

EAST CAROLINA UNIVERSITY
FACULTY MANUAL

PART IV

Academic Units, Codes, and Seven Year Unit
Program Evaluation

PART IV - ACADEMIC UNITS, CODES, AND SEVEN YEAR UNIT PROGRAM EVALUATION

SECTION II

Unit Codes

(Text moved from former Appendix L and former Part II)

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I. Definition of Unit Code

Each Code Unit shall develop a Unit Code of Operations that will provide for the conduct of the unit's affairs according to *Robert's Rules of Order, Newly Revised* and the requirements set out below in subsection IV. A new or revised Unit Code shall be approved by a majority of the "Code Unit Voting Faculty Members" of the unit, as defined herein (see subsection III. below). A copy of each Unit Code, after approval, is housed within the Faculty Senate Office, the Code Unit Office, and is available for review by faculty and administrators within the unit.

II. Approval Process for New and Revised Unit Codes

Each Code Unit will develop its own Unit Code of Operations, following the process described in this section of this document. Upon approval at the unit level, the unit administrator shall forward the new or revised Unit Code to the next higher administrator above the unit for advice. The Code Unit shall consider advice received and may amend its proposed code if this is the will of a majority of the Code Unit's voting Faculty. The Unit Code next is submitted to the Unit Code Screening Committee of the Faculty Senate for review. Upon being approved by the Unit Code Screening Committee, the Unit Code is submitted to the Faculty Senate for review and, if approved, to the Chancellor for final approval. If the Chancellor requires revisions, he or she shall so indicate in writing and shall return the Unit Code to the unit for the required revisions. After revision, the code shall be approved by a majority of the "Code Unit Voting Faculty Members" of the unit and upon approval shall be dealt with as described above, up to and including receiving the chancellor's approval or request for further revisions.

III. Faculty Who May Vote on a Unit's Code of Operations

Responsibility for voting on a Unit Code rests with the permanently tenured faculty. A permanently tenured, full-time faculty member who is and has been employed for at least twelve consecutive months in a greater than 50% assignment in a unit counts towards a quorum and may vote on the unit's new or revised unit code. This includes administrators who meet these conditions. A faculty

member on medical or other leave from a greater than 50% assignment in a unit may vote if the faculty member wishes to do so but does not count towards a quorum unless he or she is present at a vote. Faculty members with 50% or less assignment in a unit do not vote on the unit's code.

IV. Minimal Unit Code Requirements

To provide consistency, unit codes should be developed following an approved outline that includes at least:

1. a preamble
2. definitions of the unit's faculty, its criteria for serving as a voting faculty member of the unit, and, where appropriate, its approved criteria for appointment to the graduate faculty
3. criteria for emeritus status in the unit
4. the administrative organization of the unit
5. the membership, terms, and duties of standing committees
6. current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured, and tenure-track faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure (*ECU Faculty Manual*, Parts VIII and IX).
7. guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title
8. standards for post-tenure review
9. procedures for meetings within the unit
10. procedures for the unit's voting faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit's major planning documents, assessment documents, Guidelines for Unit Academic Program Review, and other major reports prior to their submission in final form to person(s) outside the unit
11. procedures for discussing with its unit administrator the unit's annual budget request and annual report
12. amendment procedures.

V. Use of "Guidelines" by a Code Unit

When a Code Unit maintains separate guidelines stating procedures to be followed with regard to faculty evaluation and/or matters not addressed in the unit's code, the Faculty Manual, or the ECU Policy Manual, the guidelines shall be approved by a majority of the Code Unit's voting faculty members (see "III" above). Amendments to Guidelines shall be approved by a majority of the Code Unit's voting faculty members (see "III" above). Guidelines shall be referenced in the Unit Code, shall be in compliance with all policies in the *ECU Faculty Manual* and the *ECU Policy Manual*, shall be housed in the Code Unit's administrative offices, in the office of the next-higher administrator and in the Faculty Senate office. At the time of the mandatory review of a unit's code, a unit's guidelines, if any, shall also be reviewed by the Unit Code Screening Committee for compliance with university policy.

VI. Five Year Review of a Unit Code

The Unit Code Screening Committee shall report to the Faculty Senate at its last regular meeting of the academic year on the status of each unit code reviewed during the academic year, noting whether each code meets the current Faculty Senate guidelines for codes and is in compliance with all university policies, rules and regulations.

VII. Faculty Senate Office Records

A copy of each approved Unit Code shall be maintained in the Faculty Senate office. Included with the approved code shall be a page containing the signatures of the chair of each reviewing body and the Chancellor or the Chancellor's delegate.

VIII. Unit Code Training

The Chair of the Faculty and the Chancellor, or the Chancellor's delegate, shall include an introduction to unit codes and guidelines in the annual new faculty and new administrator orientation sessions.

IX. Unit Code Availability

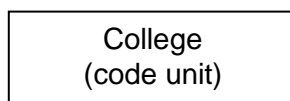
Every tenured, tenure-track and fixed-term faculty member in a Code Unit shall be provided with a copy of or link to the Unit Code and the unit Guidelines, if any, upon becoming a 51% FTE or greater member of the unit.

(FS Resolution #12-40, March 2012)

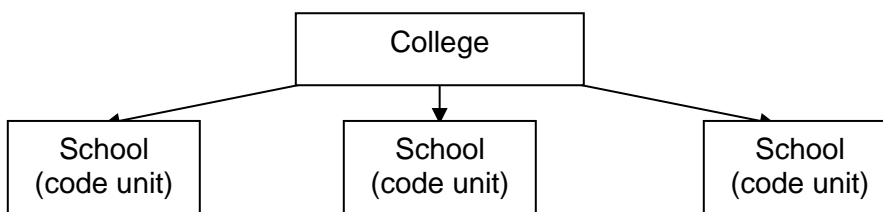
X. Acceptable Models for Code Units in Reorganization Plan

The following diagram illustrates acceptable models for the formation of self-governing units within colleges and schools.

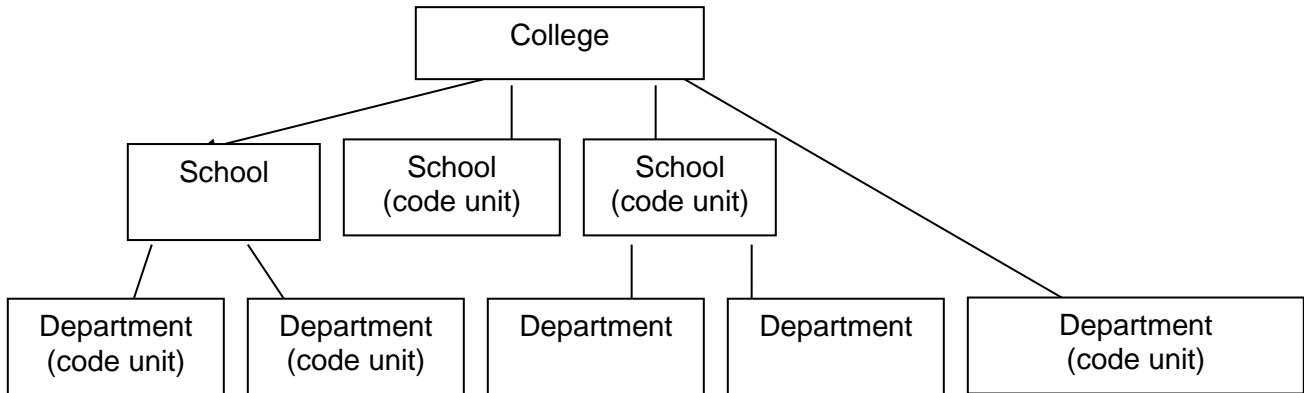
1. College Level (one code for all schools and departments within College).



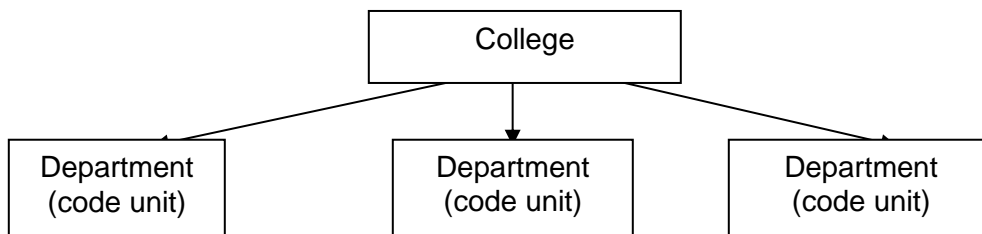
2. Separate Codes for all schools in a college.



3. Separate Codes for schools and departments within a college (Mixed Model).



4. All Departments in a College: Separate Codes.



5. Code Units not in Colleges.

