

COVER/SIGNATURE PAGE

REVISED UNIT CODE OF OPERATIONS  
UNIT NAME: Geological Sciences  
SCHOOL/COLLEGE OF: Arts and Sciences  
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

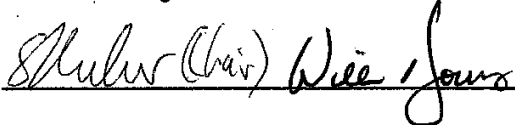
1. Approved by the tenured faculty of the unit

Chair, Code Unit Committee  Date: 4/8/16  
D. REINE CORBETT

2. If changed, reapproved by tenured faculty\*

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

3. Submitted to Next Highest Administrator for advice:

Administrator  Date: 4/12/16 4/17/16

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 GEOLOGICAL SCIENCES

### Section I PREAMBLE

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

The mission of the Department of Geological Sciences is to achieve and sustain high quality, up-to-date instructional programs in our foundations courses and in our professional undergraduate and master's degree programs; to provide opportunities for and to encourage faculty and students in research and creative activities so that their achievements can result in professional recognition for them and for their department and university; to lend our professional expertise in appropriate service to the University, to private and public groups, and to organizations on the local, state, national, and international levels; and to integrate these areas of endeavor (teaching, research and service) into the larger, synergistic enterprise of scholarship.

### Section II FACULTY

#### A. Definitions of the unit's faculty

The faculty of the Geological Sciences consists of all persons in Geological Sciences who have regular faculty rank or faculty title as defined in the [ECU Faculty Manual, Part VIII](#).

#### B. Criteria for serving as a voting faculty member of the unit (Refer to [ECU Faculty Manual, Part IV](#) and [Part IX](#).)

1. As pertains to the unit's committee for making recommendations on code content to the permanently tenured unit faculty members, voting faculty will be defined in accordance with [Part IV of the ECU Faculty Manual](#).
2. Evaluations of the effectiveness of unit administrators will be conducted according to guidelines found in the [ECU Faculty Manual, Part II](#).
3. As pertains to serving on personnel-related committees responsible for making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty, voting faculty will be defined in accord with [Part IX of the ECU Faculty Manual](#).
4. As to all matters not covered above, voting faculty will be defined as those who hold a full-time faculty position with East Carolina University with greater than one-half time in the unit and who hold regular professorial ranks or titles and who have at least one-half of the teaching/research/service duties normally assigned in the unit.

#### C. Approved criteria for appointment to the graduate faculty.

The procedures for appointment/renewal to the graduate faculty are specified in [Part II of the ECU Faculty Manual](#). For appointment/renewal to the graduate faculty, faculty members in the Department of Geological Sciences must demonstrate productivity within the last five years in some combination of the categories listed below. An individual need not have contributed in every category, and it shall be the responsibility of the graduate and associate

graduate faculty of the Department to determine the merit of applications submitted for consideration. The items listed are prioritized in descending order of importance.

1. Publication of scholarly research in refereed venues (journals, book chapters, geologic maps, etc.)
2. Grants/contracts awarded in support of research
3. Adviser for completed theses
4. Editorship of a journal or monograph
5. Research articles in proceedings volumes (non-refereed)
6. Presentation of research at professional meetings with published abstract
7. Membership on review panels and editorial boards
8. Ad hoc reviews of journal articles and grant proposals
9. Officership/membership on executive committees of professional organizations
10. Progress reports to granting agencies

D. Criteria for Emeritus status in the unit

Based on a review of the curriculum vitae and a vote of the Personnel Committee, a recommendation of Emeritus status will be made in accordance with [ECU Faculty Manual, Part VIII](#).

### Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

A. Department Chair

The Department Chair is the Department's official representative and advocate to the higher administrative units of the College and University. The Chair will provide leadership for the Department and give impetus to the teaching, research, and service efforts of the Department. Appointment and review of the Department Chair will be done in accordance with established ECU policies as given in the [ECU Faculty Manual, Part II](#).

1. Duties of the Chair

- a. Oversight of the day-to-day operations of the Department.
- b. Oversight of all space, facilities, field equipment, vehicles and boats, their proper use and assignment to meet continuing departmental needs.
- c. Preparation of the Annual Report and the Annual Budget. The Chair will authorize expenditures after due consultation with the faculty and will have available up-to-date files and records on the various budgets within the Department. The Annual Report and the Annual Budget will be presented and discussed at a regular faculty meeting during the year.
- d. Conducting annual evaluations.
- e. Keeping the faculty fully informed of all higher level administrative decisions that relate to the operations of the Department or to the welfare of individual faculty members.
- f. Scheduling departmental meetings each month during fall and spring semesters, or in response to a written request by a faculty member of the Department.
- g. Distribution of minutes of departmental meetings to the Geological Sciences faculty members and to the heads of appropriate higher administrative units.
- h. Hiring and supervision of supporting departmental personnel (administrative assistants, technicians and student workers, etc.).
- i. Requisition and purchase of office supplies.
- j. Forwarding recommendations for promotion, permanent tenure reappointment, non-

- reappointment and merit salary increase to the Dean.
- k. Raising awareness of, and pursuing where appropriate and feasible, funds available for departmental improvement and faculty research efforts.
  - l. Designating an acting Department Chair for those periods when unavailable.
  - m. Providing publicity for various activities within the Department.
  - n. Serving, if elected, as a voting member of the various departmental committees.
  - o. Assignment of specific classes and teaching loads to individual faculty members.
  - p. Ensuring that Code procedures are followed.
  - q. Completing other duties assigned by the Dean, in compliance with [Part II of the ECU Faculty Manual](#).

## B. Director of Graduate Studies

### 1. Term of Office

The Director of Graduate Studies will be elected by the graduate faculty and approved by the Chair for a twenty-four-month term starting at the beginning of the Fall semester and in compliance with the [ECU Faculty Manual, Part II](#).

### 2. Responsibilities

- a. Serving as departmental representative at meetings of graduate program directors and coordinators.
- b. Advising graduate students on course requirements including any undergraduate deficiencies.
- c. Advising graduate students of non-course requirements (comprehensive exam, thesis proposal, etc.) and recommending how and when to satisfy such requirements.
- d. Keeping the faculty informed of the progress of graduate students or of any special problems encountered by them.
- e. Answering inquiries from prospective graduate students.
- f. Processing applications for assistantships in the Department.
- g. Keeping faculty fully informed of prospective graduate student interest in the Department.
- h. Coordinating prospective graduate student visits with departmental faculty.

## C. Director of Undergraduate Studies

### 1. Term of Office

The Director of Undergraduate Studies will be elected by the faculty for a twenty-four month term starting at the beginning of the fall semester.

### 2. Responsibilities

- a. Advising undergraduate geology majors and minors on course requirements.
- b. Keeping the faculty informed of the progress of undergraduate students or of any special problems encountered by them.
- c. Answering inquiries from prospective undergraduate majors.
- d. Conducting degree audits.
- e. Keeping faculty fully informed of prospective undergraduate student interest in the Department.
- f. Coordinating prospective undergraduate student visits with departmental faculty.

## Section IV COMMITTEES OF THE UNIT

The faculty believes that the most efficient and democratic manner of participating in operations and decisions within the Department is through appropriate committees.

### A. Standing Committees

#### 1. Space Utilization Committee

- a. The committee will consist of three (3) members on staggered two (2)-year terms, elected by the voting faculty at the first meeting of each academic year. The committee will choose its chair at its first meeting of each academic year.
- b. The committee shall be responsible for:
  - i. Recommending the assignment of available office space to faculty and students.
  - ii. Planning for the future utilization of classroom and research space and space for supporting facilities (photographic dark room, research room, computer laboratories, etc.).
  - iii. Planning for the renovation and modification of existing classrooms and facilities in order to meet new needs.
- c. Recommendations of the committee will be brought to the faculty for a vote. The faculty's recommendations will be forwarded to the Chair.

#### 2. Curriculum Committee

- a. The committee will consist of three (3) members on staggered two (2)-year terms, elected by the voting faculty at the first meeting of the academic year. The committee will choose its chair at its first meeting of each academic year.
- b. The committee shall be responsible for:
  - i. Evaluating new course proposals from the faculty.
  - ii. Examining the curricula and proposing new courses and/or revisions in existing courses.
- c. Recommendations of the committee will be brought to the faculty for a vote. The faculty's recommendations will be forwarded to the Chair.

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

#### 1. Personnel Committee

The Personnel Committee, composed of the permanently tenured voting faculty of the Department, will function as outlined in Part IX of the *ECU Faculty Manual*. Selection and appointment of new faculty members shall be in accordance with [Part VIII](#) and [Part IX of the \*ECU Faculty Manual\*](#). The Personnel Committee will be responsible for all aspects of conducting searches.

#### 2. Tenure Committee

The Tenure Committee will be composed and function as outlined in [Part IX of the \*ECU Faculty Manual\*](#).

#### 3. Promotion Committees

Promotion committees will be composed and function as outlined in [Part IX of the \*ECU Faculty Manual\*](#).

## Section V EVALUATION OF FACULTY

### A. Tenured and Probationary-Term (Tenure-Track) Faculty Evaluation

#### 1. Annual Evaluations

- a. Each faculty member, in consultation with the Department Chair, will select and put in writing relative weights (percentage of commitment) to be applied to the criteria that are used in the annual evaluation of the individual's performance no later than September 1st for continuing faculty or within one month of the initial date of employment for new faculty. The percentage of commitment is reviewed and evaluated in January by the faculty member in consultation with the Department Chair and adjustments are renegotiated, as appropriate.
- b. The specific weights given to teaching effectiveness, research, and service for each faculty member shall be not less than 25% teaching effectiveness, 25% research productivity and 10% service. The allocation of the remaining 40% to these minima shall comply with the prescription of [Part VIII of the ECU Faculty Manual](#), that the weight assigned to service shall not be greater than that assigned to either teaching effectiveness or research productivity.
- c. Annual evaluations will be conducted each spring in accordance with the University's schedule.

#### 2. Reappointment and Professional Advancement

- a. The procedures for reappointment of probationary-term faculty are those prescribed in [Part IX of the ECU Faculty Manual](#). The unit Tenure Committee shall review the Personnel Action Dossier of each probationary-term faculty member at a meeting called for this purpose. In addition, the Tenure Committee shall consider whether the dossier indicates the faculty member is making satisfactory progress towards securing tenure and promotion using the criteria described in Section V.A.5 of this Code.
- b. The procedures for addressing requests for promotion of faculty are those prescribed in [Part IX of the ECU Faculty Manual](#). Unit Promotion committees shall review the Personnel Action Dossier of each faculty member being considered for promotion at a meeting called for this purpose. The committees shall use the promotion criteria described in Section V.A.5 of this code.

#### 3. Merit Salary Allocation

All full-time continuing faculty shall annually document their accomplishments in teaching effectiveness, research, and service for the academic year. These documents will be considered by the Department Chair in making recommendations for merit salary allocation. Evaluation and determination of annual salary increments when available will be done in accordance with [Part VIII of the ECU Faculty Manual](#) and in compliance with compensation regulations of the North Carolina General Assembly, the UNC Board of Governors, and ECU officials.

#### 4. Personnel/Evaluation Files

A Personnel/Evaluation file shall be maintained by the Department Chair for each faculty member in the Department of Geological Sciences. The file will be located in the departmental office. Content of files and access to files shall be in accordance with [Part](#)

5. Tenure and Promotion

Candidates for permanent tenure and promotion shall be evaluated by the following criteria, which are in addition to those prescribed in [Part VIII](#) and [Part IX of the ECU Faculty Manual](#).

- a. Teaching/Advising--(1) the articulation of the salient aspects of a discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting; (2) academic advising within the discipline and the foundations curriculum, where Department operating procedures provide such an opportunity; and (3) other contributions towards the University's fundamental mission of transmitting knowledge, including participation in curriculum development.
    - i. For Permanent Tenure
      - a) Satisfactory overall results from student opinion surveys and peer evaluations.
      - b) Other documentation of teaching effectiveness using instruments and procedures approved by the unit.
      - c) Lucid, carefully written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.
      - d) An active role in the development of the curriculum and programs of the Department.
      - e) Maintenance of a satisfactory level of student performance.
      - f) An active role in advising students regarding course and laboratory work, independent research, program choices, and career planning.
      - g) Achievement and maintenance of a satisfactory level of teaching and advising effectiveness.
    - ii. For Promotion to Associate Professor

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure (see above). Although recommendations regarding tenure and promotion are separate, the Promotion Committee must follow the provision of [Part IX of the ECU Faculty Manual](#) that "sound academic practice supports the concept that an assistant professor eligible for tenure should qualify for promotion to associate professor."
    - iii. For Promotion to Professor

The teaching and advising criteria for promotion to Professor include those for promotion to Associate Professor (see above). Additional criteria include, but are not limited to, the following:
- a) Leadership achievements in curriculum and program development.
  - b) Leadership achievements in the enhancement of teaching effectiveness.
  - c) Leadership achievements in the enhancement of advising effectiveness.
  - d) Mentoring role with probationary-term faculty regarding advancement of teaching and advising effectiveness.
- b. Research--(1) serious inquiry leading to the discovery and interpretation of knowledge, revision of accepted theories or laws in light of new knowledge, or practical application of such new or revised theories or laws; and (2) the dissemination of such discovery, interpretation or revision through refereed scholarly

publications; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses. The candidate must have consistent achievements of high quality in research productivity, including external funding.

i. For Permanent Tenure

- a) The candidate's publications must reflect a significant and developing research agenda in the areas of specialization. They must indicate that the candidate has the potential for eventual national recognition as an important scholar.
- b) The publications must be of promise, high quality in content, and reveal consistent research efforts. They should take the form of articles published in the discipline's refereed 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. Textbooks and grant reports shall count as research only if they have a significant impact on one's peers within the discipline.
- c) Publishing papers in conference proceedings and papers read at professional meetings and their associated published abstracts shall usually warrant less consideration.
- d) External funding is typically in the form of grants, fellowships, contracts, and sub-contracts. External funding is a significant indication of research productivity because 1) it allows the candidate to pay for research needs and to support undergraduate, graduate, and post-doctoral students; and 2) success in obtaining peer-reviewed or competitive grants is a strong indication of the significance of the proposed research. Faculty members are expected to seek and/or acquire the external funding required to carry out their research programs and that of their students. The Department recognizes that different disciplines have different levels of federal and other funding available. The candidate should seek funding levels appropriate to his or her discipline. The candidate's leadership in research design is signified by PI, Co-PI, or Co-I status. Funding as Co-PI or Co-I is of value, but the candidate's record should indicate attempts, even if unsuccessful, to obtain funding as PI, as an indication of an independent research program.

ii. For Promotion to Associate Professor

The research productivity criteria for promotion to Associate Professor are the same as those for permanent tenure (see above). Although recommendations regarding tenure and promotion are separate, the unit Promotion Committee must follow the provision of [Part IX of the ECU Faculty Manual](#) that "sound academic practice supports the concept that an assistant professor eligible for tenure should qualify for promotion to associate professor."

iii. For Promotion to Professor

The research productivity criteria for promotion to Professor include those for permanent tenure (see above). In addition, the candidate must have earned national recognition in the discipline or specialization, principally through a number of articles published in the discipline's refereed 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 includes references to the candidate's work in the research publications of peers, favorable reviews published in learned periodicals, or prestigious awards bestowed in honor of the candidate's work. A candidate whose national recognition as an important scholar in the discipline or specialization is not clearly established through publications shall not be recommended for promotion to Professor. In addition, the candidate, where appropriate to disciplinary norms, must have a record of sustained external funding as PI.

- c. Service--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 required for permanent tenure and promotion, therefore, depends upon rank.

- i. 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 productivity, 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:

- a) Unit--Department committee participation as specified by this Code and other Department activities such as administrative duties, special assignments from the Department Chair, and participation in faculty meetings and seminars;
    - b) College--Participation in college-level committees and assignments;
    - c) University--participation in University-level committees and assignments;
    - d) 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;
    - e) Discipline--Participation in service functions of the profession such as journal referee or editor, officer of professional organizations, and session organizer or chair at professional meetings.

- ii. For Promotion to Associate Professor

The criteria for promotion to Associate Professor include those for permanent tenure (see above).

- iii. For Promotion to Professor

The criteria for promotion to Professor are the same as those for permanent tenure (see above). In addition, the candidate must demonstrate leadership in the various service areas described above.

## B. Fixed-Term Faculty Evaluations

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 follow [ECU Faculty Manual, Part VIII](#).

### 1. Annual Evaluations and Subsequent Appointments

Fixed-term faculty members considered for annual evaluation or subsequent appointment shall prepare those portions of a faculty portfolio as defined by the unit, as given in the [ECU Faculty Manual, Part IX](#). The Personnel Committee shall review this document prior to the contract expiration at a meeting called for this purpose. The Personnel Committee shall recommend subsequent appointment only if the portfolio demonstrates performance consistent with the expectations of the initial contract letter, and if these expectations continue to reflect the needs of the Department.

### 2. Advancement in Title for fixed-term faculty shall be conducted in accordance with criteria in the [ECU Faculty Manual, Part VIII](#).

- a. For advancement in title to Teaching Assistant Professor
  - i. Must hold a PhD in an appropriate field or alternate acceptable qualifications.
  - ii. Demonstrate teaching effectiveness by means of the three methods below. At a minimum, at least one of these methods shall be employed per year for each fixed-term faculty member:
    - a) Seminar (research or teaching) attended by tenured and probationary-term faculty.
    - b) Demonstrate teaching experience at the college level.
    - c) Peer evaluation in a Geological Sciences class.
  - iii. A file containing documentation of the above will be reviewed by the Geological Sciences Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair
- b. For advancement in title to Teaching Associate Professor
  - i. Must hold a PhD or alternate acceptable qualifications and have 5-6 years or commensurate experience at the title of Teaching Assistant Professor or commensurate experience.
  - ii. Demonstrate exemplary teaching effectiveness by means of the methods below:
    - a) Provide evidence of student feedback whenever possible.
    - b) Provide a teaching portfolio (format and design to be determined by agreement between the candidate and the Personnel Committee) that includes syllabi and a summary of annual evaluations by the Chair.
    - c) Peer evaluation of teaching.
  - iii. Provide evidence of leadership or innovation, such as the following examples:
    - a) Leading teaching effectiveness workshops for graduate students.
    - b) Coordination/mentorship of graduate teaching assistants.
    - c) Grants or grant proposal submissions accompanied if possible by reviews; publications in professional journals.
    - d) Contribution to teaching/organization of summer geology field course.

- e) Contribution to undergraduate advising.
    - iv. Provide service to the Department, University, and profession, such as the following examples:
      - a) Departmental committees
      - b) University committees
      - c) Science Fair Judge
      - d) Public outreach
      - e) Professional service
    - v. A file containing documentation of i-iv above will be reviewed by the Geological Sciences Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair.
  - c. For advancement in title to Teaching Professor
    - i. All of criteria for advancement in title to Teaching Associate Professor (listed in B.2.b. above.)
    - ii. Sustained leadership efforts in teaching, professional development, and service
    - iii. Excellent reputation in teaching at the university level as indicated by:
      - a) External (outside of ECU) review of teaching portfolio
      - b) Letters in support of the advancement in title based on teaching and/or research
    - iv. A file containing documentation of i-iii above will be reviewed by the Geological Sciences Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair.
- C. Standards for Performance (Post-Tenure) Review of Tenured Faculty  
 Procedures for post-tenure review follow [ECU Faculty Manual, Part IX](#) and standards established by the Department and available on the [Faculty Senate Website](#).

## Section VI PROCEDURES FOR MEETINGS WITHIN THE UNIT

The Department Chair will schedule departmental meetings each month during the fall and spring semesters and will be responsible for setting the agenda. Any faculty member of the Department of Geological Sciences may request in writing to the Chair the scheduling of a departmental meeting. All meetings will be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

## Section VII VOTING BY FACULTY MEMBERS

Voting on the approval or disapproval of the Unit's major planning documents, assessment documents, Unit Academic Program Review, and other major reports shall occur in a timely fashion.

## Section VIII BUDGET

### A. Annual budget

The Chair will present a departmental budget plan at a faculty meeting early in the academic year. It will be reviewed, modified as necessary and voted upon by the faculty, and the recommendation will be forwarded to the Chair.

B. Annual report

The Chair will prepare the Department's Annual Report, and it will be presented to and reviewed by the faculty and modified as necessary.

Section IX. OTHER POLICIES AND DOCUMENTS

A. Reassigned Time

Assignment of teaching duties and granting of reassigned time will be done in accordance with [Part VIII of the ECU Faculty Manual](#).

B. Summer School Teaching

Summer teaching assignments will be based on the need/demand for a course. Available positions for summer school teaching will be handled on a rotational basis, with first choice going to the faculty member who has not taught summer sessions for the longest period of time. As an example, if faculty member A declines the opportunity to teach during a given summer, the person immediately below him/her in terms of elapsed time since his/her previous summer teaching (faculty member B), will be offered the position. In this event, faculty member A and faculty member B have simply exchanged places. Once a faculty member teaches summer school, he/she will then occupy a position at the bottom of the list and will not be eligible to teach again until all other faculty members of the Department have been offered the opportunity to teach.

Section X AMENDMENT PROCEDURES

In accordance with the *ECU Faculty Manual*, Part IV [Faculty Manual, Part IV](#), the Unit Code can only be amended by a majority vote of the permanently-tenured faculty. With a minimum of two weeks prior notice, any faculty member of the Department of Geological Sciences can propose an amendment. Amending the code can be done at any scheduled departmental meeting. All amendments must be approved by the Faculty Senate and the Chancellor.