

COVER/SIGNATURE PAGE

REVISED UNIT CODE OF OPERATIONS  
FOREIGN LANGUAGES AND LITERATURES  
HARRIOT COLLEGE OF ARTS AND SCIENCES  
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

1. Approved by the tenured faculty of the unit

Chair, Code Unit Committee: *[Signature]* Date: 13 Feb 2015

2. If changed, reapproved by tenured faculty:

Chair, Code Unit Committee \_\_\_\_\_ Date: \_\_\_\_\_

3. Submitted to Next Highest Administrator for advice:

Administrator *[Signature]* Date: 6/19/15

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

Chair, Unit Code Screening Committee \_\_\_\_\_ Date: \_\_\_\_\_

5. Approved by the East Carolina University Faculty Senate:

Chair of the Faculty \_\_\_\_\_ Date: \_\_\_\_\_

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

Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date of Unit Code is the date of the Chancellor's Signature:

Effective Date of Code: \_\_\_\_\_

\* Any changes to the code that are made after the original approval by a majority of the tenured faculty of the unit must be approved again by a majority of the tenured faculty of the unit.

## UNIT CODE FOR FOREIGN LANGUAGES AND LITERATURES

### Section I PREAMBLE

This code allows for faculty participation in and establishes procedures for the internal affairs of the Department of Foreign Languages and Literatures and is consistent with the East Carolina University (ECU) [Policy Manual](#), the ECU [Faculty Manual](#), and all established university policies.

### Section II FACULTY

A. Definition of the Faculty. The faculty of the Department of Foreign Languages and Literatures consists of all persons with full-time or part-time appointments at the rank of Instructor, Assistant Professor, Associate Professor, and Professor, and all persons with full-time fixed-term appointments. All persons with full-time appointments in the Department are expected to attend departmental faculty meetings.

Comprised of a faculty of teachers-scholars, the Department of Foreign Languages and Literatures (FLL) plays an integral role in students' education in the liberal arts and thus in carrying out East Carolina University's stated purpose of serving its "region, as well as the broader national and international communities."

- Departmental faculty members conduct research that contributes to the acquisition and dissemination of knowledge, which cultivates a more nuanced self-understanding among individuals and their well being within society.
- FLL's faculty teaches students languages other than English and their literatures, insights into linguistic structures, and cultural awareness. This instruction promotes appreciation of a multicultural society and the ability to live in a global community.
- FLL's faculty addresses the practical needs of the region's foreign language educators, contributing to the cultural enrichment of students at all levels. By fostering students' study of and research in foreign languages, literatures, and cultures, the Department also encourages the development of critical thinking skills essential to problem solving in general.

B. Voting Faculty. All faculty, including full-time fixed-term faculty, may vote on all matters before the Department except on issues for which the voting faculty is otherwise defined by the East Carolina University *Faculty Manual (FM)* or this code. (Refer to ECU *Faculty Manual*, [Part IV](#) and [Part IX](#).)

C. Graduate Faculty. Faculty members currently admitted by the Graduate School of East Carolina University to status as graduate faculty, associate graduate faculty, graduate teaching faculty, and ex-officio graduate faculty, constitute the graduate faculty of the Department. (Refer to ECU *Faculty Manual*, [Part II](#).)

D. Emeritus Faculty. The Personnel Committee may recommend conferral of emeritus status for any retired, permanently disabled, or deceased faculty member who has made a significant contribution to the university or the profession through a long and distinguished record of scholarship, teaching and/or service. (Refer to ECU *Faculty Manual*, [Part VIII.](#))

### **Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT**

#### A. The Chair

1. Provides leadership, strategic direction and vision while administering the Department in accordance with the provisions of this code, the ECU *Faculty Manual*, and established policies of East Carolina University and the Code of the University of North Carolina, and fulfills all the duties necessary for the efficient functioning of the department;
2. represents the Department and its needs to the Dean of the Harriot College of Arts and Sciences, the University and all other constituencies, including the advancement council (Friends of Foreign Languages and Literatures);
3. administers the departmental budget, presents the annual budget request to the Administrative Committee in the spring for input, and presents the budget to the faculty in the fall for discussion;
4. prepares course offerings, teaching schedules and other assignments (including summer school positions), ensures that classes are met, and arranges for substitute instructors in case of emergencies;
5. prepares departmental meeting agendas and presides over meetings;
6. consults with the Administrative Committee and the faculty on the unit's Annual Report and other major planning or assessment documents prior to their submission to person(s) outside the unit;
7. serves as Chair (without vote) of the Administrative Committee;
8. appoints the Assistant Chair in consultation with the Administrative Committee;
9. appoints the Graduation Director and Director of Student Internships, Engagement, and Outreach;
10. ensures that code procedures are followed;
11. oversees the allocation of departmental, classroom, laboratory, and office space;
12. supervises departmental office staff and is custodian of departmental personnel files;
13. informs the Chairs of the Personnel Committee and Section Committees (i.e. each language section offering a concentration or degree) as to the number and the nature of all personnel decisions to be made and their deadlines; provides administrative support for personnel actions; concurs or does not concur with committee recommendations on personnel actions and forwards them to the next higher administrator;
14. appoints language coordinators and assigns appropriate duties for those positions in consultation with the Section Committees and appropriate personnel and/or administrative committees;
15. assigns mentors to incoming faculty for first year, after which time they

- may choose their own;
16. appoints academic advisors, in consultation with Section Committees;
  17. takes action necessary to assure excellence in teaching and scholarship. This includes working with the faculty in planning and recommending changes in and additions to the curriculum; visiting classes and working with the faculty to evaluate the quality of instruction; and maintaining files of course syllabi;
  18. is responsible for the resolution of student complaints; and
  19. performs other duties as assigned by the Dean of Harriot College of Arts and Sciences.

B. Assistant Chair. Appointed by the Chair for a term of one year in consultation with the Administrative Committee; term of office is renewable.

1. Represents the Chair when the Chair is unavailable;
2. advises faculty on how to document and report cases of academic dishonesty; and
3. assists the Chair with other appropriate tasks.

C. Advisors for Majors or Minors. Appointed by the Chair, in consultation with Section Committee.

1. Meets with students to plan course of study;
2. is responsible for recommending approval of courses taken outside of ECU and course substitutions;
3. verifies students' timely progress toward graduation; and
4. performs all other duties relevant to the advising of majors or minors.

D. Coordinators for Levels 1001–1004. Appointed by the Chair in consultation with the relevant Section Committee and appropriate personnel and/or administrative committees.

E. Coordinator for Second Language Teacher Education. Appointed by the Chair.

1. Coordinates all activities related to second language teacher education in the Department;
2. schedules all field experiences related to observations and internships in conjunction with the Office of Teacher Education and Clinical Experiences in the College of Education;
3. serves as liaison to the College of Education, the public schools, and the State Department of Public Instruction;
4. evaluates transcripts and other academic documentation of Alternative Licensure candidates in conjunction with the Coordinator of Alternative Licensure in the College of Education in order to prepare programs of study leading to North Carolina Teacher Licensure;
5. serves as the advisor for majors in Teacher Education; and
6. represents the Department on the Council for Teacher Education (CTE).

F. Graduation Director. Appointed by the Chair.

1. Arranges awards ceremonies and graduation recognition ceremonies; and
2. oversees compliance with departmental policies on awarding scholarships and awards and recommends policy changes to the faculty.

G. Director of Student Internships, Engagement, and Outreach. Appointed by the Chair.

1. Acts as liaison between Department and internship placement partners;
2. maintains list of potential partners and seeks out new partners;
3. recruits and serves as contact person for students;
4. arranges for scheduling of faculty to offer internship courses and agrees with partners on who will act as on-site supervisor;
5. ensures that applications, travel and work verification, intern evaluations, and all other pertinent paperwork is completed correctly and in a timely manner;
6. assists and advises faculty offering internships as necessary;
7. maintains records of past internships; and
8. advises faculty on how to incorporate engaged learning into existing courses, and on preparing proposals for new engaged courses.

## **Section IV COMMITTEES OF THE UNIT**

### **A. Standing Committees**

#### 1. Committee Membership

- a. With the exception of the elected committees, the Chair appoints committees after consulting the preferences listed by the faculty at the first departmental meeting in the fall. The Chair will appoint one person to call the organizational meeting during the first two weeks of the semester.
- b. Elections to committees, when required, will be held at departmental meetings and shall be conducted in accordance with parliamentary procedure as set forth in *Robert's Rules of Order, Newly Revised*, latest edition.
- c. No person may serve on both the Personnel and the Administrative Committees at the same time.
- d. Committees will elect (except where noted otherwise in this code) their chair and secretary. Where appropriate, they may appoint a student representative from a list of majors or, where no program for majors exists, from a list of minors. Student representatives will serve a term of one year, renewable.
- e. Minutes of all meetings are recorded and a draft made available to the committee members a week before the meeting at which they are to be voted on for approval; after approval, minutes shall be posted.
- f. All meetings are conducted according to *Robert's Rules of Order, Newly Revised*, latest edition.
- g. All substantive changes in a standing committee's operating policies must be approved by the departmental faculty and the Department Chair.

2. Administrative Committee. Membership: The Department Chair, who heads this committee; Section Committee Chairs from each language section offering a concentration or degree; and the Assistant Chair, ex-officio. Neither the Department Chair nor the Assistant Chair has a vote. No person may serve on both the Administrative and Personnel Committees at the same time.

- a. Reviews annual requests for reassigned time, including documentation of past research productivity and planned use of reassigned time, and makes recommendations to the Chair;
- b. reviews requests for summer school assignments and makes recommendations to the Chair;
- c. aids the Chair in formulating his/her recommendations on the number and nature of positions needed to carry on the functions of the unit, after consultation with section committee(s) (Refer to *ECU Faculty Manual, Part VIII*);
- d. assists the Chair in the elaboration of the unit's SACS report, major planning documents, guidelines for Unit Academic Program Review, and other assessments, and recommends them to the full Department in a timely manner for faculty approval;
- e. offers advice regarding the appointment of the Assistant Chair;
- f. evaluates requests for travel funding and recommends to the faculty procedures and criteria for the dispersal of funds; and
- g. makes recommendations to the Chair concerning facilities, technology, and other material resources.

3. Curriculum Committee. Membership: the Department's voting faculty.

- a. Approves new and revised course proposals, catalog changes, and new and revised degree programs, and
- b. discharges other duties related to the Department's teaching mission.

4. Section Committee. There will be a committee for every language section. Members are all the full-time faculty teaching the language(s) of the committee. A poll of the section's voting faculty shall be taken if general consensus does not prevail when the committee is making a decision.

- a. Makes recommendations to the Administrative Committee on the number and nature of positions and resources needed to carry on the functions of the section;
- b. advises the Administrative Committee concerning the unit's SACS report, major planning documents and assessments of unit operation;
- c. makes recommendations to the Personnel Committee on duties of the coordinator(s) for language courses 1001-2004, the conduct of the faculty searches for the section (membership of search committees, job descriptions, advertisement, and evaluation of candidates), and appointment of fixed-term faculty;

- d. makes recommendations to the Curriculum Committee on new and revised course proposals, catalog changes, and new and revised degree programs for the section;
- e. recommends to the Department Chair course offerings, teaching assignments and appointment of academic advisors;
- f. takes actions necessary to promote the efficient functioning and academic excellence of the section; and
- g. recommends student award recipients to the appropriate body according to established guidelines.

5. Innovation and Outreach Committee. Membership: four elected members with vote. Ex-officio members without vote: Director of Student Internships, Engagement, and Outreach.

- a. Markets departmental programs to prospective students and employers, university advisors, and schools; helps identify appropriate employment placements for departmental interns and graduates;
- b. helps identify appropriate sources of fundraising in consultation with the Friends of Foreign Languages and the College liaison to University Advancement, and works to expand financial support for study abroad opportunities; and
- c. reports to the departmental faculty at least twice per year.

6. Unit Assessment Committee. Membership: program and foundations assessment coordinators, as chosen by Section Committees from among voting faculty.

- a. Reviews outcome objectives in cooperation with section committees;
- b. coordinates and oversees sections' creation of assessment instruments and their implementation to ensure timely completion of procedures;
- c. ensures that desired student learning outcomes for Foundations Curriculum courses are assessed in accordance with university guidelines, in cooperation with section committees; and
- d. makes recommendations to Section Committees.

**B. Personnel Committees, Tenure Committees, Promotion Committees** (Refer to *ECU Faculty Manual, Part IX*).

1. Personnel Committee. Membership: five faculty, four tenured and, when possible, one probationary-term, all elected annually. The Assistant Chair may not be on the Personnel Committee. Members of the Administrative Committee may not serve on the Personnel Committee.

- a. Carries out functions described in the *ECU Faculty Manual, Part IX*;
- b. consults with appropriate section committees on the conduct of searches (membership of search committees, job descriptions, advertisements, and evaluation of candidates), and the appointment of fixed-term faculty;
- c. appoints members of search committees (see item h below);

- d. approves, along with the Department Chair, the job description for the language coordinators;
- e. makes recommendations to the Department Chair regarding initial and subsequent appointments;
- f. appoints one of two observers for peer observation of faculty teaching;
- g. informs faculty about contents expected in fixed-term faculty portfolios.
- h. selects at least three faculty members to constitute a Search Committee, at least one of whom must be from the relevant section. A Search Committee is a sub-committee of the Personnel Committee and reports to it. The Search Committee
  - 1. Consults section committee preferences, writes job description and advertisement;
  - 2. screens applications, conducts appropriate interviews, and chooses finalists for on-campus interviews;
  - 3. arranges on-campus interviews together with the Department Chair; and,
  - 4. following the on-campus interviews,
    - a. consults faculty evaluations of job candidates;
    - b. creates a ranked list of candidates;
    - c. convenes a meeting of the full department faculty at which, in the absence of a consensus, the department voting faculty, as defined in *ECU Faculty Manual*, [Part IX](#), vote on a ranking of candidates; and
    - d. reports its own ranking and the department faculty's ranking to the Personnel Committee.

2. Tenure Committee. Membership and Duties: Refer to *ECU Faculty Manual*, [Part IX](#).

3. Promotion Committees. Membership and Duties: Refer to *ECU Faculty Manual*, [Part IX](#).

## **Section V EVALUATION OF FACULTY**

Each faculty member in the Department annually receives an evaluation of his or her performance for the year by the Department Chair. This evaluation is based on the Faculty member's performance in the areas of teaching and advising, research and/or creative activity, service, professional development, and specified other duties. The general criteria for performance evaluations within the Department are those explained in [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual*. More specific criteria follow below.

**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. Scale and Relative Weights.** All faculty shall be evaluated on a scale of 0 - 5.0, with the following descriptors:

Exceeds expectations (4.6 - 5.0)

Meets expectations (2.5 - 4.5)

Does not meet expectations (0 - 2.4)

The specific weights given to teaching effectiveness, scholarship and service for each full-time permanently tenured or probationary-term faculty member shall be not less than 25% teaching effectiveness, 25% scholarship productivity and 10% service. Allocation of the remaining 40% to these established minima shall follow procedures outlined in ECU Faculty Manual, [Part VIII](#), such that the weight assigned to service shall not be greater than the weights assigned to either teaching effectiveness or scholarship productivity. The specific weights for each faculty member shall be assigned by the Department Chair based on the above criteria and the recommendation of the faculty member in the fall term of each academic year. Faculty receiving at least two courses per year reassigned time for administrative duties shall be evaluated according to the terms pertaining to those duties. The weights may be revised with the permission of the Department Chair.

**2. Criteria for Annual Evaluation.** The following series of statements make up a set of standards and criteria, not in any order of priority, in the areas of teaching, scholarship, creative activity, and service by which the Department of Foreign Languages and Literatures evaluates its faculty for reappointment, promotion, and tenure, conducts annual reviews, and determines salary increments and merit salary increases. Specific criteria for permanent tenure and promotion are presented under section V.A.4. of this code.

No faculty member is expected to excel in each and every standard and criterion set forth in this document. However, it is expected that, in the overwhelming majority of cases, probationary-term and permanently tenured faculty members should exhibit competency in most areas covered in this document and excellence in some.

Effective teaching, research/creative activity, and service are considered essential components of a faculty member's duties. It would not be common for advancement to occur solely on the basis of excellence in one of those areas without evidence of competence in the other. The total makeup and performance of the individual and the qualitative impact he or she has on the Department and the University is significant, rather than a mere summation of the individual factors listed herein which might obscure the totality, good or bad, of the impact made. In all cases, careful judgment and a clear view of a faculty member's overall record is required in an evaluation process. In all of the listed standards and criteria, the

degree of competency expected will be dependent on the rank of the candidate, with a higher expectation being associated with higher rank as noted below.

**a. Evaluation of Teaching.** Per ECU *Faculty Manual*, [Part VIII](#), teaching must be evaluated using multiple methods. Teaching includes classroom instruction but also advising, mentoring student research and other pedagogical activities. Evaluation of teaching consists of student evaluation surveys and at least one of 2, 3, or 4 below. Of these, student evaluation is mandatory and peer evaluation is sometimes mandatory (see below and section IV.B. of this code).

1. Student evaluation surveys are required by the University of all courses with six or more students. In the case of small enrollment classes, faculty may choose to survey or not survey student opinion. Student evaluation is mandatory for all faculty. As student evaluation surveys provide qualitative feedback, it is not to be converted into a numerical score. Rather, the unit administrator may use the qualitative feedback to adjust the portfolio score positively or negatively.
2. Peer observation reports shall be done according to the Department's approved procedures and instruments provided by the Department Chair. Peer observation is mandatory for probationary faculty in the first and fourth years. It is optional for tenured faculty.
3. An evaluation of faculty teaching conducted by the Chair based on materials submitted to him/her by the faculty member.
4. An assessment portfolio must contain (aa) an assessment report, and/or (bb) a report on new course development or course redesign; and it may contain (cc) additional evidence of contributions to the Department's teaching mission. The portfolio shall be evaluated by the Chair, using a rubric approved by the voting faculty and provided by the Department Chair.
  - aa. The assessment report shall include documents illustrating the faculty member's efforts to assess at least one course taught during the current year. Documents for course assessment shall include a pre-semester list of goals and learning outcomes, a description of assessment techniques used, the assessment instrument(s) used, documentation of assessment results, and a critical plan for improving future student learning.
  - bb. The report on new course development or course redesign shall include the faculty member's explanation and justification for creating or redesigning the course, the

- detailed course syllabus (include learning outcomes, daily assignments, etc.) and other relevant course materials.
- cc. Additional evidence of teaching contributions may include advising duties, teaching awards, additional teaching duties (directed readings, cross-listed courses, interdisciplinary courses, Honors College courses, course overload without reassigned time or compensation, etc.), contributions to curriculum development, recruitment activities, and other relevant evidence.

The Department of Foreign Languages and Literatures recognizes teaching to be of primary importance to the University. Factors involved in the Chair's evaluation of faculty should include, but not be limited to, the following:

1. Overall quality of instruction as evidenced by student evaluations from student evaluation surveys.
2. Peer evaluations of instruction involving direct classroom observation of teaching according to formal procedures approved by the department and provided by the Department Chair.
3. 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.
4. Evidence of innovation in the classroom.
5. Contributions to curriculum development and the development of new courses when necessary.
6. Involvement and performance of students in the research/creative activities of the faculty member. Encouragement of research activity and professional development of students.
7. 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. Evaluation of Scholarship and Creative Activity**

Scholarship includes research, engaged research, or creative activity/innovation, which are peer reviewed, made public via any medium, and suitable for others to build upon. It is incumbent upon faculty submitting scholarship for evaluation to provide accurate, detailed information regarding the nature of the work, the medium in which it has been made public, the review process employed, and, when available, its

reception. This is to be conducted in accordance with procedures and instruments provided by the Department Chair and approved by the voting faculty.

Evaluation of multi-authored works is to be conducted without the constraint of mathematical proportionality, recognizing the benefits of collaboration to the university and to the faculty member, yet considering the specific contributions of the faculty member. It is incumbent upon the faculty member to make the contributions of each author explicit. The Department of Foreign Languages and Literatures recognizes research/creative activity to be an important component for all probationary-term and permanently tenured faculty members. Factors involved in the Chair's evaluation of faculty should include, but not be limited to, the following:

1. Evidence of research or creative activity in foreign languages and literatures.
2. Evidence of creativity and scholarly production. The faculty member should disseminate the knowledge gained from research or creative activity by publishing in appropriate peer-reviewed venues. This criterion is of paramount importance since the reputations of the Department and University are enhanced when a faculty member engages in high quality research and communicates the results to other professionals.
3. A demonstrated ability to support a high quality research or creative activity program by seeking and generating appropriate funding through external and internal grants.
4. Presentation of papers at international, national, regional, and local meetings.
5. Presentation of invited seminars and talks at symposia.
6. Evidence of continued professional growth resulting from continual involvement in scholarly and professional activities that may include developing and mastering a new area of specialization.
7. The publication of a book may earn credit for multiple years. In some subfields where books are not the norm, appropriate equivalents shall be considered.

### **c. Evaluation of Service**

The Department regards service as an integral and important responsibility of all probationary-term and permanently tenured faculty. Service assignments should reflect an equitable distribution of the service workload within the department. In the area of service to the department, the University, the local, state, and national community, and the profession, the Chair's evaluation of faculty should include, but not be limited to, the following:

1. Department committee participation as specified by the Code, administrative duties, and special assignments from the Department Chair.
2. College— Participation in college-level committees and assignments.
3. University— Participation in University-level committees and assignments.
4. Community— 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.
5. Discipline— Participation in service functions of professional organizations, especially as an officer.

**d. Evaluation of Other Responsibilities.** Faculty receiving at least two courses per year reassigned time for administrative duties shall be evaluated according to the terms pertaining to those duties.

**3. Criteria for Merit Salary Increment.** When salary increment funds are available, the Chair shall disburse the funds according to the regulations established by the State, UNC General Administration and ECU administration, and according to the following principles and procedures:

- a. Faculty salaries shall be determined, to the greatest extent possible, according to principles of merit and equity. Excellence in scholarship, teaching, and service together shall be ranked more highly than achievement in scholarship, teaching or service alone. Rank, reassigned time and years of employment, in comparison to the faculty member's peers in the Department and in the profession, will also be considered.
- b. The Chair shall report to each departmental faculty member eligible for a merit increase the recommendation for merit pay for that person, and inform faculty of the mean and median merit pay awards (dollar amounts and percentage increases) being recommended for the Department.
- c. In determining the equitable distribution of salary increments, the Chair shall consider at least the previous three years' annual evaluations.

**4. Criteria for Appointment, Reappointment, Permanent Tenure and External Review**

- a. *Appointment of Probationary and Tenured Faculty.* Instructor, Assistant Professor, Associate Professor. Refer to ECU *Faculty Manual*, [Part IX](#).

*b. Reappointment of Probationary Faculty.* In addition to the criteria stated in *ECU Faculty Manual*, [Part IX](#), the following shall apply:

1. Assistant Professor.

Satisfactory progress toward tenure in all appropriate areas of professional activity, including past and present performance as well as potential for future contributions. The maximum probationary term is seven years, consisting of an initial three-year appointment and two successive two-year appointments.

2. Associate Professor.

Demonstrated success during the probationary period, in the areas of professional activity described below in the section concerning appointment to Associate Professor. The maximum probationary term is five years, consisting of an initial three-year appointment followed by a two-year appointment.

3. Professor.

Demonstrated success during the probationary period, in the areas of professional activity described below in the section concerning criteria for appointment to Professor. The probationary term is three years, consisting of one three-year appointment.

*c. Appointments or Promotion to Permanently Tenured Ranks.* Promotion or Appointment to Permanently Tenured Ranks will be based on the quality of the candidate's dossier in scholarship, teaching, and service. The candidate must have consistent achievements of high quality in research/creative productivity before permanent tenure and promotions can be awarded. In addition to the criteria stated in *ECU Faculty Manual*, [Part IX](#), the following shall apply:

1. Associate Professor

a. Qualifications of the previous ranks.

b. Teaching

1. Evidence of satisfactory evaluations from students and peers;
2. other documentation of teaching effectiveness using instruments and procedures approved by the unit;
3. lucid, carefully written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students;
4. active role in curriculum and program development and assessment;
5. active role in the achievement of overall program goals of the unit;

6. active role in advising students regarding course selection, independent research, program choices, and career planning; and
  7. achievement and maintenance of the level of teaching and advising effectiveness specified by the unit.
- c. **Research/Creative Activity.** The candidate's publications must reveal a 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. They should take the form of articles published in the discipline's refereed journals; chapters published in refereed books and, in appropriate disciplines, refereed conference proceedings; 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. Creative activities, translations, and textbooks that contribute to the candidate's larger scholarly agenda, as evidenced by peer or external review, shall be considered toward tenure and promotion. In those disciplines where single-authored articles and books are the norm, whether a publication is single- or multiple-authored shall be an evaluative consideration. Evaluation of the quality and quantity of the candidate's corpus by specialists at other institutions shall be used in the evaluation. Consideration shall be given to securing grants from agencies in support of the candidate's research program.
- d. **Service.** The candidate must have a record of substantial service to the department, university, and profession. It is expected that most of the faculty member's early service contributions will be internal. 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:
1. Department committee participation as specified by the Code, administrative duties, and special assignments from the Department Chair.
  2. College— Participation in college-level committees and assignments.
  3. University— Participation in University-level committees and assignments.
  4. Community— 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.

- 5. Discipline— Participation in service functions of professional organizations, especially as an officer.
- e. Other Duties. Evidence of effectiveness in any areas agreed as per the terms of employment.

## 2. Professor

- a. Qualifications of the previous ranks.
- b. Teaching. A record of leadership in curriculum and program development, teaching, and advising.
- c. Scholarship/Creative Activity. The candidate is expected to have published a significant body of work beyond the credentials submitted for promotion to Associate Professor. The candidate should have published at least one book, either before or after tenure. In some subfields where books are not the norm, appropriate equivalents shall be considered. The candidate's body of work should represent a substantive contribution of national and international significance. Indeed, the candidate should have earned national recognition in the discipline or specialization, principally through a number of articles published in quality refereed journals in the discipline, or the combination of refereed scholarly publications and publication of books by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. Creative activities, translations, and textbooks that contribute to the candidate's larger scholarly agenda, as evidenced by peer or external review, shall be considered toward tenure and promotion. The candidate must have earned national recognition primarily through achievement in the discipline or the area specialization.
- d. Service. The candidate must show evidence of leadership in the various service areas described in items 1 through 5 under tenure/promotion to Associate Professor.
- e. External Peer Review. (Refer to *ECU Faculty Manual*, [Part IX](#).) External reviewers shall possess national or international prominence in the candidate's area of research / creative activity. They shall not be former graduate school associates, instructors, co-authors, supervisors, or other individuals having a close personal relationship with the candidate. Letters shall be solicited from the most knowledgeable reviewers in a candidate's field. Reviewers



must possess at least the rank (or international equivalent) to which the candidate is applying.

**5. Standards for Performance (Post-Tenure) Post-Tenure Review** (Refer to *ECU Faculty Manual, Part IX.*) Performance (post-tenure) review of all tenured faculty will be performed every five years by the Department Chair and the Performance Review Committee (PRC), according to the procedures described in *ECU Faculty Manual, Part IX*, according to the criteria for annual evaluation in this code, and the approved Standards for Review as outlined in *ECU Faculty Manual, Part IX*.

**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.

**1. Scale and Relative Weights.** All faculty shall be evaluated on a scale of 0 - 5.0, with the following descriptors:

Exceeds expectations (4.6 - 5.0)

Meets expectations (2.5 - 4.5)

Does not meet expectations (0 - 2.4)

Fixed-term faculty shall be evaluated annually based on the terms of their contracts. The specific weights for each faculty member shall be assigned by the Department Chair based on the recommendation of the faculty member in the fall term of each academic year. The weights may be revised with the permission of the Department Chair.

**2. Criteria for Annual Evaluation.** The criteria for the evaluation of teaching and service are the same as that in Section IV.A. of this code, with the following amendment:

Peer observation of teaching is mandatory for fixed-term faculty on an annual basis for the first five years of employment and those seeking advancement in title. Fixed-term faculty who have been employed five years or more with yearly peer evaluations of four or higher will need teaching evaluations every three years. Fixed-term faculty members are encouraged to participate in service activities in line with their contractual obligations.

**3. Criteria for Merit Salary Increment.** The criteria for Merit Salary Increment for fixed-term faculty are the same as in Section IV.A. of this code.

**4. Criteria for New Appointment and Advancement in Title.**

a. Teaching Instructor. Shows evidence of a sound educational background for the specific position, including as a minimum the master's degree or equivalent to be evaluated by the academic unit and affirmed by the appointing officer; and evidence of teaching ability.

- b. Teaching Assistant Professor. Holds terminal degree in field; shows evidence of potential for continued professional growth in teaching effectiveness; has ability and willingness to participate in departmental, college, and university affairs.
- c. Teaching Associate Professor. Holds terminal degree in field; has an established record of successful teaching at the university level, demonstrated engagement in curriculum development and/or supervision of students, record of participation in professional organizations; has a record of effective service to the department, college, university and/or the profession.
- d. Teaching Professor. Qualifications of the previous title; has an established record of excellence in teaching, curriculum development and/or supervision of students; has demonstrated leadership in department, college, and university affairs; has a record of significant service to the profession.

**Section VI PROCEDURES FOR MEETINGS WITHIN THE UNIT**

- A. A quorum shall be three-fifths (3/5) of the voting faculty of the Department/committee.
- B. All business shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, latest edition.
- C. Notice of meetings whenever practicable must be made at least five business days in advance.
- D. The agenda must be prepared in advance by the Department/committee chair and submitted to the faculty along with the notice of meeting. Any faculty member/committee member may request that the chair place an item on the agenda; if the request is in writing, such an item will then be placed on the agenda no later than the second meeting following its submission.
- E. Minutes of the preceding meeting shall be prepared and made available to the members of the Department/committee along with the agenda.
- F. At least four meetings of the Department faculty shall be held during the academic year. Special meetings shall be called upon a written request signed by a majority of the faculty.

**Section VII VOTING BY FACULTY MEMBERS**

The Department's major planning documents, assessment documents, department contributions to the Unit Academic Program Review, and other major reports to be submitted to person(s) outside the unit shall be reviewed by the Administrative Committee, which shall recommend them to the full Department faculty. The Department voting faculty, as defined in ECU *Faculty Manual*, [Part IX](#), with input from all Department faculty, shall vote their approval or disapproval before the reports are submitted to person(s) outside the unit.

**Section VIII BUDGET**

- A. Annual Budget Request.** The Department Chair shall present the annual budget request to the Administrative Committee in the spring for input.
- B. Annual Report.** The Department Chair shall present the annual report to the faculty in the fall for discussion. See this code, V.A.3. above.

**Section XI ENABLING CLAUSE AND AMENDMENT PROCEDURES**

- A. Approval.** This unit code will be enabled upon the approval by a majority of the permanently tenured faculty members of the unit by secret ballot and after approval by the Faculty Senate and the Chancellor. Refer to ECU *Faculty Manual*, [Part IV](#).
- B. Amendment.** Text for a proposed amendment must be submitted to the faculty by any department faculty member one meeting prior to a vote on the amendment.
- C. Approval of Amendment.** Amendments must be approved by the majority of the permanently tenured faculty, the Faculty Senate, and the Chancellor.