and advise

69 undergraduates, both major and non-major students, and to encourage their professional and cultural

70 growth.

71

72 The School of Theatre and Dance strives to give students education and training in theatre and dance to

73 | prepare them for entry into the professions, and to offer professional-quality theatrical production^s for the
74 | University community and the community of Eastern North Carolina. The School has a strong commitment
75 | to maintaining a vital undergraduate program in accordance with the University's intent to demonstrate
76 | excellence in undergraduate education, offering undergraduate students challenging and unique
77 | opportunities in performance and production. In addition, the School prepares teachers of theatre arts and
78 | dance for the public ~~Schools-school~~ system. For the student interested in a traditional liberal arts major in
79 | theatre, that, too, is offered by the School. For the educational enrichment of the non-major undergraduate
80 | student, the School provides opportunities for cultural and academic growth both through non-major
81 | course-work and theatrical production, which is open to all students. The School has artistic and producing
82 | responsibility for the ECU/Loessin Playhouse, Dance Theatre and the ECU/Loessin Summer Theatre in its
83 | main-stage facility, the McGinnis Theatre, and its Studio Theatre. Each producing arm has been
84 | recognized as an element of distinction for the University.

85 | **Section II. Organization/Composition**

86 | A. Faculty

87 |
88 |
89 | The faculty of the School of Theatre and Dance consist^s of any person with an academic title or academic
90 | rank holding a full, part-time, or adjunct appointment in the department. The Unit shall be organized into
91 | three areas: (1) Acting/Directing (includes Professional Acting, Musical Theatre, Theatre for Youth and
92 | Theatre Education); (2) Dance (includes Dance Performance and Dance Education); and (3)
93 | Design/Production (includes Stage Management, as well). Each area shall have a Faculty Coordinator, the
94 | duties and election of which is prescribed in item C, this section.

Comment [TH3] :

95 | 96 | B. Voting Privileges

98 1. For purposes of elections to the Unit's nominating committee for appointment of the School
99 Director, for making recommendations on code content to the permanently tenured faculty, in
100 quadrennial evaluations of the effectiveness of unit programs, in election of Faculty Senators,
101 and in quadrennial evaluations of the effectiveness of the School Director, the definition of
102 voting faculty specified in *ECU Faculty Manual* Appendix L. shall apply.

Comment [TH4]: Remove or reword because of not following University policy and procedures.

104 2. For all other purposes unless otherwise noted below or as specified in the *ECU Faculty*
105 *Manual*, the voting faculty are all full-time faculty with academic rank who are in at least the
106 twelfth consecutive calendar month of appointment to the Faculty of the School (excluding the
107 Unit administrator), fixed-term faculty, and those faculty members who are not in the terminal
108 year of probationary appointment.

110 C. Administrative Officers

111 1. School Director

113 ~~The Director of the Unit~~ is the chief administrative officer of the Unit and shall also function as
114 producer and artistic Director, in accordance with professional theatre norms, of all production
115 work by the ECU/Loessin Playhouse and other of the School's producing entities. The Director
116 is appointed in accordance with procedures outlined in Appendix L-4C.3.h of the *ECU Faculty*
117 *Manual*, and reports to the Dean of the College of Arts and Sciences and is subject to periodic
118 evaluation as specified in *ECU Faculty Manual* Appendix L.

Comment [TH5]: Remove reference

Comment [TH6]: Reword because the appointment of the director must be with the established policy and procedures of the University.

120 The Director's duties include, but are not limited to the following:

- 121 a. Represent the Unit in its relations with other units of the University;
- 122 b. Administer the affairs of the Unit in accordance with the policies determined by the

- 123 University and with due consideration to the recommendations of the members of the
124 Unit;
- 125 c. Determine, in consultation with Area Coordinators, courses to be offered and
126 supervise the scheduling of classes for each academic term;
- 127 d. Assign, in consultation with Area Coordinators, faculty teaching responsibilities and
128 reassigned time for each academic term;
- 129 e. Assign, in consultation with appropriate faculty, faculty production responsibilities
130 for the ECU/Loessin Playhouse and Dance Theatre for each academic year.
- 131 f. Manage the operation of the Unit office and its staff and have general responsibility
132 for proper utilization of all space, equipment and supplies belonging to the Unit;
- 133 g. Supervise and evaluate clerical and support staff;
- 134 h. Supervise the management and maintenance of School facilities and equipment;
- 135 i. Prepare the Unit budget. Manage and be responsible for the operating budget and all
136 other funds assigned to, or belonging to the Unit, giving due consideration to
137 recommendations of Unit members, presenting the proposed annual operating budget
138 for discussion at the first Fall semester School faculty meeting, and providing an
139 annual report to the Faculty of the Department's annual budget;
- 140 j. Evaluate annually each faculty member's performance in teaching, creative activity
141 and/or research and service and recommend salary increments to the Dean of the
142 College of Fine Arts and Communication;
- 143 k. Establish ad-hoc Departmental committees as necessary;
- 144 l. Preside over Unit meetings and supervise the writing and distribution of Unit _____
145 _____ minutes;
- 146 m. Ensure compliance with procedures established by the School Code and the Codes of
147 the University of North Carolina and ECU as prescribed in the Faculty Manual;

Comment [TH7]: Tab over

Comment [TH8]: Remove phrase

Comment [TH9]: Italicize throughout document.

- 148 n. Serve as ex officio member of all committees except in cases of exclusion as required
149 by Appendix D of the Faculty Manual;
- 150 o. Inform Unit members verbally or when appropriate, in writing, of administrative
151 decisions or actions affecting the Unit.
- 152 p. Prepare the Unit's annual report and discuss it with Unit members in a School
153 faculty meeting.
- 154 q. Others as appropriate to professional and academic norms.

Comment [TH10]: tab

156 2. Area Coordinators

157

158 An Area Coordinator from each of the three major areas (Acting-Directing, Dance, Design-
159 Production) will be elected by majority vote in a secret ballot of the voting faculty members of
160 each area. If any or all areas fail to elect an Area Coordinator, then the Director shall appoint that
161 Coordinator. The term of office for each Coordinator is two years. An Area Coordinator may
162 stand for reelection indefinitely or may choose to step down voluntarily at the end of any term.
163 Any permanently tenured faculty or probationary term faculty with at least two years of service
164 may be elected Area Coordinator.

Comment [TH11]: as defined in 2B?

165

166 The duties of the Area Coordinators shall be the following:

- 167 a. Coordinate curriculum for each area in consultation with the area faculty and
168 program coordinators;
- 169 b. Advise the Director on class scheduling and utilization of space for each area;
- 170 c. Serve as advisors to the Director in other matters for which the Director might need
171 or seek counsel;
- 172 d. Serve to facilitate communication between the Director and the Unit faculty.

Comment [TH12]: Area coordinator?

173 e. Schedule and chair regular meetings, at least one per semester, of area faculty to
174 discuss matters of specific import to the area regarding training philosophy, training
175 mission and training methods, curriculum, course scheduling, recruitment and
176 retention of students and/or any other item of particular concern.

177 **Section III. Standing Committees**

178
179 The terms of office of standing committee members shall begin at the start of an academic year. Chairpersons
180 and members of standing committees shall serve one-year terms, and Chairpersons shall be elected by members
181 of each committee at the beginning of each academic year. All standing committee meetings, except those of
182 the Personnel Committee, shall be open to members of the Unit eligible to membership on that committee.

183
184 A. **The Personnel Committee**
185
186 **The Personnel Committee shall be composed of three permanently tenured faculty—one representative**
187 **from the Acting/Directing area, one from the Dance area, one from the Design/Production area. The**
188 **election and function of the Personnel Committee shall be as prescribed in Appendix D of the *ECU***
189 ***Faculty Manual*. The Personnel Committee may be called to consider any matter within its jurisdiction**
190 **by any member of the Unit.**

Comment [TH13]: Put with Tenure and Promotion committees. Should be section four.

191
192 B. **The Teacher Education Committee**
193
194 The Teacher Education Committee shall consist of three members—the Director of the School and the
195 coordinators of the Dance Education and Theatre Education Programs. These members shall keep
196 abreast of the licensing requirements for teachers.

197

198 C. The Curriculum Committee

199

200 The Curriculum Committee shall be composed of one representative elected by each of the three areas
201 within the Unit. The duties of the Curriculum Committee shall be as follows:

202

203 1. To review and make recommendations to the School on all new course and degree proposals.

204 All proposals approved by the committee will be brought before the voting faculty;

205 2. To review and make recommendations to the School on all revisions of existing courses and
206 degrees;

207 3. To assist faculty in preparing curriculum revisions;

208 4. To forward curriculum recommendations approved by the voting faculty of the Unit to the
209 University Curriculum Committees.

210

211 D. The Recruitment Committee

212

213 The Recruitment Committee shall be composed of any and all faculty from the three areas who wish to
214 serve, with no limit on the size.

215 The duties of the Recruitment Committee shall be:

216 1. To review requests for recruitment funds;

217 2. To make recommendations to the Director in the distribution of recruitment funds;

218 3. To assist the Director in finding sources for increasing recruitment of gifted and talented
219 students.

220

221 E. The Tenure Committee

222

223 The Tenure Committee shall be composed and shall function according to the prescriptions of
224 Appendix D of the Faculty Manual.

Comment [TH14]: Global change

225
226 F. The Promotion Committee
227
228 The Promotion Committee shall be composed and shall function according to the prescriptions of
229 Appendix D of the Faculty Manual.

Comment [TH15]: Should these be defined as a standing committee? Put in separate committee list.

231 **Section IV. Faculty Personnel Actions**

232 A. Appointments
233 The Personnel Committee may designate an ad hoc search committee of permanently tenured faculty
234 or probationary term faculty for each open position. The search committee shall solicit and receive
235 applications, select candidates for interview, and nominate not more than three finalists per position to
236 the Personnel Committee. The results of this vote are advisory to the Personnel Committee.

237 B. Teaching Assignments and Reassigned Time
238
239 Faculty shall be notified of their teaching assignments for each semester in accord with the provisions
240 of *ECU Faculty Manual* Appendix C. II. Faculty receiving reassigned time shall document the results
241 on an annual basis.

Comment [TH16]: Does this comply with UNC policy? Add in accordance with established University policy and procedure.

242
243 C. Annual Faculty Evaluation
244
245 The specific weights given to teaching effectiveness, creative activity/research, and service for each
246 faculty member shall be not less than 45% teaching effectiveness, 15% creative activity/research
247 productivity, and 10% service. The allocation of the remaining 30% to these minima shall adhere to

248 the prescription of *ECU Faculty Manual* Appendix C. III: that the weight assigned to service shall not
249 be greater than that assigned to either teaching effectiveness or creative/research productivity. The
250 specific individual weights shall be developed by the Director in consultation with the faculty member
251 with due consideration given both to teaching load and other duties such as main stage direction,
252 technical direction, production design, etc. For new faculty, the weights shall be assigned within the
253 first semester of service.

254 These weights shall be used in the annual evaluation of faculty. Any subsequent change in the
255 allocation of the remaining 30% will be made by the Director in consultation with the faculty member.

256 If the faculty member disagrees with the allocation of the remaining 30%, he or she may appeal the
257 Director's action by following the procedures set forth in the *ECU Faculty Manual*, Appendix Y,
258 Grievance Procedures.

259

260 D. Criteria for Reappointment and Subsequent Appointment

261

262 1. Procedures described in the *ECU Faculty Manual*, Appendix D. IV. A.1 will be followed.

Comment [TH17]: Just refer to the Appendix, not the individual sections. Faculty manual Part 13?

263 2. The unit Tenure Committee shall review the Personnel Action Dossier of each probationary term
264 faculty member in accordance with the schedule set by the Senior Vice Chancellor for Academic
265 Affairs and the Dean of the College of Fine Arts and Communication at a meeting called for this

Comment [TH18]: Remove title

266 purpose. The Committee shall recommend reappointment only if the dossier indicates a reasonable
267 probability that the record will eventually sustain recommendation for tenure and promotion using the
268 criteria described in Section IV, Part G of the unit Code. The Director shall apply these same
269 standards in developing recommendations regarding appointments.

Comment [TH19]: Section H?

Comment [TH20]: Should this be reappointment?

270 3. Fixed term faculty may submit to the Personnel Committee any materials pertinent to a subsequent
271 appointment decision. The above procedure will be followed.

272

273 E. Criteria for Annual Evaluation

274
275 All full-time continuing faculty shall annually document their accomplishments in teaching
276 effectiveness, creative activity/research, and service for the academic year. These documents will be
277 considered by the Director in evaluating faculty performance for the academic year and will be the
278 basis of the Director's numerical evaluation of the faculty member. At the faculty member's request,
279 the Director shall provide an explanation of the numerical evaluation of the faculty member's
280 performance. This information is ancillary to the letter to the faculty member which is prescribed in
281 ECU Faculty Manual Appendix C. III. Criteria for annual evaluation shall be consistent with those
282 prescribed in V.H. 1, 2, and 3 of this document and with the ECU Faculty Manual Appendix C.IV.
283 and Appendix D.IV.

Comment [TH21]: Remove section numbers

284
285 F. Reappointment and Professional Advancement

286
287 1. The procedures for reappointment of non-tenured, probationary-term faculty are as follows,
288 which are in addition to those prescribed in *ECU Faculty Manual*, Appendix D. IV. A.1.

Comment [TH22]: Global remove

289
290 a. The unit Tenure Committee shall review the Personnel Action Dossier of each
291 probationary term faculty member in accordance with the schedule set by the Vice
292 Chancellor for Academic Affairs and the Dean of the College of Arts and Sciences at a
293 meeting called for this purpose. The Director may be invited to serve as a resource
294 person to this meeting but shall not participate in the deliberations nor be present at the
295 time of the vote. The Committee shall recommend reappointment only if the dossier
296 indicates a reasonable probability that the record will eventually sustain a
297 recommendation for tenure and promotion using the criteria described in Section IV, Part

Comment [TH23]: Remove title

Comment [TH24]: Remove this sentence. Only when it concerns a new appointment.

298 G of the unit Code. The Director shall apply these same standards in developing
299 recommendations regarding reappointment.

Comment [TH25]: Global replace with H

300
301 b. Fixed-term faculty may submit to the Personnel Committee any materials pertinent to
302 a subsequent appointment decision.

303
304 The Director shall apply these same standards in developing recommendations regarding
305 subsequent appointment.

Comment [TH26]: Number

306
307 2. The procedures for promotion of faculty are as follows, which are in addition to those
308 prescribed in *ECU Faculty Manual*, Appendix D. IV. A. 2. The appropriate Unit Promotion
309 Committee shall review the Personnel Action Dossier of any faculty member requesting
310 promotion at a meeting called for this purpose. The Director may be invited to serve as a
311 resource person to this meeting but shall not participate in the deliberations nor be present at
312 the time of the vote. The Committee shall use the promotion criteria described in Part G,
313 Section IV of the unit Code.

Comment [TH27]: Remove again

314
315 The Director shall apply these same standards in developing recommendations regarding
316 promotion.

317
318 G. Personnel and Evaluation Files

319
320 The handling of these documents is described in *ECU Faculty Manual* Appendix C. VI.

321
322 H. Tenure and Promotion

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Candidates for permanent tenure and promotion shall be evaluated by the following criteria, which are in addition to, but consistent with, those prescribed in *ECU Faculty Manual*, Appendix C. IV. and Appendix D.

1. TEACHING/ADVISING—Teaching/Advising (1) the articulation of the salient aspects of a discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting; (2) academic advising within the discipline and General College, where unit operating procedures provide such opportunity; and (3) other contributions towards the University’s fundamental mission of transmitting knowledge, including participation in curriculum development.

Comment [TH28]: No longer have a General College

Comment [TH29]: Strike.

Documentation of teaching and advising contributions requires the faculty member’s willingness to participate in unit-approved means of assessment. Expectations regarding these contributions increase as the faculty member’s career progresses.

a. Criteria for Permanent Tenure:

- i. High quality results from student and peer evaluations.
- ii. Other documentation of teaching effectiveness using instruments and procedures approved by the unit.
- iii. Lucid, carefully written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.
- iv. Active role in unit discussions regarding curriculum and program

Comment [TH30]: Distinguish between the two.

- 348 development.
- 349 v. Active role in the achievement of overall program goals of the unit.
- 350 Maintenance of a level of student performance consistent with unit
- 351 standards.
- 352 Active role in advising students regarding course and practicum
- 353 work, independent research, program choices, and career planning.
- 354 viii. Achievement and maintenance of an acceptable level of teaching
- 355 and advising effectiveness.
- 356
- 357 b. Criteria for promotion to Assistant Professor
- 358
- 359 An appropriate terminal degree; evidence of potential for continued professional
- 360 growth which shall be measured in part by teaching effectiveness and creative
- 361 activity/ research; and membership in professional organizations.
- 362
- 363 c. Criteria for promotion to Associate Professor:
- 364
- 365 The teaching and advising criteria for promotion to Associate Professor are the same
- 366 as those for permanent tenure.
- 367
- 368 d. Criteria for promotion to Professor:
- 369
- 370 The teaching criteria for promotion to Professor include those for promotion to
- 371 Associate Professor. Additional criteria include, but are not limited to, the following:
- 372 i. Leadership achievements in curriculum and program development.

Comment [TH31]: Formatting issue.

398 achievement must be of high quality and reveal consistent efforts. Only those
399 achievements shall count that have gained recognition among one's professional
400 peers. Evaluation of the quality and quantity of the candidate's corpus by specialists
401 at other institutions shall be used in the evaluation.

402 Research Faculty. The candidate's publications must reveal a significant and
403 developing research agenda in the area of specialization. The publications must be of
404 promise, high quality in content and style, and reveal consistent research efforts.
405 They should take the form of articles published in the discipline's refereed journals;
406 or the combination of refereed scholarly publications and publication of monographs
407 by reputable scholarly presses, university presses, scholarly societies, or other presses
408 held in high regard by the scholarly community. Textbooks shall count as research
409 only if they have a significant impact on one's peers within the discipline.

410 Secondary considerations for both creative and research faculty shall include, where
411 appropriate, such activities as securing grants from agencies in support of the
412 candidate's research program and publishing papers in conference proceedings.
413 Papers read at professional meetings, while often important, shall usually warrant less
414 consideration. Evaluation of the quantity and quality of the candidate's corpus by
415 peer specialists at other institutions shall be used in the evaluation.

416
417 b. Criteria for promotion to Associate Professor:

418
419 The research/creative activity criteria for promotion to Associate Professor are the
420 same as those for permanent tenure.

421 c. Criteria for promotion to Professor:

422

423 Creative Activity Faculty—The creative activity criteria for promotion to Professor
424 include those for permanent tenure. In addition:

425 The candidate must have earned national recognition primarily through achievement
426 in the discipline or the area of specialization. The candidate’s work must reveal high
427 achievement in professional arenas external to East Carolina University. In addition
428 to the prima facie evidence of the works themselves, evidence of recognition may
429 include favorable reviews published in national media or creditable awards bestowed
430 in honor of the candidate’s work. Evaluation of the quality and quantity of the
431 candidate’s corpus by specialists at other institutions shall be used in the evaluation.

432 Creative activity faculty candidates shall show evidence of a national reputation in
433 their field either through creative activity and/or teaching in order to be promoted to
434 Professor.

435 Research Faculty. The research/publications criteria for promotion to Professor
436 include those for permanent tenure: **See II. A., above.** In addition:

Comment [TH32]: Is this H 2, a.

437 The candidate must have earned national recognition in the discipline or
438 specialization, principally through a number of articles published in the discipline’s
439 refereed journals; or the combination of refereed scholarly publications and
440 publication of monographs by reputable scholarly presses, university presses,
441 scholarly societies, or other presses held in high regard by the scholarly community.

442 In addition to the prima facie evidence of the publications themselves, evidence of
443 such recognition may include references to the candidate’s work in the research
444 publications of peers, favorable reviews published in learned periodicals, or
445 creditable awards bestowed in honor of the candidate’s work. Evaluation of the
446 quality and quantity of the candidate’s corpus by specialists at other institutions shall
447 be used in the evaluation.

448 A research faculty candidate whose national recognition as an important scholar in
449 the discipline or specialization is not clearly established through publications shall
450 not be promoted to Professor.

451

452 3. PROFESSIONAL SERVICE

453

454 Service: Formal and informal assignments or activities on behalf of the department, College,
455 University, the community at large, and the profession. The highest level of professional
456 service is that which enhances the academic credibility of the University.

457

458 a. Criteria for Permanent Tenure:

459

460 Service in the professional field is an essential component of the candidate's
461 professional commitment. A reasonable record of departmental and university
462 service is expected of any faculty member under consideration for tenure; however, a
463 record of weak teaching or weak research/creative activity cannot be compensated for
464 by a strong service record.

465 It is expected that most of the faculty member's early service contributions will be
466 internal. During subsequent years, the faculty member should strive to make service
467 contributions to the college and University as a whole and eventually to the
468 community at large and to the profession. Examples of such contributions may
469 include, but would not be limited to, the following:

470 i. Unit: School committee participation as specified by unit codes,
471 administrative duties, and special assignments from the Director.

472 ii. College: Participation in college-level committees and assignments.

498 I. Leaves of Absence

499
500 Faculty members wishing to be granted leaves of absence with or without pay will submit a
501 written request to the Director of the Personnel Committee. The request will state the time-
502 period for which the leave of absence is requested, and will present the faculty member's
503 reasons for making the request. **The Personnel Committee will consider all such requests and**
504 will forward its recommendation to the Unit Administrator. The Director will pass the
505 recommendation, with either his/her concurrence or non-concurrence, to the next
506 administrative level.

Comment [TH33]: Does not apply to FMLA. Refer to part VI.

507 **Section V. Meetings**

508 Either the Director of the Unit or a majority of its faculty shall have authority to call meetings of the
509 Unit. There shall be a minimum of one general meeting of the faculty per semester. The faculty shall
510 receive an agenda at least one week prior to all Unit meetings.

511 The Director of the Unit (or the designated representative of the Director) shall preside over all meetings
512 of the Unit. In order for business to be conducted, a quorum must be present. A quorum shall consist of
513 a simple majority of the voting faculty members of the unit, including those on leave but in attendance at
514 the meeting. No votes shall be cast by proxy. Unit action shall be determined by those present and
515 voting. In the absence of specific rules adopted by the Unit, the proceedings shall be conducted
516 according to the most recent edition of Robert's Rules of Order. Minutes of Unit meetings shall be kept
517 by a person designated by the Director, and distributed to all members of the Unit.

518 The quorum for standing committees shall be a simple majority of elected members. In the absence of
519 the chair of a standing committee, the elected member senior in rank and service shall preside. **With the**
520 **exception of the Personnel Committee,** minutes of all standing committees shall be kept by a person
521 designated by the committee chair and can be made available to the faculty of the Unit.

Comment [TH34]: Remove first part of sentence.

523 **Section VI. Evaluation of Unit, Unit Administrators and University Administrators**

524

525 A. Procedure for Approval of Major Planning Documents, Assessment Documents and Other
526 Major Reports.

527

528 The Director shall enlist faculty participation and cooperation in preparation for major planning
529 documents, assessment documents and other major reports. The faculty will indicate in a timely
530 fashion and by vote, their approval or disapproval of such documents prior to submission in final form
531 to person(s) outside the unit. Such vote may be taken in a regular or specially called Faculty
532 Organization Meeting. A majority vote is required for approval.

533

534 B. Five-Year Unit Program Evaluation

Comment [TH35]: Seven-year academic program review.

535

536 The five-year program evaluation shall be conducted according to the procedure outlined in the
537 Faculty Manual, Appendix L.

538

539 C. Unit Administrator Evaluation

540

541 The evaluation of the School of ~~Communication-Theater~~ Director shall be conducted in accordance
542 with established University policies and as specified in ECU Faculty Manual Appendix L, F.

Comment [TH36]: Established university policy and procedures.

543

544 **Section VII. Unit's Annual Budget and Report**

545

546 The Director shall prepare the annual operational budget and annual report in consultation with
547 appropriate faculty and shall present both in a regular faculty meeting at the beginning of the academic
548 School year.

549
550 **Section VIII. Criteria for Salary Increases**

551
552 All faculty shall annually document their accomplishments in teaching/advising effectiveness, creative
553 activities/research and service for the academic year. This information will be considered by the
554 Director in making recommendations for merit salary allocation. Evaluation and determination of
555 annual salary increments will be done in accordance with the *Faculty Manual*, Appendix **C**.

Comment [TH37]: Subject to availability of funds?

556 **Section IX. Other Policies and Documents**

557 N/A

558
559 **Section X. Enabling**

560 This code goes into effect upon the approval by a majority of the voting faculty of the unit by secret
561 ballot and after approval by the Faculty Senate and the Chancellor.

562
563 **Section XI. Amendment**

564
565 A. Proposals recommending changes to this code are to be submitted to the Director of the Unit and must
566 be initiated by at least 20% of the Unit's voting faculty, as defined in the *ECU Faculty Manual*,
567 Appendix L. The proposal should include the signatures of the faculty making the request, the
568 location of the proposed amendment in the code, and the desired change or changes. The Director will
569 circulate the proposal to all faculty and, following a thirty-day review period, call for a meeting of the
570 faculty for consideration of the proposal. A two-thirds majority of the ballots cast by voting faculty

571 will be required to make an amendment to the code.

572 B. Proposals recommending code unit changes of the sort described in the *ECU Faculty Manual*,
573 Appendix L, Section D, 2, shall follow the procedures as outlined in Appendix L, Section D, 1&3 of
574 the same document.

575

576 C. The code and subsequent amendments shall be enabled upon approval by the voting faculty members
577 of the Unit, and after the approval by the Faculty Senate and the Chancellor.