

Resolution #14-71

Approved by the Faculty Senate: September 16, 2014

Approved by the Chancellor: October 15, 2014

Revisions to the unit code format, as follows:

(Additions are noted in RED print and deletions in ~~RED strikethrough~~.)

UNIT CODE FOR **XXXXX**

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the **XXXXX**'s internal affairs and is consistent with the East Carolina University (ECU) [Policy Manual](#), the ECU [Faculty Manual](#), and all established university policies.

Section II FACULTY

- A. Definitions of the unit's faculty
- B. Criteria for serving as a voting faculty member of the unit (Refer to ECU *Faculty Manual*, [Part IV, Section II.C](#) and [Part IX, Section I.IV](#).)
- C. Where appropriate, approved criteria for appointment to the graduate faculty (Refer to ECU *Faculty Manual*, [Part II, Section IV](#).)~~Part II.~~)
- D. Criteria for emeritus status in the unit (Refer to ECU *Faculty Manual*, [Part VIII, Section I, subsection I.D.4](#).)

Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

Section IV ~~STANDING~~ COMMITTEES OF THE UNIT

- A. ~~Membership~~ [Standing Committees, including membership](#), terms, and duties of **standing** committees
- A.B. [Personnel Committees, Tenure Committees, Promotion Committees](#) (Refer to ECU *Faculty Manual*, [Part IX, Section I, subsection IV.A](#).)

Section V EVALUATION OF FACULTY

NOTE: If the unit has guidelines, they must follow ECU *Faculty Manual*, [Part IV, Section II.E](#).)

- A. 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 (Refer to ECU *Faculty Manual*, [Part VIII, Section I, subsection III](#); [Part IX, Section I, subsection IV](#); [Part X, Section I](#); and [Part XI, Section I.F](#).)
- B. 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
- C. Standards for post-tenure review (Refer to ECU *Faculty Manual*, [Part IX, Section II.B](#).)

Section VI PROCEDURES FOR MEETINGS WITHIN THE UNIT

Include requirements and procedures for calling meetings, and by whom, agenda requirements and reference to conduct by *Robert's Rules of Order, Newly Revised*.

Section VII VOTING BY FACULTY MEMBERS

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, (Refer to ECU Faculty Manual, Part IV), and other major reports prior to their submission in final form to person(s) outside the unit

Section VIII BUDGET

Procedures for discussing with its unit administrator the unit's

- A. Annual budget request
- B. Annual report

Section IX AMENDMENT PROCEDURES

Include procedures for amending code, how much prior notice is required, and what kind of vote is required (majority, 3/5, etc.). Refer to *Robert's Rules of Order, Newly Revised* "Bylaws," #55, Article IX, and to ECU Faculty Manual, Part IV. "This Code MUST be approved by a majority of the permanently tenured faculty members of the unit."