

Pending final approval

**UNIT CODE FOR THE DEPARTMENT OF CHEMISTRY
THOMAS HARRIOT COLLEGE OF ARTS AND SCIENCES
EAST CAROLINA UNIVERSITY**

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Chemistry Department'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

1. Faculty

The Faculty of the Department of Chemistry consists of all members whose departmental duties include instructional and research activities as practiced in the unit, in addition to those individuals appointed to the department who serve as Department Chair, University officers and administrators or who are on leave of absence.

2. Voting Faculty (see *Faculty Manual*, [Part IX](#))

Voting Faculty are those faculty (i.e., fixed-term, probationary-term, and permanently tenured) who have been employed for at least twelve consecutive months in a greater than 50% assignment in the unit. This definition excludes the unit administrator or an individual with 50% or greater of his/her load assigned to administrative duties, but includes individuals who normally meet the above conditions and are on non-medical leave of absence from all university duties but are in attendance at the meeting where a vote is held. Fixed-Term Faculty who have been employed during any previous academic year in a greater than 50% assignment in the unit qualify as Voting Faculty.

B. Voting Privileges (Refer to ECU *Faculty Manual*, [Part IV](#) and [Part IX](#))

1. Unit Code of Operations

In accordance with the *Faculty Manual*, [Part IV](#), only permanently tenured members of the Voting Faculty are eligible to vote on the Unit Code.

2. Personnel Decisions

Only members of the Personnel Action Committees (defined below in Section IV.B) are eligible to vote.

3. Tenure Decisions

Only Tenure Committee members are eligible to vote.

4. Promotion

Only members of the Faculty who hold the rank at least equal to the rank for which the candidate is being considered are eligible to vote. If the unit lacks the minimum number (three) to constitute a committee, it shall request representation of faculty with the appropriate rank from other units to serve on the Promotion Committee, as outlined in the *Faculty Manual*, [Part IX](#).

5. Undergraduate Program Issues

All Voting Faculty are eligible to vote.

6. Graduate Program Issues
Only the Graduate Faculty may vote on graduate program matters.
7. General Matters
For all issues not addressed above, Voting Faculty may vote.

C. Graduate Faculty (Refer to ECU Faculty Manual, [Part II](#))

Appointment to the Graduate Faculty follows the general guidelines defined in [Part II](#) of the *Faculty Manual* utilizing the criteria and procedure found in the *Criteria for Graduate Faculty Status, Department of Chemistry* document attached to this Code. The criteria and procedure may be amended by a 2/3 majority vote of the Graduate Faculty and approval of the Graduate School.

D. Emeritus Status (Refer to the ECU Faculty Manual, [Part VIII](#))

Emeritus status may be considered for retired, permanently disabled, or deceased faculty members. Conferral of emeritus status shall be recommended by the Tenured Faculty to the Personnel Committee, and be reserved for a distinguished class of faculty members who have excelled in their contributions to the Department and/or University Mission. Characteristics of such distinguished careers include extensive and exemplary service, sustained innovation and excellence in the classroom, and externally supported original research and scholarship.

Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

A. Department Chair (Unit Administrator)

1. Selection and evaluation of the Department Chair will conform with the *Faculty Manual*, [Part II](#).
2. Responsibilities of the Department Chair, outlined below, will reflect the primary leadership role with which the individual is tasked.
 - a. Representing the department in its relations with the University administration, Harriot College of Arts and Sciences, other units of the University, and the community.
 - b. Serving as the chief administrative officer of the department and being responsible to the University administration for the total operation of the department.
 - c. Mentoring and supporting faculty in their scholarship, career progression, and pursuit of funding.
 - d. Mentoring and supporting faculty in their teaching and career progression.
 - e. Coordinating long-range strategic planning for the department with advice and feedback from the Executive Committee.
 - f. Coordinating departmental and institutional assessment efforts and reporting.
 - g. Managing the departmental office and supervising the staff.
 - h. Scheduling and presiding over the faculty meetings and coordinating the distribution of agendas and minutes of these meetings.
 - i. Serving as an ex-officio member of the Executive Committee.
 - j. Ensuring that all personnel matters (e.g., evaluations, merit salary increases, appointments, reappointments, permanent tenure decisions, promotions, progress toward tenure letters, teaching assignments and released time) conform with the *Faculty Manual* and the Unit Code.
 - k. Conducting negotiations for the hiring of new faculty members following a recommendation from the Personnel Committee.

- l. Developing class schedules in consultation with the Directors of Undergraduate and Graduate Studies and assigning teaching duties to individual faculty members and teaching assistants.
- m. Assigning the relative weights for teaching, research/creative activities, and service for each faculty member in consultation with that individual.
- n. Conducting annual evaluations of the Chemistry Faculty.
- o. Preparing the departmental Annual Report and presenting it to the Faculty at a scheduled faculty meeting or through electronic media.
- p. Recommending salary increments to the Dean of the Thomas Harriot College of Arts and Sciences according to criteria set forth by the University and the department.
- q. Hiring, supervising, and evaluating the supporting personnel, such as administrative assistants, the stockroom manager, the laboratory manager, and student workers.
- r. Completing Performance Review (Post Tenure Review) of permanently tenured faculty members in cooperation with the Performance Review (Post-Tenure Review) Committee.
- s. Appointing, if he/she desires, an Associate Chair.
- t. Appointing officials and appointed committee members as he/she deems necessary.
- u. Overseeing expenditure of the department's operating budget, and discussing the department's annual budget request at a scheduled faculty meeting or through electronic media.
- v. Ensuring that Unit Code procedures are followed.

B. Associate Chair

If the Department Chair desires, an Associate Chair may be appointed to assist with any duties of the department except personnel matters and will be delegated authority for other responsibilities of the Chair in his/her absence. The Associate Chair will be nominated by the Chair and may be approved by a majority of the Voting Faculty at a faculty meeting and will serve at the discretion of the Chair. The Associate Chair will be evaluated annually by the Department Chair, and a summary of the evaluation will appear in the faculty member's annual evaluation as service and/or other duties, but the total of the effort cannot exceed 49% of their overall effort.

C. Director of Undergraduate Studies

1. The Director of Undergraduate Studies will be nominated by the Department Chair from among the Permanently Tenured or Probationary (Tenure-Track) Faculty of the department and approved by a majority vote of the Voting Faculty. While the Director serves at the discretion of the Chair, the nomination and approval vote should occur on a two-year cycle. There is no limit to the number of successive terms the individual may serve. The Director of Undergraduate Studies will be evaluated annually by the Chair and a summary of the evaluation will be included in the faculty member's annual evaluation.
2. Responsibilities of the Director of Undergraduate Studies, outlined below, will chiefly involve those tasks involving the recruitment and advising of departmental majors, as well as the oversight and support assessment of the undergraduate chemistry curriculum. However, it would not be unusual for the Director to delegate some of these responsibilities to other departmental

- advisors or members of the Undergraduate Program Committee.
- a. Overseeing the undergraduate advising mission of the department.
 - b. Advising the Department Chair in planning and scheduling undergraduate course offerings.
 - c. Coordinating and supervising the efforts of departmental advisors.
 - d. Verifying and maintaining undergraduate student records.
 - e. Maintaining and updating undergraduate brochures, recruitment literature, and associated web content.
 - f. Preparing and disseminating information describing the undergraduate major and minor programs.
 - g. Responding to inquiries concerning the undergraduate curricula in chemistry.
 - h. Serving as an ex-officio member of the Undergraduate Program Committee of the department.
 - i. Providing input to the Chair regarding the evaluation of pertinent main office staff, including, but not limited to, the Student Services Specialist.
 - j. Preparing appropriate sections of key reports, including all assessment and accrediting body reports and seven year program review documents.
 - k. Supporting the assessment coordinator for the undergraduate programs.
 - l. Coordinating with the chair of the Undergraduate Program Committee to represent the department at recruitment activities, including university sponsored open houses.

D. Director of Graduate Studies

1. The Director of Graduate Studies will be nominated by the Department Chair from among the Graduate Faculty of the department and may be approved by a majority vote of the Graduate Faculty. While the Director serves at the discretion of the Chair, the nomination and approval vote should occur on a two-year cycle. There is no limit to the number of successive terms the individual may serve. The Director of Graduate Studies will be evaluated annually by the Department Chair and a summary of the evaluation will appear in the faculty member's annual evaluation.
2. Responsibilities of the Director of Graduate Studies, outlined below, shall chiefly concern the recruitment of students and the needs of students enrolled in the program. However, it would not be unusual for the Director to delegate some of these responsibilities to other members of the Graduate Program Committee.
 - a. Advising, together with the research mentor, graduate students on course and degree requirements.
 - b. Advising the Department Chair in planning and scheduling graduate course offerings.
 - c. Responding to inquiries from prospective graduate students.
 - d. Coordinating the budget, payroll, and assignments for graduate students.
 - e. Supervising and evaluating the overall performance of teaching assistants.
 - f. Verifying that proper graduation paperwork is completed and graduation requirements are met.
 - g. Coordinating procedures for selection of research advisors by students.
 - h. Serving as an ex-officio member of the Graduate Program Committee of the department.
 - i. Coordinating the recruitment of graduate students.
 - j. Coordinating the preparation and distribution of recruiting materials.

- k. Coordinating the departmental processing of applications from prospective graduate students.
- l. Coordinating the administration of placement examinations and reviewing results with students
- m. Preparing appropriate sections of key reports, including all assessment and accrediting body reports and seven year program review documents.
- n. Serving as assessment coordinator for the graduate programs.

E. Faculty Senate Representative (Refer to the ECU *Faculty Manual*, [Part II](#))

The Faculty Senator and Alternate will be elected by a majority vote of the Voting Faculty at the February departmental faculty meeting. All Full-Time Faculty members of the unit who are in at least their second year of appointment in the unit are eligible for election to the Faculty Senate.

F. Appointed Officials

All appointed officials will be appointed annually (except as specified below) by the Department Chair, with advice from the Executive Committee. Those faculty eligible to serve as appointed officials in the department must meet the departmental criteria set forth for Voting Faculty in Section II.A of this document unless otherwise stated in this document. There is no limit to the number of successive terms an individual may serve. A performance review of appointed officials will be conducted annually by the Chair as appropriate, and a summary of the evaluation will appear in the individual's annual evaluation.

1. **Safety Officer**
Any faculty member from the unit is eligible to serve and will serve for a two-year term. The Safety Officer will coordinate with departmental staff to ensure that a responsible individual is available to address safety matters on a twelve-month basis.
2. **Library Representative**
Any faculty member from the unit is eligible to serve, and the duration of the appointment will be at the discretion of the Chair. The Library Representative will serve as the liaison between the University Librarians and the Faculty and communicate relevant information, concerns, and policy to the Faculty.
3. **Laboratory Coordinators**
Any faculty member from the unit is eligible to serve, and the duration of the appointment will be at the discretion of the Chair. Laboratory Coordinators will assist the Chair and Director of Graduate Studies in developing class schedules, oversee the training of teaching assistants, write performance evaluations of teaching assistants, work with the Graduate and Undergraduate Program Committees on laboratory curriculum development, and work with the Chair to equip laboratories.
4. **Seminar Coordinator**
Any faculty member from the unit is eligible to serve, and the duration of the appointment will be at the discretion of the Chair. The Seminar Coordinator will solicit speakers and coordinate visits for the departmental seminar program.
5. **ACS Student Affiliate (Chemistry Club) Advisor(s)**
Any faculty member from the unit is eligible to serve, and the duration of the appointment will be at the discretion of the Chair. The ACS Student Affiliate (Chemistry Club) Advisor(s) will oversee and coordinate activities of the ACS student affiliates and chemistry club members.
6. **Assessment Coordinator**

Any faculty member from the unit is eligible to serve, and the duration of the appointment will be at the discretion of the Chair. The Assessment Coordinator will lead the unit's assessment efforts and will work with the Chair and the Directors of Undergraduate and Graduate Studies.

Other officials may be appointed by the Department Chair as necessary.

Section IV COMMITTEES OF THE UNIT

Membership, terms, and duties of standing committees (Refer to ECU *Faculty Manual*, [Part IX](#), for personnel committee matters)

A. Standing Committees

1. Elected Committees

Actions. All actions of the elected committees are subject to the approval of the Faculty at the next scheduled faculty meeting.

Elections. Elections for the membership on elected committees and for the committee chairs will be conducted annually during a departmental faculty meeting scheduled in April. The two-year terms of committee members will be staggered. Elections will be conducted to fill those committee vacancies resulting from expired terms and resignations. Terms will commence on the first day of the new academic year.

A slate of nominees shall be prepared by the Executive Committee after conducting a survey in which faculty members express their interest in serving on specific committees. The Executive Committee will distribute the slate of nominees for elected committees at least one week prior to the faculty meeting at which the elections are to be held. Nominations may be made from the floor by any faculty member. The slate of nominees will be prepared with a view toward maximizing efficiency and engaging the interests and strengths of individuals to the service responsibilities within the department.

Election of the faculty committee members will be conducted in the following manner. Each faculty member will vote by secret ballot for the number of candidates required to complete the committee. Candidates must receive a majority vote of those faculty (present and voting) to be elected. If more candidates than are necessary to fill the available positions receive a majority vote, then the candidates receiving the greatest number of votes will be considered elected. If fewer than the required number of candidates receive a majority vote, then those receiving a majority will be considered elected, and sequential elections will be held to fill the remaining positions. In the sequential elections, faculty members will vote for only the number of candidates needed to complete the committee.

Any election result may be recalled at any time by two-thirds vote of the Voting Faculty during a recall hearing. A recall hearing may be held two weeks after being requested by petition of the majority of the Voting Faculty. All votes concerning elections and recall will be by secret ballot.

Eligibility to Serve. Those faculty eligible to serve on elected standing committees in the department must meet the departmental criteria set forth for Voting Faculty unless otherwise stated in this document. There is no limit to the number of successive terms a member may serve.

a. Executive Committee

- i. The Executive Committee will consist of the Department Chair, ex-officio, and four elected representatives of the Faculty, of which a maximum of one may be Fixed-Term Faculty. The four elected members of the Executive Committee will serve staggered, two-year terms. They shall be Full-Time Faculty who are in at least their twelfth month of employment with the University. There is no limit to the number of successive terms an individual may serve.
- ii. The Chair of the Executive Committee will be elected annually from the entire membership of the committee by the Voting Faculty. This individual will conduct faculty meetings in the absence of the Department Chair and serve generally in the absence of the Department Chair, unless an Associate Chair has been appointed.
- iii. The Executive Committee will meet on a monthly basis during the academic year, typically within the week before the regularly scheduled faculty meetings and also when deemed necessary by the Chair of the Executive Committee or the Department Chair.
- iv. As specified in the most recent edition of *Robert's Rules of Order, Newly Revised*, no action of the Executive Committee can conflict with actions of the Faculty, and the Faculty can inform and countermand actions of the committee.
- v. Responsibilities of the Executive Committee:
 - (a). Coordinating long-range strategic planning for the department with input from the Department Chair, Undergraduate Program Committee and Graduate Program Committee.
 - (b). Recommending policy concerning the allocation of reassigned time for research and administration.
 - (c). Recommending policy concerning the effective engagement of Faculty in service.
 - (d). Advising the Department Chair on the development and expenditure of the supply, equipment, travel and student wages budgets.
 - (e). Advising the Department Chair on the assignment and allocation of office and research space to faculty members.
 - (f). Advising the Department Chair and the Faculty on the number and nature of faculty positions needed to carry out the functions of the department.
 - (g). Reporting all formal actions of the Executive Committee to the Faculty in minutes of the meetings by the Chair of the committee or his/her designee at or before the next scheduled faculty meeting.

b. Graduate Program Committee

- i. The committee shall consist of five members, including the Director of Graduate Studies, ex-officio, and four members elected from and by the Graduate Faculty of the department. The four elected members of the Graduate Program Committee will serve staggered, two-year terms. There is no limit to the number of successive terms a member may serve.

- ii. The Chair of the Graduate Program Committee will be elected annually from the committee membership by the Graduate Faculty (full and associate members) and shall preside over committee meetings. The Chair of the Graduate Program Committee will serve as the department's representative to the Graduate Directors' Council. The Director of Graduate Studies is eligible to serve as the Chair of the Graduate Program Committee. There is no limit to the number of successive terms an individual may serve.
- iii. Responsibilities of the Graduate Program Committee shall chiefly involve the maintenance and improvement of the graduate programs and will include:
 - (a). Strategic planning and development of policy.
 - (b). Coordinating evaluation and modification of the graduate curriculum.
 - (c). Evaluating applications to the graduate programs in the department and making recommendations about admission.
 - (d). Ensuring that appointments to the Graduate Faculty, Associate Graduate Faculty, and Teaching Graduate Faculty are conducted according to the policies outlined in the *Faculty Manual*, [Part II](#) and the Unit Code.
 - (e). Assisting in the preparation of all required assessment and seven year program review documents.
 - (f). Assisting in coordinating graduate recruiting efforts, faculty visits, web-based advertising, and the departmental website.
 - (g). Reviewing the nominees and selecting the recipients of graduate student awards and fellowships.
 - (h). Conveying relevant university and federal policy to the graduate population.
- c. Undergraduate Program Committee
 - i. The committee shall consist of five members, including the Director of Undergraduate Studies, ex-officio, and four elected representatives of the Faculty, of which a maximum of two may be from the Fixed-Term Faculty. The four elected members of the Undergraduate Program Committee will serve staggered, two-year terms. There is no limit to the number of successive terms an individual may serve. The departmental representative and alternate to the College of Arts and Sciences Curriculum Committee will be elected annually from the committee membership by the Voting Faculty.
 - ii. The Chair of the Undergraduate Program Committee will be elected annually from the committee membership by the Voting Faculty. The Director of Undergraduate Studies is eligible to serve as the Chair of the Undergraduate Program Committee. There is no limit to the number of successive terms an individual may serve.
 - iii. Responsibilities of the Undergraduate Program Committee:
 - (a). Developing, reviewing, and recommending new courses in consultation with faculty members from the various areas of chemistry in order to upgrade and modernize the curriculum.
 - (b). Periodically reviewing and evaluating the undergraduate curricula informally to determine if they meet the objectives of the degree programs and mission of the department.
 - (c). Keeping abreast of and advocating new instructional techniques

- that may be used when feasible in the chemistry curriculum.
- (d). Ensuring that the department meets guidelines published by the American Chemical Society-Committee on Professional Training for approved degree programs and certification of undergraduates.
 - (e). Coordinating the recruitment of outstanding undergraduates into the program and the development and implementation of recruitment policies and procedures.
 - (f). Reviewing the nominees and selecting the recipients of undergraduate student awards and scholarships.
 - (g). Developing the policies and procedures for selecting the recipients of undergraduate student awards.
 - (h). Assisting in the preparation of required assessment reports and seven year program review documents.
 - (i). Coordinating the lower division courses and meeting periodically with the faculty teaching those courses.
 - (j). Coordinating and staffing university recruitment activities.
 - (k). Conveying relevant university policy and programs to the undergraduate population.

2. Appointed Committees

The membership of these committees will be appointed by the Department Chair in consultation with the Executive Committee. Appointments should be made with a view toward ensuring an equitable distribution of service workload among faculty within the department. Appointments shall be made for two-year terms unless otherwise specified or if the appointment is made to fill out the remaining term of a committee member. Those faculty eligible to serve on appointed committees in the department must meet the departmental criteria set forth for Voting Faculty in Section II.A of this document unless otherwise stated in this document. There is no limit to the number of successive terms a member may serve. These committees include the following:

- a. Code Committee
 - i. The Code Committee shall consist of no more than three Voting Faculty. The Chair of the Code Committee shall be appointed by the Department Chair and must be permanently tenured.
 - ii. The committee shall be responsible for the five year review of the Unit Code and the submission of recommended revisions for consideration by the Permanently Tenured Faculty.
- b. Other committees deemed necessary by the Executive Committee or Department Chair.

B. Personnel Action Committees

These committees will work closely with the Department Chair to ensure a cohesive, formative, and precise set of criteria to be used in faculty evaluations and career progression. The Department Chair and Executive Committee advise the Personnel Committee in the formation of search committees and the hiring of the faculty needed to strengthen and improve the department.

1. Personnel Committee

- a. The committee shall consist of five permanently tenured faculty members of the department, excluding the Department Chair, and will serve staggered, two-year terms. Two permanently tenured faculty members will be elected to serve as alternates. The alternates do not vote or count for the purposes

of determining a quorum unless serving in the place of a regular member of the committee. Personnel Committee members are elected by the tenured members of the faculty during the April faculty meeting of each academic year. There is no limit to the number of successive terms a member may serve. The committee will function as prescribed in [Part IX](#) of the *Faculty Manual*.

- b. The Chair of the Personnel Committee will be elected annually by and from the voting committee membership during the April faculty meeting of each academic year. He/she will be responsible for discharging those duties specified in the *Faculty Manual*.
 - c. The committee will discharge those duties and responsibilities stipulated in the *Faculty Manual*.
 - d. The Personnel Committee selects members of faculty Search Committees. Members of Search Committees need not be members of the Personnel Committee but shall not include the Chair of the department. Faculty Search Committees are charged by and report to the Personnel Committee.
2. Tenure Committee
 - a. Membership shall conform to [Part IX](#) of the *Faculty Manual* and shall consist of all permanently tenured voting faculty members of the department, excluding the Department Chair, including those who are on leave but in attendance at the meeting at the time of a committee vote.
 - b. The Chair of the Personnel Committee will serve as the Chair of the Tenure Committee as stipulated in the *Faculty Manual*.
 - c. The committee will discharge those duties and responsibilities stipulated in the *Faculty Manual*. These include making recommendations regarding initial appointments with tenure, reappointment of probationary-term faculty members, and the granting of permanent tenure.
 3. Promotion Committee
 - a. Membership of the Promotion Committee shall conform to [Part IX](#) of the *Faculty Manual*.
 - b. The Chair of the Personnel Committee will serve as the Chair of the Promotion Committee. As stipulated in the *Faculty Manual*, if the Chair of the Personnel Committee holds a professorial rank lower than that to which a faculty member requests promotion, the Personnel Committee Chair shall facilitate the election of the chair of the Promotion Committee.
 - c. The committee will discharge those duties and responsibilities stipulated in the *Faculty Manual*.
 4. Performance Review (Post-Tenure Review) Committee
 - a. The Performance Review (Post-Tenure Review) Committee will be elected by the Tenure Committee each review year from the Permanently Tenured Full-Time Faculty not holding administrative status. Three committee members and one alternate will be elected by secret ballot. The committee chair will be elected from the committee membership by the Tenure Committee.
 - b. The committee shall function according to [Part IX](#) of the *Faculty Manual* and guidelines adopted by the Permanently Tenured Faculty of the department attached to this Code.

Section V EVALUATION OF FACULTY

These criteria follow from the ECU *Faculty Manual*, [Part VIII](#) and [Part IX](#).

The following series of statements make up a set of standards and criteria, not in any order of priority, in the areas of teaching, research/creative activity, and service by which the Department of Chemistry evaluates its faculty for reappointment, promotion, and tenure, conducts annual reviews, and determines salary increment and merit salary increase recommendations.

No faculty member is expected to excel in each and every standard and criterion set forth in this document. Consistent with the UNC Policy Manual 400.3.1.1G, "each institution should view teaching as a core requirement. The board states in its long-range plan that teaching or instruction is the primary responsibility of each of the UNC institutions. Thus while neither teaching nor service nor research is the sole measure of a faculty member's competence and contribution at any UNC institution, teaching should be the first consideration at all of the UNC institutions." However, it is expected that, in the overwhelming majority of cases, fixed-term, probationary-term, and permanently tenured faculty members should meet departmental expectations in all areas covered with demonstrated excellence in one or more. Effective teaching is an essential aspect of any faculty member's performance. It would not be common for advancement to occur solely on the basis of excellence in one area without evidence of competence in the other(s). The total performance of the individual and the qualitative impact he or she has on the department and the University is significant; it is more than a mere summation of the individual factors listed herein.

The relative weightings of teaching, research/creative activity, and service will be determined by the Department Chair in consultation with the faculty member at the time of employment and late in the spring semester of each academic year for the following year. Weightings used for faculty evaluations must realistically reflect the faculty member's projected assignments for the academic year. At the request of a faculty member, the weightings may be renegotiated near the end of the academic year if substantial changes in the assignments have occurred during that time interval.

In all of the listed standards and criteria, the degree of excellence expected will be dependent on the rank of the candidate, with higher expectations accompanying higher rank.

- A. Guidelines, criteria, and weights governing the evaluation of **tenured and probationary (tenure-track) faculty members** annually and 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](#), [Part IX](#), [Part X](#), [Part XI](#))
 1. Weighting of Activities
Permanently Tenured and Probationary (Tenure-Track) Faculty are expected to make contributions in the areas of teaching, research/creative activity, and service. Specific weightings shall not be less than 20% teaching effectiveness, 20% research productivity, and 10% service. Allocation of the remaining 50% to these established minima must be at the discretion of the faculty member, in consultation with the Department Chair. Only under unusual circumstances

would these minima fail to apply. Service cannot be weighted more heavily than either teaching effectiveness or research/creative activity.

a. Teaching

Consistent with the ECU *Faculty Manual* [Part IX](#) and *UNC Policy Manual* section 400, the Department of Chemistry recognizes teaching to be of primary importance to the University. Factors involved in the evaluation process may include, but not be limited to, the following:

- i. Overall quality of instruction as evidenced by student opinion surveys used in a manner consistent with University policy.
- ii. Peer evaluations of instruction involving direct classroom observation of teaching according to formal procedures recommended by the Personnel Committee and approved by the Department of Chemistry, using the *Peer Teaching Evaluation Form for Non-Tenured, Tenured, and Fixed-Term Faculty* document attached to this Code. Online courses will follow University protocol for peer evaluation of instruction.
- iii. Teaching portfolios reflecting good course management and providing evidence of appropriate course outlines, tentative schedules or syllabi, course objectives, major topics, number and weighting of exams and quizzes, titles of textbooks, grading policies and/or assigned projects, but not excluding other related items.
- iv. Evidence of innovation in the classroom.
- v. Contributions to curriculum development and the development of new courses when necessary.
- vi. Involvement with and the performance of undergraduate and graduate students in the research/creative activities of the faculty member as evidenced by student reports.
- vii. Encouragement of research activity and professional development of students through individual student mentoring.
- viii. Utilization of faculty development grants or teaching grants for the purpose of increasing teaching effectiveness through instructional innovation and for the purpose of attending faculty development seminars and workshops.

b. Research and Creative Activity

The Department of Chemistry recognizes research/creative activity to be an important component of professional development for all probationary (tenure-track) and permanently tenured faculty members. Factors involved in the evaluation process may include, but not be limited to, the following:

- i. Evidence of research or creative activity in some area of chemistry or chemical education.
- ii. Mentoring undergraduate and graduate students and postdoctoral fellows as evidenced by co-authorship of scholarly articles.
- iii. Evidence of creativity and scholarly production. The faculty member should disseminate the knowledge gained from research or creative activity by publishing in respected and high quality peer-reviewed journals. This criterion is of paramount importance since whenever a faculty member engages in high quality research and communicates the results to other professionals, the reputation of the department and the University is enhanced.
- iv. A demonstrated ability to support a high quality research or creative activity program by seeking and generating appropriate funding through external grants or contracts from government, industrial, or

- private sources.
 - v. Presentation of papers at international, national, regional, and local meetings.
 - vi. Presentation of invited seminars and talks at symposia.
 - vii. Evidence of continued professional growth resulting from continual involvement in scholarly and professional activities which may include developing and mastering a new area of specialization.
- c. Service
- The department regards service as an integral and an essential aspect of any probationary-term and permanently tenured faculty member's performance. Fixed-Term Faculty are encouraged to participate in service activities in line with their contractual obligations. Other faculty will be expected to participate in service at a level appropriate to their rank, where higher service loads will be expected from higher ranking faculty. In the University, local, state, and national communities, as well as in the profession, the evaluation process may include, but not be limited to, the following:
- i. Evidence of contribution to departmental, College, and University committees.
 - ii. Evidence of community service, government service, industrial service, and other extramural professional contributions. It is implicit in this criterion that the services rendered by the faculty member be of an academic or professional nature.
 - iii. Evidence of leadership activities in professional organizations, such as organizing sessions at professional meetings, serving on committees of the organizations, and serving as an officer of the organizations.
 - iv. Evidence of professional service in such capacities as a reviewer/referee of research proposals for agencies and scholarly articles for journals and service as an editor of or on an editorial board of scientific journals.

2. Criteria for Permanent Tenure and Promotion

a. Teaching/Advising

Faculty will be evaluated on their ability to effectively articulate the salient aspects of the discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting, provide academic advising within the discipline, upon request by the Department Chair or Director of Undergraduate Studies, and contribute towards the University's fundamental mission of transmitting knowledge, including participation in curriculum development. 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.

Criteria for Permanent Tenure:

- i. Overall quality of instruction as evidenced by student opinion surveys used in a manner consistent with University policy.
- ii. Peer evaluations of instructions involving direct classroom observation of teaching according to formal procedures recommended by the Personnel Committee and approved by the Department of Chemistry using the *Peer Teaching Evaluation Form for Non-Tenured, Tenured,*

- and Fixed-Term Faculty* document attached to this Code.
- 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 development.
 - v. Active role in the achievement of overall program goals of the unit, as specified in the departmental strategic plan.
 - vi. Maintenance of a level of student performance consistent with unit standards, as evaluated via grade distributions, D/Failure/Withdrawal rates, and appropriate results from departmental student assessment of learning efforts.
 - vii. Active role in advising students regarding course and laboratory work, independent research program choices, and career planning.

Criteria for Promotion to Associate Professor:

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure: See 2.a., above.

Criteria for Promotion to Professor:

The teaching criteria for promotion to Professor include those for promotion to Associate Professor: See 2.a., above. Additional criteria include, but are not limited to, the following:

- i. Taking a leadership role in curriculum and/or program development.
 - ii. Leadership achievements in the enhancement of teaching effectiveness, including introducing innovative teaching methods, assessments, mentoring of colleagues and continuing education.
 - iii. Leadership achievements in the enhancement of advising effectiveness.
 - iv. Advisory and/or mentoring role with Probationary-Term Faculty regarding teaching and advising effectiveness.
- b. Research/Creative Activity Productivity
- Probationary (Tenure-Track) and Tenured Faculty will be evaluated on their success in conducting in-depth inquiry, examination, or experimentation aimed at the discovery and interpretation of knowledge, revision of accepted theories or laws in the light of new knowledge, or practical application of such new or revised theories or laws, the dissemination of such discovery, interpretation, or revision through refereed high quality scholarly publications, or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses. The candidate must demonstrate consistent achievements of high quality in research/creative productivity with the goal of building a sustained, independent, creative, coherent, and externally funded research program of national and international prominence before permanent tenure and promotions can be awarded.

Criteria for Permanent Tenure:

- i. The candidate's publications must reveal an independent, significant and developing research agenda in the area of specialization. The publications must be of promise, high quality in content and style, and reveal consistent research efforts that have an impact in the field.

They should take the form of articles published in the discipline's high quality refereed journals, patents, the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. The candidate's record of research publications in refereed high quality journals will be an important first step in establishing a professional reputation that merits external support.

- ii. Chemical education research may include the development of peer-reviewed methods and the ancillary materials to be used by others at other institutions. Such materials may include textbooks, software, multimedia materials, etc.
- iii. The candidate must demonstrate significant effort to support their growing research program by generating appropriate funding from government, industrial, or private sources.
- iv. Secondary considerations shall include, where appropriate, activities such as publishing papers in conference proceedings. Posters and contributed papers presented at professional meetings, while often important, usually warrant less consideration than invited lectures.

Criteria for promotion to Associate Professor:

The research/creative activity criteria for promotion to Associate Professor are the same as those for permanent tenure: See 2.b, above.

Criteria for Promotion to Professor:

The research/publications criteria for promotion to Professor include those for permanent tenure: See 2.b, above. In addition:

- i. The candidate must have earned recognition as a scholar in the discipline or specialization, principally through a number of high quality articles published in the discipline's refereed national or international journals or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. In addition to the *prima facie* evidence of the publications themselves, evidence of such recognition may include references to the candidate's work in the research publications of peers, favorable reviews published in learned periodicals, or creditable awards bestowed in honor of the candidate's work. Evaluation of the quality and quantity of the candidate's corpus by specialists at other institutions shall be used in the evaluation.
 - ii. The candidate must demonstrate the ability to sustain a high quality and productive research program with national and international recognition. Evidence should include a consistent and credible effort to pursue research support coupled with a record of success in obtaining external funding for the candidate's program to support the materials and personnel needed.
- c. Professional Service
- Faculty will be evaluated on their record of carrying out formal and informal assignments or activities on behalf of the department, College, University, the community at large, and the profession. The highest level of professional service is that which enhances the academic credibility of the

University. Expectations regarding service contributions increase as a faculty member's career progresses. The minimum criterion required for permanent tenure and/or promotion therefore depends upon rank.

Criteria for Permanent Tenure:

Although service is accorded the least weight in the tenure evaluation, it is nevertheless an essential component of the candidate's professional commitment. An especially strong service record cannot compensate for a record of weak teaching or weak research/creative activity, but a reasonable record of departmental and University service is expected of any faculty member under consideration for tenure. The quality rather than the quantity of service is of primary importance. It is expected that most of the faculty member's early service contributions will be internal to the department. During subsequent years, the faculty member should strive to make service contributions to the College and University as a whole and eventually to the community at large and to the profession. Examples of such contributions may include, but would not be limited to, the following:

- i. Department committee participation as specified by the Unit Code, administrative duties, and special assignments from the Chair.
- ii. Participation in College-level committees and assignments.
- iii. Participation in University-level committees and assignments.
- iv. Participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies.
- v. Participation in service functions of professional organizations, especially as an officer; refereeing journal articles; reviewing grant proposals; reviewing books.

Criteria for Promotion to Associate Professor:

The criteria for promotion to Associate Professor include those for permanent tenure: See 2.c., above.

Criteria for Promotion to Professor:

Except that the candidate must show evidence of leadership in the various service areas described in 2.c., items i. through v., above, the criteria for promotion to Professor are the same as those for permanent tenure.

3. Performance Review (Post-Tenure Review) of Permanently Tenured Faculty Standards for post-tenure review can be found in the ECU *Faculty Manual*, [Part IX](#)

Performance review of Permanently Tenured Faculty will be conducted on five-year intervals in accordance with [Part IX](#) of the *Faculty Manual* and will use the guidelines adopted by the Permanently Tenured Faculty of the department attached to this Code and also available on the ECU Faculty Senate website.

- B.** Guidelines, criteria, and weights governing the evaluation of **fixed-term faculty** members annually and for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title.

1. Weighting of Activities
Fixed-Term Faculty are expected to make contributions in the areas of teaching and service. Specific weightings shall not be less than 40% teaching effectiveness and 10% service. Allocation of the remaining 50% beyond these established minima must be at the discretion of the faculty member, in consultation with the Department Chair. Service cannot be weighted more heavily than teaching effectiveness. Criteria for the evaluation of teaching and service are the same as that in Section V.A.1.a and V.A.1.c above.
2. Criteria for New Appointment and Advancement in Title
 - a. New Appointment
New fixed-term faculty appointments shall be made in accord with [Part IX](#) of the *Faculty Manual*. Candidates who are not in possession of the terminal degree may be eligible for appointment with the title of Teaching Instructor. Those with the terminal degree may be appointed with the title Teaching Assistant Professor.
 - b. Advancement in Title
Fixed-term faculty members appointed with the title Teaching Assistant Professor are eligible for advancement in title according to the criterion set forth below. In each case, documentation of teaching and service contributions requires the faculty member's willingness to participate in unit-approved means of assessment. Advancement in title requires increased achievement in meeting the criteria for each higher title. Procedures for requesting advancement in title can be found in the *Advancement in Title for Fixed-Term Faculty, Department of Chemistry* document attached to this Code. Said document may be revised by a majority vote of the members of the tenured faculty.

Criteria for Advancement in Title to Teaching Associate Professor:
Candidates are eligible upon completing at least five years of service at the title of Teaching Assistant Professor.

- i. Overall quality of instruction as evidenced by student opinion surveys used in a manner consistent with University policy.
- ii. Peer evaluations of instructions involving direct classroom observation of teaching according to formal procedures recommended by the Personnel Committee and approved by the Department of Chemistry using the *Peer Teaching Evaluation Form for Non-Tenured, Tenured, and Fixed-Term Faculty* document attached to this Code.
- iii. Other documentation of teaching effectiveness using instruments and procedures approved by the unit.
- iv. Lucid, carefully written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.
- v. Active role in unit discussions regarding curriculum and program development.
- vi. Active role in the achievement of overall program goals of the unit, as specified in the departmental strategic plan.
- vii. Maintenance of a level of student performance consistent with unit standards.
- viii. Active role in advising students regarding course and laboratory work,

- independent research program choices, and career planning.
- ix. Achievement and maintenance of the level of teaching and advising effectiveness specified by the unit.
- x. Participation in unit, College, University, and community service as specified by the Unit Code, administrative duties, and special assignments from the Chair or University officials.
- xi. Participation in other activities, which may include research, that promote student development and achievement or positively enhance departmental visibility or resources.

Criteria for Advancement in Title to Teaching Professor:

Candidates are eligible upon completing at least five years of commensurate experience at the title of Associate Teaching Professor. The criteria for advancement in title to Teaching Professor include those for promotion to Teaching Associate Professor, V.B.2.b.i-xi above. Additional criteria include, but are not limited to, the following:

- i. Leadership achievements in curriculum and program development.
- ii. Leadership achievements in the enhancement of teaching effectiveness.
- iii. Leadership achievements in the enhancement of advising effectiveness.
- iv. Leadership achievements in the promotion of student development and achievement, or in the positive enhancement of departmental visibility or resources.

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*

A. Scheduling

The Faculty will generally meet once a month during the academic year. The meetings will normally be scheduled for 50 minutes to facilitate scheduling of courses to avoid conflict with the meetings. Meetings may be continued at a later date and/or for an extended time upon approval of a majority of the Faculty. Additional meetings may be called by the Department Chair or by a petition of one-third of the Voting Faculty and will be announced at least one week in advance.

B. Agenda

The agenda of the meeting will be distributed at least 24 hours before the meeting. Items may be placed on the agenda by the Department Chair, by any of the standing committees, or by any faculty member in consultation with the Chair.

C. Conduct of Business

The faculty meetings will be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised* and must follow the usual order of business described in Section 40 of said document. The presiding officer of the faculty meeting will be the Department Chair, or in case of his/her absence, the Associate Chair (if the Chair has appointed such an individual) or the Chair of the Executive Committee.

Section VII VOTING BY FACULTY MEMBERS

The Voting Faculty of the unit will vote their approval or disapproval of all major planning documents prior to their submission in final form to person(s) outside the unit, including assessment plans and those for the Unit Academic Program Review. A vote by voice or show of hands will be the regular method of voting. However, upon request by at least ten percent of those present, a secret ballot may be employed as the method of voting. A simple majority is required to carry the vote.

Section VIII BUDGET

The Department Chair will report to the Faculty on the unit's annual budget request and its annual report at least once per academic year during a faculty meeting (or via electronic media), or more frequently, as circumstances dictate.

Section IX AMENDMENT PROCEDURES

Consistent with *Robert's Rules of Order, Newly Revised*, "Bylaws," #55, Article IX., amendments to the Unit Code shall be submitted to the Executive Committee at least ten days prior to their next regularly scheduled meeting. Depending on the extent and/or impact of the amendment, the Executive Committee may defer the matter to the Code Committee. Whichever committee is in charge, it will make a recommendation to the Faculty at the next regularly scheduled faculty meeting, and a 3/5 majority vote of the Permanently Tenured Voting Faculty will be required to approve the recommendation.