

**REVISED  
UNIT CODE OF OPERATIONS  
SCHOOL OF ART AND DESIGN  
COLLEGE OF FINE ARTS AND COMMUNICATION  
EAST CAROLINA UNIVERSITY**

**I. PREAMBLE**

This code allows for faculty participation in and establishes procedures for the School of Art and Design's internal affairs and is consistent with the [East Carolina University Policy Manual](#), the [East Carolina University \(ECU\) Faculty Manual](#), and all established university policies.

**II. FACULTY**

**A. Definition**

The word "faculty" in this code means anyone under current contract to teach in the School of Art and Design. Those serving with administrative appointments under faculty contracts are faculty.

**B. Voting Faculty**

All faculty voting shall be consistent with the [East Carolina University Policy Manual](#), the [ECU Faculty Manual \(see Part IV and Part IX\)](#), and all established university policies.

Except where specified otherwise in this code, in the [ECU Faculty Manual](#), or by other East Carolina University or University of North Carolina regulation, all probationary (tenure track) and permanently tenured faculty and all probationary (tenure track) and permanently tenured faculty on approved non-medical leave are eligible to vote. All faculty who have a contract of over a year are eligible to vote. Faculty with one-year fixed-term contracts are eligible to vote at the start of their second consecutive appointment.

**C. Graduate Faculty**

The phrase "graduate faculty" in this code means all faculty with graduate faculty membership, associate graduate faculty membership, or graduate teaching faculty membership, or other faculty as determined by the Graduate School. (See [ECU Faculty Manual, Part II](#) for information about graduate faculty status.)

In addition to serving on the School of Art and Design Graduate Committee, graduate faculty of all levels may teach graduate classes as appropriate for their background, certification, and experience.

As specified by the [ECU Faculty Manual, Part II](#), graduate faculty members, associate graduate faculty members, and graduate teaching faculty members shall hold the highest degree in their field except when extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Graduate faculty members must have demonstrated evidence of success in research/creative activity as reflected by Appendix 2 of this code and demonstrated evidence of successful graduate-level teaching. Associate graduate faculty members, and graduate teaching faculty members shall have such evidence or show clear potential for success in research/creative activity as reflected by Appendix 2 of this code and show clear potential for successful graduate-level teaching.

Graduate faculty members and associate graduate faculty members are eligible to be members of or to chair graduate thesis committees, associate graduate faculty members are eligible to be members of graduate thesis committees, and graduate teaching faculty members are eligible to

be the fourth member of a graduate thesis committee upon certification of appropriate experience or expertise by the unit administrator.

All levels of graduate faculty status will be recommended by the Graduate Committee. The Graduate Committee's recommendation will be forwarded to the deans of the College of Fine Arts and Communication and of the Graduate School by the Graduate Programs Director.

#### **D. Emeritus Faculty**

Emeritus status is an honor for those who have made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service and especially those who, through research or creative activities, will continue a relationship with East Carolina University and the School of Art and Design. Retiring, retired, permanently disabled, or deceased faculty may be nominated for consideration for emeritus status by any member of the faculty. By a simple majority vote, emeritus status can be recommended to the Director by the Personnel Committee. Emeritus status shall be consistent with the [East Carolina University Policy Manual](#), the [ECU Faculty Manual \(see Part VIII\)](#), and all established university policies.

### **III. ADMINISTRATIVE ORGANIZATION**

#### **A. Director of the School of Art and Design (Chief Administrative Officer/Unit Head)**

The Director of the School of Art and Design is the chief administrative officer and unit head of the School of Art and Design and is responsible to and serves at the pleasure of the Dean of the College of Fine Arts and Communication. The selection of the Director and tenure in office shall conform to established university policies. (See the [ECU Faculty Manual, Part II.](#))

In accordance with established university policies, and the [ECU Faculty Manual](#), the Director shall:

1. act on recommendations of all School of Art and Design committees and, when appropriate, report actions to the committees and to the faculty as a whole;
2. meet annually with faculty members regarding expectations, as specified in the [ECU Faculty Manual, Part IX](#) and the School of Art and Design evaluation standards;
3. meet annually with faculty members regarding evaluations, as specified in the [ECU Faculty Manual, Part IX](#);
4. complete an annual written evaluation on the performance of each unit faculty member in accordance with the [ECU Faculty Manual, Part IX](#) and the School of Art and Design evaluation standards (Appendix 1);
5. report to the faculty in a timely manner statistical information on faculty merit scores as specified in Part V of this code;
6. report to the Personnel Committee any merit scores that deviate from the specifications in Appendix 1 of this code;
7. make recommendations to the Dean of the College of Fine Arts and Communication regarding persons for academic leave, faculty and EHRA salaries, based on the criteria outlined in the School of Art and Design evaluation standards;
8. forward to the Dean of the College of Fine Arts and Communication all appropriate recommendations from the appropriate committees for appointment, reappointment, promotion, and permanent tenure with concurrence or non-concurrence;

9. report to the faculty regarding the availability and allocation of money for raises in accordance with the [ECU Faculty Manual](#);
10. report to the faculty regarding requests for and the distribution and availability of new faculty positions;
11. conduct negotiations for the hiring of new faculty members;
12. recommend to the Provost when appropriate, through the Dean of the College of Fine Arts and Communication, persons for the positions of assistant/associate administrators in accordance with established university policy;
13. assign space in consultation with faculty representatives;
14. assign teaching loads and set the teaching schedule in consultation with faculty representatives;
15. visit classes of probationary (tenure track) faculty to help ensure teaching progress and provide help for the development of faculty teaching skills;
16. promote professional growth and good public relations;
17. actively seek public and private funds to support development of the School of Art and Design and report to the faculty at least annually on the methods and results;
18. be responsible for student recruitment and report to the faculty at least annually on the methods and results;
19. promote the School of Art and Design including the coordination and dissemination of a calendar of School of Art and Design events;
20. call at least one faculty meeting per semester plus any additional meetings requested by the Executive Committee or by faculty members under provisions of this code;
21. chair faculty meetings based on the agenda as set in consultation with the Executive Committee and/or the Chair of the Executive Committee; in the event the Director is unable to preside over meetings, the Director will, in consultation with the Executive Committee, appoint an alternate chair for the meeting;
22. lead accreditation processes;
23. provide the School of Art and Design faculty, at the beginning of each year, with a plan incorporating any accreditation, strategic, or other planning documents to guide the school in all facets of its operation and development and shall implement this plan;
24. except as otherwise specified in this code, administer the budget and meet annually to discuss with the faculty of the School of Art and Design the annual budget request and annual report;

25. ensure communication with the faculty regarding School of Art and Design policies and activities; and

26. be responsible for ensuring that this code is being followed.

### **B. Assistant/Associate Directors**

Assistant/Associate Directors serve in administrative roles in the School of Art and Design who are appointed by, responsible to, and serve at the pleasure of the Director and may receive reassigned time as appropriate to the scope of the Assistant/Associate Directors' non-teaching duties, as permitted by established University of North Carolina and East Carolina University policies.

### **C. Graduate Programs Director**

The Graduate Programs Director is appointed by and serves at the pleasure of the Director and serves as the budget administrator for all School of Art and Design graduate programs and is the school's liaison with the East Carolina University Graduate School.

In accordance with established university policies, and the [ECU Faculty Manual](#), the Graduate Programs Director shall:

1. have graduate faculty status;
2. maintain the budgets for the graduate programs;
3. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, oversee program assessments and reviews;
4. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, oversee standards for theses;
5. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, oversee graduate faculty status standards and applications;
6. in consultation with the Director of the School of Art and Design, the faculty, and/or representatives of areas, solicit needs for graduate assistantships;
7. in consultation with the Director of the School of Art and Design and the Graduate Committee of the school, track assistantship use to assure appropriate use of assistantship time;
8. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, assign and award graduate assistantships;
9. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, make any other financial awards to graduate students;
10. coordinate the School of Art and Design graduate program activities with the East Carolina University Graduate School;
11. advocate for the School of Art and Design graduate program with the East Carolina University Graduate School;

12. notify graduate students of faculty and committee meetings and other opportunities to participate in and/or observe school governance, as appropriate.

#### **D. Other Directors and/or Coordinators**

The Director of the School of Art and Design may appoint Directors and/or coordinators and specify their duties. Examples may include Gallery Director, Media Center Director, and/or Area Coordinators. Directors and coordinators report to and serve at the pleasure of the Director of the School of Art and Design. Reassigned time may be given as appropriate for faculty members appointed to such positions, as permitted by established University of North Carolina and East Carolina University policies.

#### **E. The Chair of the Executive Committee**

The Chair of the Executive Committee shall:

1. with the Director and the Executive Committee, set a clear agenda for at least one regularly scheduled faculty meeting per semester and notify the Director to call such meetings;
2. keep records/minutes on file of all duties/transactions pertinent to this elected office, and all policies enacted by the faculty;
3. ensure that such records are available for inspection by the faculty;
4. maintain a voting roster of School of Art and Design faculty; and
5. be an advocate of and for the School of Art and Design faculty.

The Chair of the Executive Committee shall be elected by a majority vote. The voting faculty as defined in II.B of this code is eligible to vote for the Chair of the Executive Committee who shall serve for two years unless removed by a 2/3 vote. A removal vote will take place at the request of any ten voting faculty. If the vote will take place at a regularly scheduled meeting, the vote to remove the Chair of the Executive Committee must be announced at least seven calendar days before the meeting. If ten voting faculty members request a removal vote and there is not a regularly scheduled meeting scheduled in the next four weeks, they may also ask that the Director schedule a special meeting where the vote will be held. The seven calendar day notice applies to such special meetings also. The voting faculty as defined in II.B of this code is eligible to vote in an election to remove a Chair of the Executive Committee.

The Chair of the Executive Committee shall not also be the Chair of Personnel, Curriculum, or Graduate committees. The Chair of the Executive Committee shall not serve more than one consecutive term.

#### **F. Parliamentarian**

The Parliamentarian of the School of Art and Design shall be nominated by the Chair of the Executive Committee and approved by a majority vote of the faculty. The voting faculty as defined in II.B of this code is eligible to vote in the election of the parliamentarian. The Parliamentarian will interpret procedural aspects of this code and advise on meeting procedures guided by the most recent edition of *Robert's Rules of Order, Newly Revised*. The Parliamentarian serves at the pleasure of the Director, and his or her term ends at the same time as the end of the term of the Chair of the Executive Committee.

#### **G. School of Art and Design Faculty Ombudsman**

The School of Art and Design faculty Ombudsman advises faculty regarding the viability and best procedures for the resolution of problems, complaints, and issues. Examples include informal mediation of early-stage complaints when appropriate as well as the direction of faculty to appropriate persons, offices, committees, and rules and regulations up to and including reviewing procedures for official grievances and/or other actions.

The role of the Ombudsman is independent of the operation of the School of Art and Design and the Ombudsman shall not also be the Chair of the Executive Committee, a Chair of a standing committee, or the Chair of the Personnel Committee. The Ombudsman is not an advocate for the faculty, for the School of Art and Design, or for the university and shall act in a neutral and even-handed manner and shall maintain confidentiality where permitted by law and university policy and regulations. The Ombudsman may also look into procedural irregularities and systemic problems.

Meetings with the Ombudsman will be informal and off the record. The Ombudsman does not make binding decisions or participate in university hearings but instead listens, facilitates the exchange of information, and identifies and reframes problems. Confidentiality shall not be maintained where there is imminent risk of serious harm or in cases of illegal activity or any matters that legally require reporting.

The Ombudsman shall be a tenured member of the School of Art and Design faculty elected to a three-year term or until removed by a 2/3 vote. A removal vote will take place at the request of any ten voting faculty. The vote will take place at a regularly scheduled meeting and must be announced along with the agenda at least seven calendar days before the meeting. The voting faculty as defined in II.B of this code is eligible to vote in an election to remove the Ombudsman.

#### **IV. COMMITTEES OF THE UNIT**

##### **A. Standing Committees**

Voting faculty are eligible to serve as voting members of any School of Art and Design standing committee except as specified. Standing committee members are elected by the voting faculty as defined in II.B of this code except as specified. The term for elected committee members is a maximum of two years and their terms will be staggered so that all members do not end their terms at the same time. When a term is complete, the member may stand for reelection.

The Director of the School of Art and Design and the Chair of the Executive Committee or their appointed representatives are ex officio non-voting members of all standing committees except when precluded by university regulations.

All committee meetings shall be conducted according to *Roberts Rules of Order, Newly Revised*. Notice of times and locations of committee and subcommittee meetings must be publicly announced five calendar days in advance or as soon as is practicable.

Any committee can appoint a subcommittee to make recommendations to that committee. Any committee of more than seven members can, by a 2/3 vote, appoint a subcommittee to make decisions with the full authority of the full committee unless not permitted by the [ECU Faculty Manual](#).

Any subcommittee can be disbanded by a majority vote of the full committee. Any subcommittee will dissolve when its specific charge is completed. Any subcommittee will dissolve after one year unless reauthorized by the committee that formed it.

Committee meetings (including subcommittee's meetings) can be called by that committee's chair, by the Director of the School of Art and Design, the Chair of the Executive Committee, or by any two committee members. A quorum for all committees and subcommittees is a majority of that committee unless otherwise specified in this code or in the [ECU Faculty Manual](#).

##### **1. Executive Committee**

The Executive Committee consists of the Chair of the Executive Committee (see III.D. of this code.), the Chair of Personnel Committee, the Chair of the Graduate Committee, the Graduate Programs Director, one member elected from the faculty at large, the Director or the Director's assignee as non-voting ex-officio member, a Faculty Senator, chosen by the faculty at large,

and one member appointed by the Director of the School of Art and Design for a two year term. The Director of the School of Art and Design shall endeavor to make appointments that will allow balanced representation of faculty interests. Upon objection by ten faculty members, any appointment to the Executive Committee made by the Director can be vetoed by a 2/3 vote of the faculty. The voting faculty as defined in II.B of this code is eligible to vote on such a veto. If the Graduate Programs Director is also the Chair of the Graduate Committee, an additional member of the Executive Committee shall be elected from the faculty at large to bring the total voting membership to seven.

The Executive Committee reviews and makes recommendations to the faculty and Director regarding internal affairs of the School of Art and Design. In this capacity, the Executive Committee will:

- a) discuss pertinent School of Art and Design matters presented by any member of the Committee, faculty, or Director;
- b) review and make recommendations to the faculty and Director concerning policy for the School of Art and Design;
- c) review and make recommendations to the faculty and Director for long-range development for the School of Art and Design;
- d) make recommendations to the faculty and Director on budgeting matters of the School of Art and Design;
- e) disseminate information discussed to faculty members through appropriate channels;
- f) resolve any disputes regarding the meaning of this code and shall report all such disputes and resolutions to the faculty.

The Executive Committee may appoint ad hoc committees and/or working groups as needed. Members of ad hoc committees and/or working groups will serve no more than one year unless reappointed. All ad hoc committees and/or working groups will dissolve when their charge is completed or after one year if not reauthorized.

## **2. Curriculum Committee**

The Curriculum Committee is responsible for the undergraduate programs in the School of Art and Design. The Curriculum Committee is responsible for reviewing and voting on curriculum changes, new courses, and proposals for new programs and attendant curriculum before they are voted on by faculty and it is elected by the voting faculty as defined in II. B of this code and reviews curriculum change proposals before final approval by the voting faculty. The Curriculum Committee consists of five faculty members elected by the voting faculty as defined by II.B of this code for two-year terms plus the University Curriculum Committee liaison as an ex officio non-voting member. The terms shall be staggered so not all members' terms will expire at the same time. Faculty from each School of Art and Design undergraduate degree program shall be included on the Curriculum Committee.

The Chair of the Curriculum Committee shall be elected annually by the members of the Committee.

## **3. Graduate Committee**

The Graduate Committee is responsible for the graduate programs in the School of Art and Design. The Graduate Committee consists of all graduate faculty (including the Graduate

Programs Director) plus the Director or the Director's assignee as non-voting ex-officio member. The Chair of the Graduate Committee shall not also be the Chair of the Executive Committee or the Chair of the Personnel Committee.

The Chair of the Graduate Committee shall be elected annually by the members of the Committee.

## **B. Personnel, Tenure, and Promotion Committees**

Any subcommittees and all actions of the Personnel, Tenure, and Promotion Committees must comply with [Part IX of the ECU Faculty Manual](#).

### **1: Personnel Committee**

The Personnel Committee is responsible for recommending personnel actions in the School of Art and Design. The Personnel Committee consists of all probationary (tenure track) faculty and all faculty with permanent tenure who are in at least the twelfth consecutive calendar month in a probationary (tenure track) or permanently tenured teaching position, provided that at least two-thirds of the Committee members are permanently tenured voting faculty as prescribed in [ECU Faculty Manual Part IX](#). If the permanently tenured faculty do not make up the required two-thirds, the Personnel Committee will consist of all permanently tenured faculty plus as many probationary (tenure track) faculty as possible, not to exceed 1/3 of the Committee. In such a case, voting faculty as defined by II.B of this code is eligible to vote in the election of probationary (tenure track) members to the Personnel Committee.

The Chair of the Personnel Committee shall be elected annually by the Personnel Committee and must be a permanently tenured member of the faculty.

A quorum for the Personnel Committee is 3/5 of its membership unless the committee has fewer than 21 members, in which case a quorum is 3/4 of the committee's membership.

When permissible by the [ECU Faculty Manual Part IX](#), subcommittees may be formed as stated in IV.A "Standing Committees" in this code.

### **2. Tenure and Promotion Committees**

The Tenure and Promotion Committees consist of all eligible faculty and operate as specified in the [East Carolina University Policy Manual](#) and the [ECU Faculty Manual](#). Procedure and quorums will conform to the requirements of the [ECU Faculty Manual \(see Part IX\)](#) and all procedures will be consistent with the [East Carolina University Policy Manual](#) and the [ECU Faculty Manual](#).

## **V. Evaluation of the Faculty**

The Director shall assure that an anonymized statistical summary of faculty performance under this section is distributed to the faculty and will announce to the faculty any deviations from the standards listed in this section and in the evaluations standards in the appendices to this code.

### **A. Guidelines for evaluation of tenured and probationary (tenure track) faculty**

#### **1: Annual Evaluations**

In consultation with the Personnel Committee, the Director shall prepare a written evaluation of each faculty member based on the standards in Appendix 1 of this code and the provisions of the [ECU Faculty Manual, Part VIII](#).

#### **2: Raises**

In the event of the availability of funds specified for merit raises, the raises shall be calculated based on the standards in Appendix 1 of this code.



### **3: Standards for faculty tenure and promotion**

#### **a. Tenure**

As a general rule, the research and creative activities expectations for tenure are the same as those for an associate professor and the standards in V.A.3.b.ii. (below) apply. Additionally, faculty members are expected to have a consistent record of service and demonstrated excellence in teaching. Evaluation standards in Appendix 1 of this document define the values of different creative and research activities, the value of different teaching activities, and the value of different service activities. These values should be the central factor in consideration of both tenure and promotion.

#### **b. Promotion**

Qualifications for all ranks include those as listed in the [ECU Faculty Manual, Part VIII](#).

##### **i. to assistant professor**

An assistant professor is expected to show the potential to make contributions to his or her field in research/creative activities.

##### **ii. to associate professor**

An associate professor is expected to have made contributions to his or her field in research/creative activities and is expected to show the potential for a national and/or international reputation for excellence in those endeavors. Although there is no numerical formula for excellence, it is expected that a candidate for promotion to associate professor would have consistent strong scores in the research and creative activities units as delineated in evaluation standards in Appendix 1 of this document.

##### **iii. to professor**

A professor is expected to have made contributions to his or her field in research/creative activities and is expected to have a national and/or international reputation for excellence in those endeavors. Although there is no numerical formula for excellence, it is expected that a candidate for promotion to professor would have consistent strong scores in the research and creative activities units as delineated in evaluation standards in Appendix 1 of this document.

#### **B. Standards for performance review of permanently tenured faculty (post tenure review)**

Performance reviews of tenured faculty will conform to the requirements of the [ECU Faculty Manual \(see Part IX.\)](#)

#### **C. Guidelines for evaluation of fixed term faculty**

Fixed term faculty are expected to fulfill their contractual obligations for teaching and other activity. Exceeding contractual obligations should be considered in evaluation of fixed term faculty.

Evaluation and promotion standards for fixed term faculty are parallel to those for tenured and probationary/tenure track faculty. In any cumulative averaging of research/creative activities, teaching, and service scores, the Director of the School of Art and Design will consider the faculty member's obligations as stated in that person's contract.

Fixed term faculty may apply for advancement in title.

### **VI. MEETINGS**

There will be at least one meeting of the faculty of the School of Art and Design each semester of each academic year. Meetings may be called by the Director of the School of Art and Design, by the Chair of the Executive Committee, and/or the Executive Committee. Additionally, the Director shall call a meeting at a request of at least eight members of the faculty.

The Director shall distribute the agenda to the faculty at least seven calendar days before any meeting. Meetings shall be conducted using *Robert's Rules of Order, Newly Revised*. A quorum for faculty meetings is a majority of voting faculty as defined in II.B of this code.

## **VII. VOTING BY FACULTY**

The Director of the School of Art and Design shall present drafts of major planning and assessment documents for approval/disapproval by the faculty. Seven calendar days will be allowed after dissemination to the faculty before a vote is required. The Director of the School of Art and Design shall also present drafts of assessment documents, academic program reviews (see [ECU Faculty Manual, Part IV](#)), and other major reports before being submitted outside the School of Art and Design. Seven calendar days will be allowed after dissemination to the faculty before a vote is required.

## **VIII. BUDGET**

### **A. Annual budget request**

The Director of the School of Art and Design will accept budget requests from any faculty member and may require specific requests/reports from areas and/or degree programs.

### **B. Annual report**

The Director of the School of Art and Design will meet with the faculty early each academic year to discuss the preceding year's unit annual report and will meet with the faculty to provide ongoing reports as appropriate.

## **IX. RATIFICATION AND AMENDMENTS**

This code may be amended by a majority vote of the permanently tenured faculty as prescribed by [Part IV of the ECU Faculty Manual](#). (See *Robert's Rules of Order, Newly Revised*.) The Director shall notify the faculty at least ten calendar days in advance of a vote on any proposed changes.

To take effect, this code must be approved by a majority vote of faculty with permanent tenure who are in at least the twelfth consecutive calendar month in a teaching position with the School of Art and Design and who have at least a 50% teaching load in the School of Art and Design as specified in the *ECU Faculty Manual, Part IV*.

Appendix 1 delineating separate evaluation standards and Appendix 2 containing graduate faculty standards must be approved by a majority vote of faculty with permanent tenure who are in at least the twelfth consecutive calendar month in a teaching position with the School of Art and Design and who have at least a 50% teaching load in the School of Art and Design as specified in the [ECU Faculty Manual Part IV](#) at the same meeting for the code and the appendices to take effect.

The Evaluation Standards and/or Graduate Faculty Standards can be amended by a majority vote of the permanently tenured faculty as prescribed by [Part IV of the ECU Faculty Manual](#).

### **APPENDIX 1: Evaluation Standards**

### **APPENDIX 2: Graduate Faculty Standards**