

UNIT CODE FOR THE DEPARTMENT OF HEALTH EDUCATION AND PROMOTION

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Department of Health Education and Promotion (HEP) and is consistent with the East Carolina University (ECU) [Policy Manual](#), the [ECU Faculty Manual](#), and all established University policies.

MISSION

The Department of Health Education and Promotion aims to improve the health and well-being of individuals, communities, populations, and the environment through excellence in teaching, research, and service.

Section II FACULTY

A. The Faculty

The Faculty of the Department consists of all persons with University appointments who hold regular academic rank in the Department as Instructor, Assistant Professor, Associate Professor, Professor and persons who hold fixed-term or adjunct appointments. Adjunct faculty are defined in Section E of this code.

B. Voting Faculty

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

C. Graduate Faculty

1. Members of the Graduate Faculty in the Department shall consist of all HEP faculty who have been approved by the Graduate School who currently hold Graduate Faculty status as identified in the *ECU Faculty Manual*, [Part II](#).
2. Duties of the members of the Graduate Faculty of the Department shall include: reviewing graduate program requirements and policies, consider for approval graduate curricula proposals, consider for approval recommendations for faculty appointment to the Graduate Faculty, and advising the Director of Graduate Studies and the Chair on matters concerning the graduate programs in the Department. (See *HEP Faculty Guidelines* attached to this code.)

3. All full-time appointed members of the Graduate Faculty, with the exception of members with designated status as ex-officio, may vote on graduate business. The voting Graduate Faculty of the Department shall be comprised of all members of the Graduate Faculty within the Department. Only members with designated status as “Graduate Faculty” (*ECU Faculty Manual, Part II*) within the Department may vote on applications for Graduate Faculty status. The process and criteria for graduate appointments is defined in the *HEP Faculty Guidelines* attached to this code.

D. Emeritus Faculty

Emeritus faculty status may be awarded to a retired, permanently disabled, or deceased faculty member who has made a significant contribution to the Department and University through a long and distinguished record of research, teaching, and/or service (*ECU Faculty Manual, Part VIII*). A voting faculty member may submit a written request to the Department Personnel Committee to consider awarding Emeritus Status to an individual faculty member. Emeritus faculty status may be granted upon recommendation by the Department Personnel Committee and approval by the Department Chair, the Dean, and Chancellor.

E. Adjunct Faculty

Adjunct faculty status is a title that is conferred for those individuals not directly affiliated with the Department or the College who have made or are expected to make substantial contributions to the Department and serve a term of one to three years. Adjunct faculty appointments which are honorary, unsalaried, non-tenure track appointment for a term of one to three years. Although regarded as members of East Carolina University community, such appointments do not include voting privileges and benefits normally associated with full-time employment.

Adjunct faculty appointment are commensurate with the individual’s current academic appointment outside the department or by credentials as defined in the *ECU Faculty Manual, Part VII*. Title for adjunct faculty is conferred in accordance with the individual's achievements and highest academic degree attained.

The exception to honorary, non-paid adjunct faculty status is an adjunct appointment required by Academic Affairs to permit an ECU employee to be the instructor of record for a course external to his or her home unit. This instructional responsibility is provided as a component of his or her position elsewhere on campus and does not include additional funding. Such appointments are initiated by the Department’s Personnel Committee. Appointments must be done in accordance with the *ECU Faculty Manual, Part VIII* and *Part IX*.

A voting faculty member may submit a written nomination to the Department Personnel Committee for consideration of Adjunct Status for a specific individual.

A positive vote by the majority of the Department's Personnel Committee is required to forward a recommendation of adjunct faculty status to the Department Chair. If concurring with the recommendation, the Department Chair forwards the recommendation to the Dean of the College. Upon approval by the Dean, the recommendation is forwarded to Academic Affairs. Non-concurrence at any level with a recommendation for appointment as adjunct faculty terminates the appointment process.

Section III ADMINISTRATIVE ORGANIZATION

The Department is a code unit as defined in the *ECU Faculty Manual*, [Part IV](#) and retains official faculty Department personnel files in the Office of the Chair.

A. The Department Chair

1. The Department Chair, as Chief Administrative Officer of HEP, serves in accordance with the policies determined by the Department and University. The selection, evaluation, and administrative review of the Chair will conform to established University policy (*ECU Faculty Manual*, [Part II](#)).
2. The Chair shall:
 - a. serve as the Department representative to the Dean and other Departments within the College, other units and Departments within the University, and other agencies, organizations, and institutions;
 - b. advocate for the professions represented by the Department;
 - c. plan, administer and manage the affairs and resources of the Department in accordance with the policies and procedures determined by the University, College, and Department;
 - d. manage and be responsible for the budget and all other funds assigned or belonging to the Department;
 - e. prepare and submit in a timely manner special budget requests incorporating faculty and program needs;
 - f. work with the Department on procedures with regards to grants, contracts, and other revenues generated by the Department and its

programs;

- g. manage departmental facilities and operations, including the office and staff; oversee the maintenance of personnel files, student files, current course syllabi, and other administrative records in accordance with University policy, inventory records; inventory and maintain equipment; and respond to equipment requests;
- h. after obtaining input from the faculty, determine personnel needs and oversee the utilization of faculty and staff positions, space, and all other department resources;
- i. determine teaching assignments, reassigned time, and other duties for both faculty and graduate assistants, and after obtaining input from the undergraduate and graduate program directors, schedule Departmental course offerings;
- j. supervise selection, employment, and performance evaluation of department staff;
- k. mentor and/or facilitate the professional development of all faculty in terms of teaching, research, and service;
- l. respond to travel requests by faculty;
- m. assist with new faculty orientation;
- n. facilitate implementation of teaching evaluations for faculty and graduate assistants;
- o. conduct annual performance evaluations of Department faculty (with input from administrators/supervisors of special units of the College or University to whom faculty have been reassigned, when applicable), share the evaluation in writing and discuss the evaluation with the appropriate individual;
- p. when available, recommend salary increments in accordance with the *ECU Faculty Manual*, [Part VIII](#);
- q. consult the Tenure Committee regarding the progress toward tenure letters as prescribed in the *ECU Faculty Manual*, [Part IX](#);
- r. forward personnel recommendations of the appropriate Department faculty committees along with the Chair's concurrence or non-concurrence to the Dean of the College in accordance with the *ECU Faculty Manual*, [Part IX](#);

- s. assess qualifications of candidates for faculty positions to ensure appropriate credentialing; and initiate and approve credentialing of instructors of record within the Department;
- t. call and preside over Department faculty meetings and supervise the writing and distribution of faculty meeting minutes;
- u. when necessary, at the final Department faculty meeting of the academic year, call for the election of members to standing committees of the Department;
- v. review and act upon curriculum proposals and catalog changes, and ensure presentation to the appropriate College liaison and/or University committees;
- w. recommend to the Dean of the College a member of the faculty to carry out the duties of the Chair during brief temporary absences of the Chair, when an Assistant Chair is not appointed or available;
- x. ensure that the HEP Code and University procedures are followed;
- y. ensure that the Department's annual budget request and annual report are discussed with the faculty in a meeting;
- z. facilitate the self-evaluation of the operation and effectiveness of the Department and, in accordance with the *ECU Faculty Manual*, [Part IV](#), the Academic Program Review;
- aa. make available to the faculty a copy of any major Department planning document (e.g., Strategic Plan) and assessments of department operations (excluding Academic Program Review) at least ten working days prior to voting their approval or disapproval;
- ab. coordinate voting of any major planning and assessment documents by the full-time faculty of the Department or involved program(s) to seek approval by a majority of those faculty before such documents are released if possible;
- ac. with input from the faculty, appoint full-time faculty as degree program directors to manage the affairs of the program including but not limited to: serving as advocate and representative of the respective degree programs within and external to the University; convening and presiding over degree program meetings; leading the program faculty in program development, curriculum, assessment, and student recruitment; directing accreditation processes and program

evaluations; coordinating student admission, advising and mentoring in the degree program;

ad. Chair the Department Executive Committee; and

ae. perform other duties as delegated by the Dean of the College.

B. Assistant Chair of the Department

1. The Department Chair may appoint an Assistant Chair who serves at the pleasure of the Chair in performing administrative responsibilities related to the department programs. The Assistant Chair may continue in office until a successor has been appointed or the position eliminated.

2. Duties of Assistant Chair

The Assistant Chairs shall assist the Chair in performing administrative responsibilities relating to the Department and assist in monitoring compliance with University policies and procedures. The Assistant Chair may assume the duties of the Chair in his/her temporary absence.

C. Department Director of Graduate Studies

1. The Department Director of Graduate Studies must meet the *ECU Faculty Manual* [Part II](#) eligibility criteria and shall be nominated by the Department Chair after consultation with the voting Department Graduate Faculty. The Department Director of Graduate Studies must be approved by a majority of the voting Department Graduate Faculty. The Department Director must be employed full-time within the Department, except in extenuating circumstances approved by the Department Chair, and possess voting Graduate Faculty status. Initial appointment as Department Director of Graduate Studies is for a three-year term. Subsequent reappointment must be approved by a majority of the voting Department Graduate Faculty.

2. The Director of Graduate Studies shall:

a. call and chair Graduate Faculty meetings;

b. implement the Department graduate programs in compliance with the policies and procedures established by the Department Graduate Faculty and the Graduate School; and monitors compliance with University policies and procedures;

c. facilitate appointment and renewal of Department faculty to membership of the Graduate Faculty in accordance with the *ECU Faculty Manual*, [Part II](#);

- d. schedule and conduct Graduate Faculty meetings and administer comprehensive examinations;
- e. in coordination with graduate degree program directors, oversee the maintenance of records for graduate students and respond to inquiries that pertain to graduate work in the Department;
- f. supervise or delegate to graduate degree program directors the advising, registration, and schedule change procedures for graduate students;
- g. in coordination with graduate degree program directors, recruit and advise prospective graduate students;
- h. prepare and distribute accurate information describing the requirements, grants, assistantships, and awards available to graduate students in the Department;
- i. perform other graduate program-related duties as assigned by the Department Chair; and

D. The Undergraduate/Graduate Degree Program Directors shall:

- 1. Each degree program shall have a designated Degree Program Directors appointed by the Chair of the Department who serve at the discretion of the Department Chair.
- 2. Each Undergraduate Degree Program Director is responsible for assisting the Chair in fulfilling the duties specific to his/her designated degree program in accordance with University policy. This includes but is not limited to program assessment, student recruitment, and program delivery.
- 3. Each Graduate Degree Program Director is responsible for assisting the Department Director of Graduate Studies in fulfilling the duties specific to their designated degree program in accordance with University policy. This includes but is not limited to program assessment, student recruitment, and program delivery.

E. Special Units of the Department

- 1. Special Unit Establishment:
The initial step in developing a request to form a special unit in the Department is a discussion with the Department Chair and then the Dean. Prior to establishing a special unit, the Department Chair will seek input from the Executive Committee and the faculty of the Department. The

Department Chair, in consultation with the faculty, will determine the principles of operation for a new special unit employing processes used by existing special units of the Department or establishing more appropriate principles. Special unit directors will be appointed by and serve at the discretion of the Department Chair.

In the event that consideration of eliminating a special unit of the Department is warranted, the Department Chair will determine such action in consultation with the Department faculty.

2. Special Unit Function:

Special units of the Department can promote, implement, and administer interdisciplinary research and service. Such special units serve a unique mission distinguished from that of an individual degree program. Special units are administratively responsible to the Chair.

Section IV COMMITTEES OF THE UNIT

A. Standing Committees

Chairs of Standing Committees serve a twelve-month term beginning on the day of Fall Faculty Convocation. Diverse representation on committees is encouraged.

1. Executive Committee of the Department

a. Composition of the Committee

The Executive Committee of the Department is comprised of the Undergraduate/Graduate Program Directors, the Director of Graduate Studies, the Department Chair, and the Associate Chair. The Department Chair chairs the committee.

b. Function of the Committee

The function of the Executive Committee is to advise and assist the Department Chair in the operation of the Department. The Committee's responsibilities include, but are not limited to:

- 1) providing input on establishing, eliminating, and operating special units within the Department; and
- 2) consulting with the Department Chair on preparation of the teaching assignments and the Department annual report.

2. Graduate Curriculum Committee

a. Composition of the Graduate Curriculum Committee

The Graduate Curriculum Committee shall consist of all voting Graduate Faculty and will be chaired by the Director of Graduate Studies (who becomes ex-officio non-voting member).

b. Function of the Committee

The function of the Committee is to receive and review all graduate curriculum-related business approved by the Department Graduate Faculty.

Any Graduate Faculty member may propose curriculum changes. Every proposal must first be approved by Graduate Faculty in the Department prior to submission to the University Graduate Curriculum Committee (GCC), according to the following protocol:

- 1) A Graduate Faculty member presents a written proposal for curriculum business to the Department Director of Graduate Studies. The Director shall present the proposal for consideration at the next available Department Graduate Faculty meeting. At least five working days prior to the meeting, the Director shall distribute copies of any proposed curriculum matter to the Graduate Faculty.
- 2) After approval by Department Graduate Faculty, the Department Director of Graduate Studies or a representative appointed by the Director, shall advance the proposal in accordance with the *ECU Faculty Manual* [Part VI](#).

3. Undergraduate Curriculum Committee

a. Composition of the Committee

- 1) The Undergraduate Curriculum Committee shall not be less than three faculty members. Members, to fill staggered terms, shall be elected to three-year terms at the final Department faculty meeting in spring semester.
- 2) The Department Undergraduate Curriculum Committee shall elect a Chair from among their membership immediately following committee membership elections.

b. Function of the Committee

The function of the committee is to review all undergraduate curriculum matters proposed by faculty within the Department according to the following protocol:

- 1) Any faculty member may propose undergraduate curriculum changes to the Chair of the Undergraduate Curriculum Committee. Such proposals shall be written and in the appropriate format required by the University.
- 2) The Committee Chair shall convene meetings as needed of the Undergraduate Curriculum Committee. Faculty members shall be invited to explain their proposals and respond to questions. The Committee shall make recommendations to the Department faculty regarding all proposals received.
- 3) At least five working days prior to a Department faculty meeting, the Chair of the Committee shall notify the faculty of the Department of the nature of any curriculum matters to be presented for their approval and forward copies of the proposals.
- 4) At the Department meeting, the Chair of the Undergraduate Curriculum Committee shall present to the faculty the proposal received and the recommendation of the Committee. The faculty members shall be provided opportunity at this time to explain the proposal and/or respond to the recommendation.
- 5) The Chair of the Department shall conduct a vote of the faculty for each curriculum matter proposed.
- 6) The Chair of the Undergraduate Curriculum Committee shall submit approved proposals to the College Undergraduate Curriculum Committee Chair. Proposals reviewed and acted upon by the Dean are returned to the Chair of the Undergraduate Curriculum Committee for submission to the University Undergraduate Curriculum Committee. The Chair of the Undergraduate Curriculum Committee or designee will present proposals to the University Undergraduate Curriculum Committee and other University curriculum review committees.

4. The Scholarship Committee

a. Composition of the Committee

The Scholarship Committee shall consist of at least three faculty members. The committee will have representation from all programmatic areas within the Department. One member of the

committee must be tenured, and all will be elected from the full-time faculty, normally at the last faculty meeting of the academic year. The Scholarship Committee shall elect a Chair from among their membership immediately following committee membership elections. The term of membership shall be one year.

b. Function of the Committee

The function of the committee is to solicit and evaluate applications, and recommend student recipients for all Department, and when appropriate College and University scholarships.

5. Department Diversity Committee

a. Composition of the Committee

The Department Diversity Committee shall consist of at least three faculty/staff members and one student selected from within the Department from the Chair with consultation from the Faculty. The Department Chair shall appoint representatives and the committee shall elect a Chair following the last faculty meeting each academic year. The term of membership shall be one year. Student and faculty/staff members can serve on the committee for consecutive years.

b. Function of the Committee

The function of the Department Diversity Committee is to advise and assist the Chair in diversity-related activities of the Department including:

- 1) overseeing implementation and continued development of diversity-related items within the Department/College/University Strategic Plan;
- 2) promoting an understanding and appreciation of diversity;
- 3) serving as a resource for recruitment, retention, and promotion of a diverse faculty and staff;
- 4) acting as a resource to recruit, retain, and graduate a diverse student body;
- 5) providing assistance when requested to incorporate multicultural and diversity perspectives in the curriculum;

- 6) serving as the diversity liaison for the Department; and
- 7) the Chair of the Department Diversity Committee may be appointed by the Department Chair to serve as the Department representative at College/University-level diversity-related events.

B. Department Personnel, Tenure and Promotion Committees

1. Personnel Committee

The Personnel Committee, composed of five tenured/tenure track faculty in the Department, will function as outlined in the *ECU Faculty Manual*, [Part IX](#). Selection and the appointment of new faculty will be in accordance with the *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#). Only one member of the Personnel Committee may be in a probationary term (tenure-track) appointment. 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 the *ECU Faculty Manual*, [Part IX](#).

3. Promotion Committees

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

C. Ad Hoc Committees

Ad hoc committees may be established at the discretion of the Department Chair. The charge to any *ad hoc* committee must specify the membership, method of selection, duties and responsibilities, and expected date of conclusion. An *ad hoc* committee shall not assume the duties and responsibilities of a standing committee.

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 during the Fall semester or within one month of the initial date of employment for new spring hires, 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 reviewed and evaluated in January by the faculty member in consultation with the Department Chair and adjustments are renegotiated, as appropriate.

- b. The relative weight assigned to each area of faculty performance may vary among faculty members in the Department, but must conform to *ECU Faculty Manual, Part VIII*. The total relative weight must equal 100%.
- i. Except in special cases, the specific weights given to teaching, research, and service for probationary-term faculty member shall not be less than 25% research. The allocation of the remaining 75% shall adhere to the prescription in the *ECU Faculty Manual, Part VIII* (i.e., that the weight assigned to service shall not be greater than that assigned to either teaching or research).
 - ii. For faculty holding joint appointments, a specific weight must be given to teaching, research, and service (*ECU Faculty Manual, Part IX*). Weightings shall be determined and agreed upon by that faculty member and the Department Chair of the primary academic unit, in consultation with the chair/administrator where the faculty member holds joint appointment. The total relative weight must equal 100%.
 - iii. The relative weight will be based on such factors as the nature of the faculty member's appointment, his or her academic training and interests, professional standards and expectations in his/her teaching field(s), the continued professional development of the faculty member (including progress towards tenure and/or promotion), and the goals of the Department, College, and University.
- c. Annual evaluations will be conducted each spring in accordance with the University's schedule.

2. Merit Salary Allocation

All salary increases must comply with NC General Assembly, University of North Carolina, and ECU compensation regulations. The rating criteria used for salary increases are detailed in the *HEP Faculty Guidelines* document. When allowed by governing regulations, merit-based salary increases should be based on the average of the past 3 annual evaluation cumulative total scores. Merit increases for faculty, who have been employed at ECU less than 3 years, will be based on the number of years in the current position.

3. Personnel/Evaluation Files

A Personnel/Evaluation file shall be maintained by the Department Chair for each faculty member in the Department of Health Education and Promotion. The file will be located in the departmental office. Content of files and

access to files shall be in accordance with the *ECU Faculty Manual*, [Part VIII](#)

4. Reappointment and Professional Advancement

- a. The procedures for reappointment of probationary-term faculty are those prescribed in the *ECU Faculty Manual*, [Part IX](#). 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 the *ECU Faculty Manual*, [Part IX](#). 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.

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 the *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).

a. Teaching

As delineated in the *ECU Faculty Manual*, [Part VIII](#): East Carolina University recognizes the primary importance of teaching. The Department expects members of the faculty to have knowledge of subject matter commensurate with their teaching assignment, to maintain awareness of developments in their discipline, and to communicate to students their knowledge of and interest in the discipline. Faculty members will encourage students in responsible and careful inquiry, in appreciation of the interrelation of various disciplines, and in recognition of the uses of learning and the value of the educated mind. Teaching includes activities and responsibilities beyond the classroom setting, e.g., advising; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; the direction of research projects and papers, dissertations, and theses; and other contacts and relationships outside the classroom.

i. For Promotion to Associate Professor

The teaching criteria for promotion to Associate Professor are the same as those for permanent tenure. Although recommendations regarding tenure and promotion are separate, the Promotion

Committee must follow the provision in the *ECU Faculty Manual*, [Part IX](#) that “sound academic practice supports the concept that an Assistant Professor eligible for tenure should qualify for promotion to Associate Professor.”

ii. For Promotion to Professor

The teaching criteria for promotion to Professor include those for promotion to Associate Professor. 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/mentoring effectiveness.
- d) Mentoring role with probationary-term faculty regarding advancement of teaching and advising effectiveness.

b. Research

East Carolina University and the Department encourages and supports the continuing efforts of faculty to develop a deeper appreciation of the importance of professional competency acquired through research, innovation, and engagement appropriate to one's discipline. A faculty member's research shall reflect the high professional standards incumbent upon those who enjoy full academic freedom. The candidate: (1) must have a consistent record of high quality refereed scholarly publications, and (2) seek 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 than peer-reviewed publications.

d) External funding is typically in the form of grants, fellowships, contracts, and sub-contracts. 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's leadership in research design is signified by PI, Co-PI, or Co-I status. Funding as a Co-I is of value, but the candidate's record should indicate attempts, even if unsuccessful, to obtain funding as PI or Co-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. Although recommendations regarding tenure and promotion are separate, the unit Promotion Committee must follow the provision in the *ECU Faculty Manual*, [Part IX](#) 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. 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.

c. Service

Service may include 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; and
- 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, and as stated 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 other faculty.
 - b) Demonstrate teaching experience at the collegiate level.
 - c) Peer evaluations in HEP classes.
- iii. Demonstrate advising effectiveness/mentoring.
- iv. A file containing documentation of the above will be reviewed by the HEP Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair.

b. For advancement in title to Teaching Associate Professor

- i. All of criteria for advancement in title to Teaching Assistant Professor (listed in B.2.a. above.)
- ii. Must have 5-6 years or commensurate experience at the title of Teaching Assistant Professor.
- iii. Demonstrate exemplary teaching effectiveness by means of the methods below:
 - a) Evidence of positive student feedback.
 - b) 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.

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

- a) Leading teaching effectiveness workshops for undergraduate/graduate students.
- b) Coordination/mentorship of graduate teaching assistants.
- c) Mentorship/advising of undergraduate students.
- d) Grants or grant proposal submissions accompanied if possible by reviews; publications in professional journals.
- e) Contribution to undergraduate advising.

v. 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

vi. A file containing documentation of i-v above will be reviewed by the HEP 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, advising, 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 HEP 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 can be found in the *HEP Faculty Guidelines* which follow *ECU Faculty Manual*, [Part IX](#) and standards established by the Department and available on the [Faculty Senate Website](#).

Section VI PROCEDURES FOR MEETINGS

Meetings of the Department shall be held at least two times a semester. Faculty shall be given written notice of all regular faculty meetings and copies of relevant materials at least five working days prior to meetings. Either the Chair or a majority of the faculty members have authority to call special meetings of the Department. Special meetings require at least two days prior notice. Except those faculty members who are on Family and Medical Leave (FMLA) or Faculty Serious Illness Leave (FSIL), faculty are required to attend all Department faculty meetings, unless excused by the Department Chair.

A quorum must be present in order to conduct official business at Department meetings. A quorum shall consist of a majority of the voting faculty. Action shall be determined by a majority of the votes cast by the faculty in attendance at the meeting, unless otherwise noted.

- The Department Chair or designee shall preside at meetings of the Department.
- The Director of Graduate Studies or designee shall preside at meetings of the Graduate Faculty.

With the exception of meetings dealing with personnel actions, minutes of all Department committees, standing committees, and faculty and Graduate Faculty meetings shall be maintained by the chair of these meetings. That individual shall forward copies of these minutes to the Department office where they shall be available to faculty.

All proceedings shall be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*.

Section VII VOTING BY FACULTY MEMBERS

The Chair shall make available to the faculty a copy of the Department's Strategic Plan and other major planning documents and assessments of Department operation (excluding Academic Program Review) at least ten working days prior to voting their approval or disapproval. Approval by a majority of the full-time faculty of the Department is desirable before submission to persons outside the Department.

Any major programmatic-specific document (self-study, assessment, accreditation) that addresses only one program or group of programs in the Department requires consideration by the full-time faculty in the involved program(s) before it may be submitted. Voting regarding such documents shall be coordinated by the Department Chair. The faculty voting on the document may determine through approval of an official motion to hold balloting (in accordance with the *ECU Faculty Manual*, [Part IX](#)).

Section VIII BUDGET

The Department Chair shall prepare the annual budget and annual report in consultation with the Department Executive Committee. The Chair will discuss the annual budget and annual report with the Faculty in a regular faculty meeting at the beginning of the academic year. The Department Chair is responsible for budgetary oversight for the programs and special units that are housed within the Department.

Section IX AMENDMENT PROCEDURES

In accordance with the *ECU Faculty Manual*, [Part IV](#), the Unit Code can only be amended by a majority vote of the permanently-tenured faculty. With a minimum of 10 working days prior notice, any faculty member of the Department of Health Education and Promotion 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. This Code shall be effective upon approval by the Chancellor.