

UNIT CODE FOR ANTHROPOLOGY

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Department of Anthropology's 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 Anthropology 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 enrich our discipline; 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 Department of Anthropology consists of all persons in Anthropology 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. Only Graduate Faculty may vote on matters involving the graduate program(s), including voting on graduate faculty status for other faculty members.

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 Anthropology 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 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, etc.)
2. Adviser for completed theses
3. Grants/contracts awarded in support of research
4. Editorship of a journal or monograph
5. Research articles in non-refereed reports
6. Presentation of research at professional meetings
7. Membership on review panels and editorial boards
8. Officers/membership on executive committees of professional organizations
9. Reviews of journal articles and grant proposals

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 (hereafter "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 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. Oversees the day-to-day operations of the Department.
- b. Leads efforts to implement the unit's strategic plan.
- c. Oversees all space, facilities, field equipment, vehicles and boats, their proper use and assignment to meet continuing departmental needs.
- d. Prepares 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.
- e. Conducts annual evaluations.
- f. Keeps 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.

- g. Schedules departmental meetings each month during fall and spring semesters, or in response to a written request by a faculty member of the Department.
 - h. Distributes minutes of departmental meetings to the Anthropology faculty members.
 - i. Hires and supervises supporting departmental personnel (such as administrative assistants, technicians and student workers).
 - j. Requisitions and purchases office supplies.
 - k. Conducts independent evaluations for promotion, permanent tenure, reappointment, non-reappointment and merit salary increase and forwards these to the Dean.
 - l. Leads in raising awareness of, and pursuing where appropriate and feasible, funds available for departmental improvement and faculty research efforts.
 - m. Recommends an acting Chair for those periods when unavailable.
 - n. Provides publicity for various activities within the Department.
 - o. Serves, if elected, as a voting member of the various departmental standing committees.
 - p. Assigns specific classes and teaching loads to individual faculty members.
 - q. Ensures that Code procedures are followed.
 - r. Completes other duties assigned by the Dean, in compliance with [Part II of the ECU Faculty Manual](#).
- b) Director of Graduate Studies
The Director of Graduate Studies is appointed by the Chair

1. Responsibilities

- a. Serves as departmental representative at meetings of College Graduate Council and assisting in the program's assessment.
- b. Advises graduate students on course requirements including any undergraduate deficiencies.
- c. Advises graduate students of non-course requirements (such as course selection and thesis proposal) and recommending how and when to satisfy such requirements.
- d. Keeps the faculty informed of the progress of graduate students or of any special problems encountered by them.
- e. Answers inquiries from prospective graduate students.
- f. Processes applications for assistantships in the Department.
- g. Keeps faculty fully informed of prospective graduate student interest in the Department.
- h. Leads department's efforts to recruit new cohorts of high-ability and diverse students.
- i. Coordinates prospective graduate student visits with departmental faculty.

c) Director of Undergraduate Studies

The Director of Undergraduate Studies is appointed by the Chair

1. Responsibilities

- a. Advises undergraduate anthropology majors and minors on course requirements.
- b. Represents department on the College Undergraduate Council
- c. Keeps the faculty informed of the progress of undergraduate students or of any special problems encountered by them.

- d. Answering inquiries from prospective undergraduate majors.
- e. Conducting degree audits.
- f. Lead department's efforts to recruit new majors and keep faculty fully informed of prospective undergraduate student interest in the Department.
- g. Coordinating prospective undergraduate student visits with departmental faculty.
- h. Provide data for program assessment.

D. Director of Archaeology Laboratory

1. Responsibilities

The Chair, in consultation with the Faculty, will appoint for a 5-year term, the director of the laboratory. The appointment of the faculty member who will serve as a director will adhere to Parts VIII and IX of the *ECU/FM*

- a. The Director of the Archaeology Laboratory (hereafter "Director") is responsible to the Chair regarding the administration of the laboratory.
- b. The Director will administer the Laboratory: state continuation account, receipts account, foundation accounts, grants in which the Director is Principal Investigator, and graduate assistantships assigned to the Laboratory.
- c. The Director will schedule all activities in facilities assigned to the Laboratory. Instructional scheduling of academic classes using laboratory facilities will be done in consultation with the Director.
- d. The Director will provide annual reports of the activities of the Laboratory to the Chair.

Section IV COMMITTEES OF THE UNIT

A. Standing Committees

1. Curriculum Committee

- a. The committee will consist of three (3) members, two of whom must be graduate faculty members, elected annually by the voting faculty.
- 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 or programs.
- c. Recommendations of the committee will be brought to the faculty for a vote. Only graduate faculty may vote on graduate curricula. The faculty's recommendations will be forwarded to the Chair.

B. Personnel Committee, Tenure Committee, Promotion Committees, Performance Review (Post-Tenure Review) Committee

- 1. 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, in coordination with the chair, will be responsible for 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](#).
4. Performance Review (Post-Tenure Review) Committee
 - a. The Performance Review (Post-Tenure Review) Committee will be elected by the Tenure Committee each review year from the Permanently Tenured Full-Time Faculty not holding administrative status. Three committee members and one alternate will be elected by secret ballot. The committee chair will be elected from the committee membership by the Tenure Committee.
 - b. The committee shall function according to [Part IX of the ECU Faculty Manual](#) and [guidelines](#) adopted by the Permanently Tenured Faculty of the Department.

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 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. The percentage of commitment is evaluated annually in consultation with the Chair and adjustments are renegotiated, as appropriate.
 - b. ECU is committed to recruiting, retaining, and developing faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution's mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary (tenure-track) faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions.
 - c. The specific weights given to teaching effectiveness, research, and service for each faculty member shall be 40% teaching effectiveness, 40% research productivity, and 20% service unless otherwise specified in compliance with [Part VIII of the ECU Faculty Manual](#).

- d. 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 Anthropology. 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](#).
 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 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.
 - 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 that reflect an attention to the scholarship of teaching.
 - d) An active role in the development of the curriculum and programs of the Department.
 - e) Maintenance of a satisfactory level of student performance in comparison with departmental and University norms.
 - 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.
 - h) Where appropriate, developing and leading study abroad.
- 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 “No assistant professor will be awarded permanent tenure unless concurrently promoted 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 (e.g. new courses, certificates).
 - b) Leadership achievements in the enhancement of teaching effectiveness (e.g. University recognition awards for faculty member and/or their students).
 - c) Leadership achievements in the enhancement of advising effectiveness (e.g. success of advisees in entering a graduate program or professional employment).
 - 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 is on a trajectory toward national recognition as an important scholar.

- b) 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 respected, refereed journals and book chapters in peer-reviewed, edited volumes 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 advance new knowledge 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) success in obtaining peer reviewed or competitive grants is a strong indication of the significance of the proposed research; and 2) it allows the candidate to pay for research needs and to support undergraduate, graduate, and post-doctoral students. 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 "No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor."

iii. For Promotion to Professor

The research productivity criteria for promotion to Professor include those for permanent tenure (see above). Normally, a candidate for promotion to the rank of Professor will have held the rank of Associate Professor for at least five years. In addition, the candidate must have earned and sustained national recognition in the discipline or specialization, principally through a number of high quality, impactful articles published in the discipline's most respected 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 and have exhibited meaningful leadership beyond the department.

B. Fixed-Term Faculty

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) Teaching experience at the college level.
 - c) Peer evaluation in an Anthropology class.
- iii. A file containing documentation of the above will be reviewed by the Department of Anthropology's 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 of teaching 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 (maximum 2" binder) 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 courses.
 - 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) Public outreach
 - d) Professional service
 - v. A file containing documentation of i-iv above will be reviewed by the Department of Anthropology's Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for concurrence or non-concurrence. In the case of non-concurrence, the Chair will provide a clarifying statement. The Chair will then forward the recommendation and, if applicable, a clarifying statement to the Dean of the HCAS for review.
- 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 Anthropology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for concurrence or non-concurrence. In the case of non-concurrence, the Chair will provide a clarifying statement. The Chair will then forward the recommendation and, if applicable, the clarifying statement to the Dean of the HCAS for review.

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

Section VII VOTING BY FACULTY MEMBERS

The Unit's major planning documents, assessment documents, Unit Academic Program Review, and other major reports shall be provided with at least one week's notice prior to voting.

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 assigned by the Chair.

Section X AMENDMENT PROCEDURES

In accordance with the [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 Anthropology can propose an amendment. Amending the Unit Code can be done at any scheduled departmental meeting. All amendments must be approved by the Faculty Senate and the Chancellor.