

COVER/SIGNATURE PAGE

REVISED UNIT CODE OF OPERATIONS  
UNIT NAME: BIOLOGY  
SCHOOL/COLLEGE OF: THCAS  
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

1. Approved by the tenured faculty of the unit

Chair, Code Unit Committee [Signature] Date: 3/1/16

2. If changed, reapproved by tenured faculty

Chair, Code Unit Committee [Signature] Date: 5/3/16

3. Submitted to Next Highest Administrator for advice:

Administrator [Signature] Date: 3-28/16

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 DEPARTMENT OF BIOLOGY  
COLLEGE OF ARTS AND SCIENCES  
EAST CAROLINA UNIVERSITY**

Section I      PREAMBLE

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

OBJECTIVES/MISSION

We seek to provide solutions to important scientific and societal problems by undertaking high quality and innovative education and research in Biology; and to enhance our local, professional and global communities through effective service and outreach. We consider the breadth of our faculty and programs our central asset and promote integrative and interdisciplinary approaches to strengthen student education and advance research. We strive to be leaders in the implementation of active and experiential learning throughout our pedagogy and to provide an environment in which students and faculty excel. As teacher-scholars, we use the synergies between teaching, research and service to make positive contributions to the success of our students, the transformation of Eastern North Carolina's communities, and the health of our natural world.

Section II      FACULTY

- A. Faculty. The faculty of the Department of Biology consists of all persons with full-time appointments who hold rank in the Department as Instructor, Assistant Professor, Associate Professor, and Professor; all persons who are tenured or probationary term (tenure-track); all persons with full-time fixed-term appointments in the Department of Biology; and all persons on semester part-time faculty appointments.
  
- B. Criteria for serving as a voting faculty member of the Unit (Refer to *ECU Faculty Manual, Part IV and Part IX*). As pertains to all matters not covered by *ECU Faculty Manual* above, voting faculty will be defined as someone who holds a full-time faculty position with East Carolina University and a greater than one-half time position in the Unit, holds regular academic rank or title, has at least one-half of the teaching/research duties normally assigned in the Unit, and is in at least the twelfth consecutive calendar month of appointment to the faculty.
  
- C. Graduate Faculty. Only Graduate Faculty, Associate Graduate Faculty, and Graduate Teaching Faculty as defined in section C as detailed below, may participate and vote on all graduate program issues as defined by Part II of the *ECU Faculty Manual*. The Graduate Faculty of the Department of Biology consists of membership in one of four categories as defined by the Part II of the ECU Faculty Manual; the four categories are (1) graduate faculty member, (2) associate graduate faculty member, (3) graduate teaching faculty member, and (4) *ex officio* graduate faculty member. See Part II of the *ECU Faculty Manual* for the criteria, qualifications, privileges and responsibilities of each membership category. Membership in one of these categories is determined by application, affirmation of recommendation by vote of a majority of the Department of Biology graduate faculty, and recommendation by the Department Chair. Appointment to any category of graduate faculty is for five years or for the current contracted term or

duration of dissertation/thesis service as indicated on the application. All probationary (tenure-track) faculty members who hold the appropriate terminal degree for their discipline are deemed to be eligible for the graduate teaching faculty category upon their initial appointments; upon evaluation and contract renewal, this faculty member may apply for membership in either the graduate or associate graduate category. See [Part II](#) of the *ECU Faculty Manual* for reappointments, membership of those with administrative assignments, waivers, *ex officio* membership, and membership consideration of external thesis and/or dissertation committee members.

D. Emeritus Status. The Department of Biology recognizes Emeritus status for retired, permanently disabled, or deceased faculty members who have made significant contributions to the Department and the University through a long and distinguished record of scholarship, teaching, and service. A recommendation for Emeritus status must be initiated and approved by the Personnel Committee, approved by the Department Chair and forwarded to the Dean. This recommendation is sent to the Provost and Chancellor (Refer to *ECU Faculty Manual, Part VIII*).

E. Definition of Adjunct Faculty. Adjunct faculty status is an honorary non-teaching distinction that is conferred only for those individuals not directly affiliated with the Department of Biology who have made or are expected to make substantial contributions to the Department.

1. Appointments as an adjunct faculty member are for a maximum term of five years, renewable. Any member of the faculty may nominate a person for appointment as adjunct faculty. Candidates for adjunct status will present relevant materials for review and may give a presentation to the faculty of the Department. The voting faculty will cast ballots to recommend whether the candidate is acceptable as an adjunct member of the Department. Votes will be tallied by the Personnel Committee and the Personnel Committee will make a formal recommendation to the Chair. If concurring with the recommendation, the Department Chair will forward the recommendation to the Dean of the College. Non-concurrence at any level with a recommendation for appointment as adjunct faculty terminates the appointment process. The Personnel Committee will review subsequent appointments of adjunct faculty and present these to the voting faculty of the Department for approval by a simple majority.

2. The faculty title of adjunct appointment (Assistant Professor, Associate Professor, or Professor) is commensurate with the individual's current academic appointment outside the Department. In cases where the individual holds no academic appointment, academic title is conferred in accordance with the individual's achievements and highest academic degree attained as determined by the Personnel Committee.

3. Adjunct faculty status is an unsalaried, non-tenure appointment with no voting privileges.

4. Although adjunct members of the faculty do not receive benefits normally associated with full-time employment, they are regarded as members of the East Carolina University community.

5. Any appointment of an adjunct faculty member to assume teaching responsibilities is separate from adjunct status and requires approval in accordance with [Part IX](#) of the *ECU Faculty Manual*.

6. To serve as an external member on a thesis or dissertation committee, adjunct status in the Department is not required. To serve as an internal member on a thesis or dissertation committee, both adjunct status in the Department and appointment to the Graduate Faculty are required. See section II.C. of this Code.

### Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

The administration of the Department shall consist of the Chair of the Department and the Director of Undergraduate Studies and the Director of Graduate Studies. In addition the Chair may appoint a member of the faculty to act as Assistant Chair. The Chair of the Department is the chief administrative officer of the Department. The Chair's performance will be evaluated in accordance with established University policies.

#### A. The Chair shall:

1. Provide leadership and vision in guiding the Department toward accomplishment of its mission and the implementation of the Department and College strategic plans;
2. Administer the affairs of the Department, giving due consideration to policies recommended by members of the Department, and making sure that no Departmental policy shall conflict with any policy determined by the University;
3. Represent the Department and serve as its advocate in relations with other Units of the University and serve on the College's Chairs Council;
4. Make evaluations and recommendations concerning personnel matters and salary increments and forward them to the appropriate higher administrative official in accordance with [Part VIII](#) of the *ECU Faculty Manual*;
5. In consultation with the Director of Undergraduate Studies and the Director of Graduate Studies, supervise: a) scheduling of classes, b) recruitment and counseling, and registration of qualified students, and c) the assignment of graduate assistants to their duties;
6. Work with appropriate Departmental administrators, committees, and other agencies to ensure a Departmental curriculum and program of research and related activities that are of high quality and consistent with societal needs, student demand, and Departmental and University goals. In matters of curriculum, all changes must be approved by the Executive Committee, the Graduate Committee or the Undergraduate Committee, as appropriate, and by a majority vote of the Unit faculty at a regularly scheduled meeting;
7. Encourage all faculty members to pursue both intramural and extramural funds and other items supportive of Departmental teaching and research;
8. Encourage and facilitate efforts by faculty members toward accomplishments in teaching, research, and/or other service to the Department, the University, professional societies and society at large;

9. Supervise, coordinate, and provide oversight for the evaluation of activities performed by Departmental support personnel to ensure that they are carried out in a manner consistent with the Departmental goals and objectives;
  10. Have general responsibility for care and proper utilization of Departmental space, equipment, and supplies, in consultation with other members of the Executive Committee;
  11. Prepare the Departmental budget, manage and be responsible for the budget and all other funds assigned to and/or belonging to the Department, and present an Annual Report and Annual Budget for discussion at the first regularly scheduled faculty meeting of the fall semester, in consultation with other members of the Executive Committee;
  12. Conduct negotiations for the hiring of new faculty and staff;
  13. Preside over Departmental meetings and supervise the writing and distribution of Departmental minutes;
  14. Serve as Chair of the Executive Committee; and,
  15. Ensure that Unit code procedures are followed.
  16. Promote and foster collegiality and professionalism in working relations among Departmental faculty, staff, and students. See the *ECU Faculty Manual*, [Part V](#), "Statement on Professional Ethics."
- B. The Director of Undergraduate Studies shall be appointed by the Chair in consultation with the Executive Committee and shall serve at the discretion of the Chair. In consultation with the Chair, the Director of Undergraduate Studies shall:
1. Serve as counsel to the Chair and assist in matters relating to Departmental operation and the undergraduate program;
  2. Represent the Chair in an official capacity when requested by the Chair;
  3. Coordinate, supervise, and monitor a strong academic program of undergraduate education that is responsive to societal needs and student demand, and supportive of the goals of the Department and the University;
  4. Conduct a program of recruitment to enroll qualified students in the undergraduate program;
  5. Coordinate consultation and advisement procedures for undergraduate students, prepare and distribute information describing requirements of the undergraduate programs, fellowship grants, awards and opportunities available to undergraduate students in the Department; serve as the Departmental contact with the East Carolina University Career Center to assist in the development and advertisement of career opportunities for Biology undergraduates and to recruit applications from Biology students for the positions available;
  6. Supervise maintenance of records, transcripts, letters of recommendation, grade reports, and other data of undergraduate students enrolled in the Department,

and handle inquiries and requests for assistance that pertain to undergraduate work in the Department;

7. Serve as Chair of the Undergraduate Committee and represent this committee in recommendations of policy or curriculum change to the Chair, to the Executive Committee, to the faculty, and to appropriate University committees;
  8. Collect and maintain information relating to pre- and post-graduation professional activities of undergraduates in Biology;
  9. Promote the placement of undergraduates into related educational programs or employment post-graduation.
  10. Serve as liaison between the Harriot College of Arts and Sciences Associate Dean for Undergraduate Studies and the Department and represent the Department at meetings of the College Undergraduate Council;
  11. Serve as liaison between undergraduate students and the Department, and provide a means whereby student opinion is made known in matters relating to the undergraduate program;
  12. Supervise the conducting of program assessments;
  13. Coordinate and develop, as appropriate, opportunities for interdisciplinary offerings.
  14. Evaluate transfer credits; and,
  15. Serve as an *ex officio* member with voting rights of the Executive Committee and of the Graduate Committee (if he or she is a Graduate Faculty member).
- C. The Director of Graduate Studies shall be appointed by the Chair in consultation with the Executive Committee and shall serve at the discretion of the Chair. In consultation with the Chair, the Director of Graduate Studies shall:
1. Serve as counsel to the Chair and assist in matters relating to the graduate program;
  2. Represent the Chair in an official capacity when requested by the Chair;
  3. Coordinate, supervise, and monitor a strong academic graduate program that is responsive to societal needs and student demand, and supportive of the goals of the Department and the University;
  4. Conduct a program of recruitment to enroll qualified students in the graduate program;
  5. Consult with and advise prospective and current graduate students in Biology, and prepare and distribute information describing requirements of the program, fellowship grants, teaching and research assistantships and other available awards and opportunities; develop cooperative educational opportunities for Biology graduate students with governmental and private agencies and serve as the person responsible for advertising cooperative educational opportunities available for graduate students and recruit applications from Biology graduate students for the positions;

6. Supervise maintenance of records, transcripts, letters of recommendation, grade reports, and other data of graduate students enrolled in the Department, and handle inquiries and requests for assistance pertaining to graduate work in the Department;
  7. Serve as Chair of the Graduate Committee and represent this committee to the Chair, the Executive Committee, the faculty, and appropriate University committees in recommendations of policy or curriculum change or selection of graduate assistants;
  8. Collect and maintain information relating to pre- and post-graduation professional activities of graduate students in Biology;
  9. Promote placement of graduates into related educational programs or employment post-graduation.
  10. Serve as liaison between the Harriot College of Arts and Sciences Associate Dean for Graduate Studies and the Department and represent the Department at meetings of the College Graduate Council;
  11. Serve as liaison between graduate students and the Department, and provide a means whereby student opinion is made known in matters relating to the graduate program;
  12. Serve as *ex officio* member with voting rights on the Undergraduate and Executive Committees;
  13. Approve, in cooperation with the Dean of the Graduate School and the Graduate Committee, the admission of prospective students to graduate programs in the Department;
  14. Advise students in the selection of thesis directors and thesis committee members, and schedule final thesis examinations of candidates for graduate degrees in Biology;
  15. Schedule Departmental seminars by graduate students;
  16. Work with thesis directors and thesis committees in assuring satisfactory progress of students in the graduate program.
  17. Supervise and implement the appointment of Graduate Teaching Assistants;
  18. Implement teaching evaluations of Graduate Teaching Assistants;
  19. Supervise the conducting of program assessments;
  20. Initiate recommendations for faculty appointments to the Graduate School; and
  21. Coordinate and develop, as appropriate, opportunities for interdisciplinary offerings.
- D. An Assistant Chair may be appointed by the Chair and shall serve at the discretion of the Chair. Appointments will be for one year with the possibility of renewal for up to

four consecutive years. Initial appointments will be reviewed and voted on by the Executive Committee. In consultation with the Chair, the Assistant Chair shall:

1. Serve as counsel to the Chair in matters relating to the Department's programs;
2. Assist the Chair in the duties assigned to the Chair in the Department Code;
3. Represent the Chair in an official capacity when requested by the Chair;
4. The Assistant Chair, outside of duties associated with the position, may be elected to Departmental committees as a regular member of the faculty.

#### Section IV COMMITTEES OF THE UNIT

Membership, terms, and duties of Standing committees (Refer to *ECU Faculty Manual, Part IX*)

##### A. Standing Committees

The Standing committees of the Department shall include: the Graduate Committee and the Undergraduate Committee.

Standing Committees are advisory to the Chair, who is also an *ex officio* member without voting privileges on all such committees. All meetings of Standing committees shall be open to members of the Department eligible for membership on the committee. The terms of office of elected members of Standing committees shall be two years with election of two members annually. Elections will be held at the beginning of each academic year. Members of Standing committees may be re-elected.

1. The Executive Committee shall be comprised of the Director of Undergraduate Studies, the Director of Graduate Studies, Chair of the Personnel Committee, and four elected members to be drawn from and elected by all voting members of the faculty – in addition to the Chair of the Department, who shall serve as its Chair. All members of the Executive Committee have voting privileges. The term of office for elected members will be for a period of two years, with election of two members being held annually (usually at the first regularly scheduled faculty meeting of the academic year). A quorum consists of the Chair of the Department (or Acting Chair, Undergraduate Director, or Graduate Director in the Chair's stead) and five members, three of which must be elected faculty members.

It shall recommend to the faculty on matters relating to the following:

- a. Consideration and forwarding to the faculty curriculum recommendations from the appropriate committees;
- b. The budgeting of funds allocated to the Department, faculty research space, office space and facilities; and,
- c. Strategic planning and future directions in hiring of faculty and staff; and,



d. Consult with the Chair concerning policy on teaching load assignments.

2. The Graduate Committee shall consist of the Director of Graduate Studies, who will serve as Chair of the Committee; and, four elected members of the graduate faculty, and, *ex officio* with voting privileges, the Director of Undergraduate Studies. Elected members of the Graduate Committee shall be nominated by the graduate faculty and elected by a majority of the graduate faculty present and voting. It shall make recommendations to the Director of Graduate Studies, the Executive Committee, and to the graduate faculty concerning:

a. graduate degree program requirements and policies;

b. changes in the graduate curriculum;

c. new graduate programs and course proposals (5000 level and above);

d. policies regarding recruitment of and resource allocation to graduate students;

e. the review and acceptance of applications to the graduate program, and recommendations for initial offer of graduate teaching assistantships, stipends and scholarships;

f. the evaluation of scholarship applications; and,

g. the definition of criteria for faculty to Chair doctoral committees.

3. The Undergraduate Committee shall consist of the Director of Undergraduate Studies, who will serve as Chair to the Committee, four elected members, and, *ex officio* with voting privileges, the Director of Graduate Studies. It shall recommend to the Director of Undergraduate Studies, the Executive Committee, and to the Department:

a. program requirements for undergraduate Biology majors and minors;

b. changes in the undergraduate curriculum;

c. new undergraduate course proposals (1000 through 5000 level);

d. evaluate scholarship applications;

e. make recommendations on credit transfer programs and matriculation agreements;

f. make recommendations on the placement of undergraduate teaching assistants.

B. The Personnel Committee shall comprise six elected members, all to be drawn from the permanently tenured voting faculty of the Department and elected by the permanently tenured and probationary-term voting faculty of the Unit in accordance with [Part VIII](#) of the *ECU Faculty Manual*. The term of office for elected members will be for a period of two years, with election of three members, being held annually at the first regularly scheduled faculty meeting of the academic year. The Chair of the Personnel Committee will be

elected annually, from the membership of the Personnel Committee, by the Personnel Committee membership and will serve as Chair of the Promotion Committee, and Tenure Committee. The committee may elect a co-Chair as necessary. For instances in which the Chair of the Personnel Committee does not hold a rank equal to that the candidate under consideration desires, the Chair will convene a meeting of the Promotion Committee to elect a Chair from its membership. Quorum: at least five elected members must be present. The Personnel Committee will function as outlined [Part VIII](#) of the *ECU Faculty Manual*:

- a. Makes recommendations to the Chair of the Department on initial fixed-term appointments or subsequent reappointments at the expiration of the current term and initial probationary-term appointments;
- b. Reviews requests for reduction of probationary terms at the time of initial appointment;
- c. Reviews requests for extension of normal probationary terms;
- d. Consults with faculty members requesting conferral of tenure prior to the end of the probationary term and assists them in identifying notable areas of strengths and weaknesses in the candidate's materials;
- e. Reviews additional materials submitted by faculty members for inclusion in the personnel action dossier;
- f. Selects members of the faculty to search committees, the majority of which must be voting members; and,
- g. Recommends advancement of title for fixed-term faculty (also see below).
- h. Oversees and manages mentoring of probationary-term faculty, to include assigning tenured faculty mentors.
- i. Makes recommendations to the Chair concerning adjunct and emeritus appointments.
- j. Serves as the subcommittee of the Tenure Committee (as outlined in [Part IX](#) of the *ECU Faculty Manual*).

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

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

## Section V EVALUATION OF FACULTY

### A. Tenured and probationary (tenure-track)" faculty members

This section covers current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured and probationary (tenure-track)" faculty members

annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure (Refer to *ECU Faculty Manual*, [Part VIII](#); [Part IX](#); [Part X](#); [Part XI](#)). The Unit complies with the *ECU Faculty Manual*, [Part IV](#)).

#### 1.0 Selection and Appointment of New Faculty

Selection and appointment of new faculty members shall be in accordance with [Part VIII](#) of the *ECU Faculty Manual*.

#### 2.0 Teaching Assignments and Reassigned Time

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

#### 3.0 Criteria and Procedures Associated with Salary Increases

All full-time continuing faculty members shall annually document their accomplishments in teaching effectiveness, research, and service for the academic year via an annual evaluation per established Departmental review procedures. These documents will be employed by the Department Chair in making recommendations for merit salary allocation. Evaluation and determination of annual salary increments will be in accord with UNC Board of Governors policies, established University policies and procedures, and agreed upon Departmental priorities. Prior to the final faculty meeting of the spring semester, the Executive Committee will meet to discuss Departmental priorities (e.g., merit, salary compression, promotion, etc.), for salary increases. The Chair will report the recommendations of the Executive Committee to the Faculty at the final meeting of the academic year and will at that time solicit additional input from the Faculty. The Chair will follow University policies and procedures and established Departmental procedures in conjunction with input from the Executive Committee and Faculty when making salary increase recommendations to the Dean of the Harriot College of Arts and Sciences.

#### 4.0 Faculty Annual Evaluation

Permanently tenured and probationary-term faculty are expected to contribute in the areas of teaching, research, and service, and they will be evaluated on their performance in those three areas. Specific weighting in the area of service shall not be less than 10%. Remaining allocation of effort in the three areas for each individual will be determined annually by the Chair, in consultation with the faculty member. Allocations shall adhere to the prescription of [Part VIII](#) of the *ECU Faculty Manual*. The weight assigned to service shall not be greater than that assigned to either teaching effectiveness or research productivity. Fixed-term faculty shall be evaluated annually based on the terms of their contracts. The implementation of the faculty evaluation will be in accordance with the procedures approved by a majority of the voting faculty members of the Department of Biology. The Department Chair will distribute the quantitative instrument used in annual faculty evaluation during the Spring Semester of each academic year.

#### 5.0. Reappointment and Professional Advancement

5.1 The procedures for reappointment of probationary-term faculty and subsequent appointment of faculty are as follows, which are in addition to those prescribed in [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual*.

a. The Tenure Committee shall review the Personnel Action Dossier (PAD) of each probationary-term faculty member. The 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 7.0, below.

5.2 The procedures for promotion of faculty are as follows, which are in addition to those prescribed in [Part IX](#) of the *ECU Faculty Manual*. The Promotion Committees shall review the PAD of each faculty member being considered for promotion. The committees shall use the promotion criteria described in Section 7.0, below.

5.3. The procedures for appointment to the graduate faculty are specified in [Part II](#) of the *ECU Faculty Manual* and in accordance with Departmental criteria if applicable faculty members must demonstrate productivity within the last five years in some combination of the following activities. An individual need not have contributed to every activity, 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.

Activities include, but are not limited to, the following items:

- a. publish scholarly research in refereed venues;
- b. actively seek and secure grants/contracts to fund research activities;
- c. serve as/on advisor/committee member for completed thesis;
- d. serve in editorial roles of journals or monographs;
- e. present research at professional meetings (with published abstract);
- f. serve as a member on review panels and editorial boards;
- g. serve as an officer/member on Executive Committee of a professional organization; and/or,
- h. take an active role in the Departmental graduate curriculum (teach a graduate level course; advise graduate students).

## 6.0 Personnel/Evaluation Files

A single Departmental Personnel/Evaluation file shall be maintained by the Chair for each faculty member in the Department. The file will be located in the Departmental office. Content of files and access to files shall be in accordance with [Part VIII](#) of the *ECU Faculty Manual*.

## 7.0 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 IX](#) of the *ECU Faculty Manual*.

7.1. 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 general education 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. The candidate must demonstrate consistent achievements of high quality in teaching and advising.

7.1.1 For Permanent Tenure, criteria may include, but are not limited to:

- a. Satisfactory overall results from student surveys and peer evaluations consistent with University and Departmental means;
- b. Demonstration of high quality instruction as indicated by: documentation of teaching effectiveness using instruments and procedures approved by the Unit;
- c. Written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students that are consistent with disciplinary norms;
- d. Active and effective role in the development of the curriculum and programs of the Department;
- e. Active and effective role in advising students regarding courses, research, program choices, and career planning, as outlined in the *ECU Faculty Manual*, [Part VI](#).

7.1.2. For Promotion to Associate Professor

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure: See Section 7.1.1 above. Although recommendations regarding tenure and promotion are separate, the Promotion Committee(s) should follow the provisions outlined in [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.”

7.1.3. For Promotion to Professor

The teaching and advising criteria for promotion to Professor include those for promotion to Associate Professor: See Section 7.1.2. above. Additional criteria may include, but are not limited to, the following:

- a. Leadership achievements in curriculum and program development. While leadership may take many forms some examples may include: the creation of innovative courses, re-working existing curricula, or

participation in College- or University-wide efforts to implement new programs or initiatives.

b. Leadership achievements in the enhancement of teaching effectiveness. Some examples of leadership are the implementation of novel pedagogical approaches for curriculum delivery, receiving teaching awards, or publication of pedagogical based research.

c. Leadership achievements in the enhancement of advising effectiveness.

d. Leadership and advisory role with probationary-term faculty regarding advancement of teaching and advising effectiveness consistent with Departmental standards.

7.2. Research – (1) serious inquiry leading to the discovery and interpretation of knowledge, revision of accepted hypotheses in light of new knowledge, and practical application of such new hypotheses and (2) the dissemination of such discovery, interpretation or revision through refereed scholarly publications in reputable journals 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.

#### 7.2.1 For Permanent Tenure

The candidate's publications, which are the primary indicator of research productivity, must reflect a significant and developing research agenda in the areas of specialization and must indicate substantial progress toward becoming nationally recognized as a consequential scholar in their field. The publications must be of high quality in content, and reveal consistent research efforts. They should take the form of articles published in the discipline's reputable 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, issued patents will merit consideration; patent applications may also be considered. Textbooks and grant reports shall count as research only if they have a significant impact on one's peers within the discipline.

Success in the acquisition of extramural research funding will receive important consideration, as such success represents a positive perception of a candidate's research potential by disciplinary experts outside of the University and the development of a viable ongoing research program normally involves such funding. Recruitment and training of undergraduate, graduate, and post-doctoral researchers are considered important components of the scientific endeavor and success of these students will be considered as a part of the overall impact of a candidate's research program.

Additional considerations shall include, where appropriate, publication of technical reports, data products, software, and papers in conference proceedings. Papers read at professional meetings and their associated published abstracts shall warrant less consideration. Scholarly activities that are completed while a member of ECU, and in rank, will afford more consideration than those produced prior to appointment. A substantial portion of this work should have been conducted primarily while the candidate was in rank. The relative role of the candidate in particular scholarly activities will be considered. Evaluation of the quality and quantity of the candidate's corpus by

specialists at other institutions shall be used in the evaluation, as may other indications of quality such as citations and prestigious awards.

#### 7.2.2. For Promotion to Associate Professor

The research productivity criteria for promotion to Associate Professor are the same as those for permanent tenure: See Section 7.2.1. above. Although recommendations regarding tenure and promotion are separate, the Promotion Committee should follow the provisions 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.”

#### 7.2.3. For Promotion to Professor

The research productivity criteria for promotion to Professor include the substantial and continuing productivity described above for permanent tenure, while an Associate Professor: See Section 7.2.1. In addition: The candidate must have earned sustained national recognition as a consequential scholar 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. Evaluation of the quality and quantity of the candidate’s corpus by specialists at other institutions shall be used in the evaluation. Candidates for promotion to the rank of Professor will normally have held the rank of Associate Professor for five or more years. Candidate evaluation is the responsibility of the Promotion Committee (see *ECU Faculty Manual*, [Part IX](#)).

7.3. Service – formal and informal assignments or activities on behalf of the Department, College, University, the community at large, and the profession. Expectations regarding service contributions increase as a faculty member’s career progresses. The minimum required for permanent tenure and promotion therefore depends upon rank.

#### 7.3.1. 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. A reasonable record of University and professional service is expected of any faculty member under consideration for tenure. The quality rather than the quantity of service is of primary importance. Examples of such contributions may include, but would not be limited to, the following, with the emphasis pre-tenure on Departmental and professional service:

- a. Unit – Department committee participation as specified by this Code and other Department activities such as administrative duties, special assignments from the 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.

### 7.3.2. For Promotion to Associate Professor

The criteria for promotion to Associate Professor include those for permanent tenure: See Section 7.3.1. above.

### 7.3.3. For Promotion to Professor

The criteria for promotion to Professor are the same as those for permanent tenure: See Section 7.3.1. above. In addition, the candidate must show leadership in the various service areas described in Section 7.3.1.

## B. Fixed-term faculty members

Fixed-term faculty members considered for subsequent appointment shall prepare a portfolio that comprises documents that are relevant to their appointment, as determined by the Department Chair and the Personnel Committee. The Personnel Committee shall review this document prior to the contract expiration. The committee shall recommend subsequent appointment only if the document demonstrates performance consistent with the expectations of the initial contract letter, and if these expectations continue to reflect the needs of the Department.

For advancement in title under teaching, the faculty member shall submit a portfolio (maximum 2” binder) containing documentation of the above criteria. This documentation will be reviewed by the Unit Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair of the Unit for review and concurrence or non-concurrence. In the case of non-concurrence, the Chair will provide a statement. All written correspondence will be shared with the candidate and the Personnel Committee. The Chair will then forward the recommendation and, if applicable, a statement concerning change in title to the Dean of Arts & Sciences for review and concurrence or non-concurrence.

### 1.0 For advancement in title to Teaching Assistant Professor

- a. Must hold a terminal degree in the discipline.
- b. Demonstrate teaching/advising effectiveness by means of the methods below:



- i. Provide evidence of student surveys;
- ii. Provide two peer evaluations;
- iii. Perform academic advising within the discipline, where Department operating procedures provide such opportunity.

2.0 For advancement in title to Teaching Associate Professor

a. Candidates are eligible upon completing at least five years of service at the title of Teaching Assistant Professor.

b. Demonstrate exemplary teaching effectiveness by means of the methods below:

- i. Provide evidence of student surveys;
- ii. Provide a teaching portfolio (format and design to be determined by agreement between the candidate and the Personnel Committee) that includes a summary of annual evaluations by the Chair of the Unit;
- iii. Peer evaluations of teaching; and,
- iv. Academic advising within the discipline, where Department operating procedures provide such opportunity.

c. Provide evidence of leadership or innovation, such as the following examples:

- i. Leading teaching effectiveness workshops;
- ii. Publications in professional journals;
- iii. Grants or grant proposal submissions accompanied if possible by reviews;
- iv. Seminar attended by tenured and probationary-term faculty.

d. Provide service to the Department, University, and profession, such as any of the following examples:

- i. Departmental committees;
- ii. University committees;
- iii. Public outreach;
- iv. Professional service, reviewing papers or grants.

e. For advancement in title under teaching, the faculty member shall submit a portfolio (maximum 2" binder) containing documentation of the above criteria. This documentation will be reviewed by the Unit Personnel Committee in consultation with

the Department's previously advanced Teaching Associate Professors. Recommendations of the Personnel Committee will be provided to the Chair of the Unit for review and concurrence or non-concurrence. In the case of non-concurrence, the Chair will provide a statement. The Chair will then forward the recommendation and, if applicable, a statement concerning change in title to the Dean of Arts & Sciences for review and concurrence or non-concurrence.

### 3.0 For advancement in title to Teaching Professor

a. Candidates are normally eligible upon completing at least five years of service as a Teaching Associate Professor and continued demonstration of all of the criteria for advancement in title to Teaching Associate Professor (listed in 2a-d above).

b. Sustained excellence in leadership efforts in teaching, professional development, and service.

c. Excellent reputation in teaching at the University level as indicated by one or more of the following:

i. Honors and/or teaching awards;

ii. Assistance to colleagues: guest-lecturing, consulting about educational and instructional issues (e.g., curriculum development, mode of presentation, or assistance with new instructional technology), providing advice about or reviews of manuscripts or grant applications;

iii. Invitations to publish/present scholarship of teaching.

d. For advancement in title under teaching, the faculty member shall submit a portfolio (maximum 2" binder) containing documentation of the above criteria. This documentation will be reviewed by the Unit Personnel Committee in consultation with the Department's previously advanced Teaching Professors. Recommendations of the Personnel Committee will be provided to the Chair of the Unit for review and concurrence or non-concurrence. In the case of non-concurrence, the Chair will provide a statement. All written correspondence will be shared with the candidate and the Personnel Committee. The Chair will then forward the recommendation and, if applicable, a statement concerning change in title to the Dean of Arts & Sciences for review and concurrence or non-concurrence.

### 4.0 Criteria and Procedures Associated with Salary Increases

Advancement in title for fixed-term faculty members should be accompanied by a salary increment, which shall be separate from any and all other increments to which the individual may be entitled. Notwithstanding any previous statement that has appeared herein, competence for advancement in title may be attested to by demonstrated excellence in the performance of duties specified in the contract of the fixed-term faculty member and supported by the faculty member's annual performance evaluation.

The Personnel Committee's recommendation should be in the form of a letter of evaluation, clearly stating the ways in which the candidate's work meets the established Departmental and College criteria for advancement.

#### C. Standards for post-tenure review

Standards for post-tenure review will follow those outlined in the *ECU Faculty Manual, Part IX*.

### Section VI PROCEDURES FOR MEETINGS WITHIN THE UNIT

The Executive Committee shall meet at least once per semester. The agenda shall be circulated at least one day prior to the meeting. Any faculty member, staff, or student representative may have an item considered by this committee by presenting the item to any member. Only the non-confidential actions of the Executive Committee affecting the Department shall be a matter of open record. Meetings of the Personnel Committee will follow procedures outlined in the *ECU faculty Manual, Part IX*.

Meetings of the Department shall be monthly in conformity with University policy. An announcement of the meeting, containing the agenda, shall be circulated at least one day prior to the day of the meeting.

The Chair (or designated representative) shall preside over meetings of the Department. At meetings at which Departmental business is transacted, a quorum shall be present. A quorum shall consist of a majority of the voting Departmental members. In the absence of specific rules adopted by the Department, the proceedings shall be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised*. Minutes of Departmental meetings shall be kept and distributed to all members of the Department.

The quorum for Standing committees, exclusive of the Executive Committee, shall be a majority of elected members. In the absence of the Chair of a Standing committee, an elected member shall be elected to preside. Minutes of Standing committees shall be kept by a person designated by the committee Chair and shall be available to members of the Department.

### Section VII VOTING BY FACULTY MEMBERS

A. The voting faculty members of the Department will indicate by secret ballot their approval or disapproval of the Unit's major accreditation, planning and other documents, such as assessments of Unit operations.

B. A seven-year Unit academic program review will be conducted in accord with established University policies and procedures.

C. Administrators will be evaluated in accordance with established University policies and procedures. See the *ECU Faculty Manual, Part II*.

### Section VIII BUDGET

A. Budget requests, significant alterations in budget allocations, or significant unforeseen expenditures will be acted on by the Chair of the Department in consultation with the Executive committee.

B. The Chair of the Department shall report on the annual budget of the Department at the first faculty meeting of the new academic year.

#### Section IX AMENDMENT PROCEDURES

The Code of Operation can be amended at any scheduled Departmental meeting by a 3/5ths majority vote of the permanently tenured faculty. Any faculty member of the Department can propose an amendment. The proposed amendment should be made available to the members of the Department at least one week prior to a vote. All amendments must be approved by the Faculty Senate and the Chancellor. See the *ECU Faculty Manual*, [Part IV](#).”