

**UNIT CODE FOR  
DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY SCIENCE  
COLLEGE OF HEALTH AND HUMAN PERFORMANCE  
EAST CAROLINA UNIVERSITY**

Section I      PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Department of Human Development and Family Science'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 Human Development and Family Science is to educate future leaders and professionals to enrich the wellbeing of individuals, children, families, and communities through innovative teaching, research, service and community engagement.

Section II     FACULTY

A. Definitions of the Unit's faculty

The Faculty of the Department of Human Development and Family Science (HDFS) consists of all persons with University appointments who hold regular academic rank in the Department as instructor, assistant professor, associate professor, and professor, and persons who hold fixed-term appointments as specified by *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).

B. Criteria for serving as a voting faculty member of the Unit

In all matters except for those outlined in *ECU Faculty Manual*, [Part IV](#), and [Part IX](#), and other sections of the *ECU Faculty Manual*, the voting faculty in the Department of HDFS consists of Faculty with a full-time position with East Carolina University and a greater than one-half time position in the Unit..

C. Approved criteria for appointment to the graduate faculty

The process and criteria for graduate appointments is defined in the [HDFS Departmental Guidelines](#). The voting graduate faculty shall consist of those faculty who have been appointed as graduate faculty members, associate graduate faculty members, or graduate teaching faculty members of the East Carolina University Graduate Faculty as defined in the *ECU Faculty Manual*, [Part II](#), of, more specifically defined in the [HDFS Departmental Guidelines](#), and who hold a greater than 50% teaching, research/creative activity, or administrative appointment in the Department of HDFS.

D. Criteria for emeritus status in the Unit

The Department of HDFS recognizes emeritus status for a retired (which may include a Phased Retirement Program participant), permanently disabled, or deceased faculty member who has made a significant contribution to the University through a distinguished record of scholarship, teaching and/or service. A recommendation for emeritus status must be initiated by the Personnel Committee, approved by the Department Chair and forwarded to the Dean. This recommendation is sent to the Chancellor. Emeritus status will be conferred on faculty following *ECU Faculty Manual*.

### Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

#### A. Role of the Chairperson

The Chair of the Department of HDFS, as chief administrative officer of the Unit, is responsible for the Department in accordance with the policies determined by the Department, and following University policies and practices. The selection, term of office, and evaluation of the Chair will conform to established University policy.

The Chair is responsible to the Dean of the College of Health and Human Performance (CHHP) for administration of the Department of HDFS's unit plan, budget, facilities, equipment, teaching, research/creative activity, service, personnel, and fund development. The Chair ensures that Unit and university code procedures are followed. The Chair is also responsible for personnel actions relating to employees including staff and students assigned to the Department.

#### B. Role of Directors and Program Coordinators

Program Directors shall consist of the Directors of Undergraduate Studies, Graduate Studies, Nancy W. Darden Child Development Center, Medical Family Therapy (MedFT) Program, Marriage and Family Therapy Program, the ECU Family Therapy Clinic, and MedFT Research Academy.

The Program Coordinators shall consist of the Coordinators for Birth through Kindergarten-Undergraduate, Birth through Kindergarten-Graduate, Child Life, Distance Education, Family and Community Services, Family and Consumer Sciences-Undergraduate, Family and Consumer Sciences-Graduate, and Human Development and Family Science Graduate program.

The Program Coordinators and Directors will be appointed by the Chair. Stipend or release time will be negotiated with the faculty member as permitted by university policies. Coordinators and Directors work with the faculty and Chair and are responsible to the Chair. The Chair will review and evaluate the Program Coordinators and Directors annually.

Duties of the Program Coordinators and Directors include the following as needed by the program:

- facilitate the development and revision of curricula
- market programs and handle requests for information
- coordinate admissions processes
- develop and maintain external relationships in conjunction with the Chair;
- develop and submit budget request for programs
- direct accreditation processes and the program assessment process
- reviewing theses or dissertations

### Section IV COMMITTEES OF THE UNIT

#### A. Standing Committees, including membership, terms, and duties of committees

##### 1. Undergraduate Curriculum Committee

###### a. Membership:

The Undergraduate Curriculum Committee shall consist of all voting faculty members, as defined in Section II.B of this code,

###### b. Duties:

The duties of the committee are to make recommendations to the Chair and the Dean concerning the undergraduate curricula within the Department of HDFS. The committee will:

- i. recommend proposals for new courses, tracks, options, and degree programs;
- ii. review and make recommendations on course offerings and changes in the catalog which require University action as proposed by the Department faculty;
- iii. review and recommend requirements for admission to, retention in, and degree completion of programs offered by the Department; and
- iv. develop and implement a process for designating and recording curriculum changes linked to learning outcomes assessment.

2. Awards and Scholarship Committee

a. Structure

The Awards and Scholarship Committee shall consist of at least five faculty members, representing the five programs of study within HDFS, one of whom must be tenured, elected from the full-time faculty, at the initial faculty meeting of the year.

b. Duties

The duties of the Awards and Scholarship Committee are to solicit applications, accept and evaluate applications, and recommend faculty and student recipients for Departmental, College, and university-wide awards and scholarships to the appropriate individual or committee requesting the nomination.

3. Code Committee

a. Structure

The Code Committee shall consist of at least three voting faculty members as defined in [Part IV](#) of the *ECU Faculty Manual*, elected from the members who have at least three years of service at ECU and normally at the beginning faculty meeting of the year.

b. Duties

The Code Committee shall meet annually to review the Code, solicit input from faculty for suggested changes, and recommend revisions to the faculty as needed; and shall conduct a comprehensive review of the Code as specified in *ECU Faculty Manual*, [Part IV](#).

4. Graduate Faculty Council

a. Structure

The Graduate Faculty Council consists of those faculty of the Department who have been appointed as members, associate members, or graduate teaching faculty members of the ECU graduate faculty.

Officers of the Graduate Faculty Council shall consist of a Chairperson, who is elected by majority vote of eligible graduate faculty as defined above. Ad hoc graduate committees may be established at the discretion of the Chairperson or upon recommendation of a majority of the graduate faculty. Actions taken by the Graduate Faculty Council shall have the equivalent authority of those taken by the Department faculty as it pertains to graduate business.

b. Duties: The duties of the Graduate Faculty Council are to

- i. review and approve proposals for new graduate courses, degree programs, tracks, or options;
- ii. review and approve curriculum revisions proposed by Department faculty;
- iii. collect and disseminate information to graduate students enrolled in the Department;
- iv. develop and implement procedures for initial appointment or for reappointment to the Graduate Faculty, and recommending approval or disapproval to the dean for nomination to the graduate faculty according to the *ECU Faculty Manual*, [Part II](#) and the [HDFS Department Guidelines](#).
- v. discuss additional issues and complete tasks relevant to graduate education

not specified above.

B. Personnel Committee, Tenure Committee, and Promotion Committee

Recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty are the responsibility of Personnel Committee, Tenure Committee, and/or Promotion Committee, and the Unit administrator. Evaluation of faculty for appointment, reappointment, promotion, and the conferral of permanent tenure shall be initiated by the appropriate Unit committee on notice from the Unit administrator and higher administrative authority. The appropriate Unit committee shall also evaluate faculty for promotion and the early conferral of permanent tenure at the request of the faculty member. Once the evaluation has been completed, the committee's recommendation and the recommendation of the Unit administrator shall be forwarded to the next higher administrator for review of the recommendations. The timeline for these processes is set forth in the *ECU Faculty Manual* [Part X](#) and the procedures for these processes is set forth in the [Part IX](#). Personnel matters will be handled by the Personnel, Tenure and Promotion committees in accordance with the *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).

1. Personnel Committee

a. Membership

In accordance with the *ECU Faculty Manual*, [Part IX](#), the HDFS Personnel Committee shall be responsible for making recommendations regarding initial probationary appointments and initial and additional special fixed-term appointments. The Personnel Committee shall consist of two tenured voting faculty members, one probationary-term voting faculty member, and two alternates, one tenured one probationary-term faculty member (though insuring a 2/3 majority of the committee is tenured faculty) all elected by a majority vote of the permanently tenured and probationary-term voting faculty of the Department of HDFS normally at the beginning faculty meeting of the year.

b. Chair

In accordance with *ECU Faculty Manual*, [Part IX](#), the Chair of the HDFS Personnel Committee shall be permanently tenured and shall be elected annually by and from the committee's membership. The Chair shall of the Personnel Committee may participate in the decisions of any committee of which the Chair is a member. The Chair of the Personnel Committee shall obtain and distribute materials to be used during the deliberation of such bodies, insure that a valid vote has been taken, communicate the results of such votes to the appropriate faculty and Unit administrator, and perform other duties as designated by the Unit.

c. Terms

Committee members serve terms of two years, staggered when possible.

d. Duties

Duties of the Personnel Committee are as described in *ECU Faculty Manual*, [Part IX](#).

2. Promotion Committee

a. Membership

The membership of the Promotion Committee shall be composed of those permanently tenured and probationary-term voting faculty members who hold rank at least equal to the rank for which the candidate is being considered, including those on non-medical leave but in attendance at the committee's meeting at the time of the committee's vote, but excluding the Unit administrator. At least two-thirds of the Promotion Committee must be tenured. If fewer than three faculty members qualify for the Promotion Committee, additional members will be selected in accordance with the *ECU Faculty*

Manual [Part IX](#).

b. Procedures

Meetings of the Promotion Committee shall be convened by the Chair of the HDFS Personnel Committee. If the Chair of the Personnel Committee holds a professional rank lower than that to which a faculty member requests promotion, the Personnel Committee Chair shall not be eligible to participate and shall only be responsible for calling the meetings of such committees and facilitating the election of a Chair of the committee from among its membership. In such cases where the Chair of the Personnel Committee is ineligible to participate, he/she shall not attend any meetings of the committee except to facilitate the election of the Chair as noted above.

c. Duties

The composition and duties of the Promotion Committee are as described in *ECU Faculty Manual*, [Part IX](#). The Promotion Committee shall be responsible for making recommendations for promotions in rank and for recommending the ranks of initial appointments at the associate professor or professor level.

3. Tenure Committee

a. Membership

The membership of the HDFS Tenure Committee shall be composed of the permanently tenured voting faculty of the Unit, including those who are on non-medical leave but in attendance at the meeting at the time of the committee's vote, but excluding the Unit administrator. The Chair of the HDFS Personnel Committee shall preside over the Tenure Committee. If fewer than three faculty members qualify for the Tenure Committee, additional members will be selected in accordance with the *ECU Faculty Manual*, [Part IX](#).

b. Duties

The composition and duties of the Tenure Committee are as described in *ECU Faculty Manual*, [Part IX](#). The Tenure Committee shall be responsible for making recommendations for reappointments of probationary-term faculty members, the granting of permanent tenure, and conferral of tenure for initial appointments with permanent tenure.

c. Additional roles of the Tenure Committee.

In accordance with the *ECU Faculty Manual*, [Part IX](#) the HDFS Tenure Committee may elect a subcommittee of at least five members, to as closely as possible provide representation from each of the major discipline/program areas. The Tenure Committee (or properly constituted subcommittee) has the following roles:

i. Consults with the Unit administrator who writes a progress toward tenure letter to each probationary-term faculty member as described in the *ECU Faculty Manual*, [Part IX](#).

ii. Produces a list of possible external reviewers and selects external peer reviewers from lists produced by the Committee and by the candidate in accordance with *ECU Faculty Manual*, [Part IX](#).

iii. Selects, with the Unit administrator, the research and creative activity materials to be sent to external peer reviewers in accordance with the *ECU Faculty Manual*, [Part IX](#).

iv. Prepares a cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties in accordance with the *ECU Faculty Manual*, [Part IX](#).

## Section V EVALUATION OF FACULTY

A. Guidelines, criteria, and weights governing the evaluation of tenured and probationary-term faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure follow *ECU Faculty Manual*, [Part IV](#), [Part VIII](#), [Part IX](#), [Part X](#), and [Part XI](#).

1. Annual evaluation of tenured and probationary-term faculty members  
Faculty members work under the leadership of the Chair to carry out and maintain excellence in academic programs within the Department; provide effective teaching; develop productive research/creative activities; provide service to the university, profession, and the community; and function in special assignments as mutually agreed.

Evaluations of probationary-term, and tenured faculty shall be conducted according to procedures prescribed by the *ECU Faculty Manual*, [Part VIII](#). At the beginning of each academic year, each faculty member will develop, in conjunction with the Department Chair, a statement of goals in teaching, research/creative activities, service, and other activities, where appropriate. This statement will include the relative weight of evaluation in each category of performance based on the faculty member's assigned load. Under special circumstances, faculty members' loads may include assignments other than teaching, research/creative activities, and service, and these assignments will be agreed upon with the Chair and included as part of the goal statement at the beginning of the year. Goals will be developed based upon the needs of the faculty member, the Department and the College, and should reflect the relative weights of assignments.

The faculty member will submit an annual report in the spring of every year that relates to the completion of the goals established at the beginning of the academic year and to teaching, research/creative activity and service criteria. The Chair will prepare an annual evaluation following the *ECU Faculty Manual*, [Part VIII](#). The annual evaluation will be based in part upon the faculty member's annual report using the criteria that have been approved by a majority of the permanently tenured faculty and are available in the [HDFS Departmental Guidelines](#), which is maintained in the Departmental office, Faculty Senate office, and is available to all faculty members.

2. Criteria for Raises and Merit Awards  
When merit pay funds are available for distribution within the Department of HDFS, the Chair shall, using weights established as a part of the annual evaluation of faculty, recommend each faculty member's merit award.

The criteria on which these awards shall be based are the faculty member's performance in teaching/advising, research/creative activities, and service, as well as contributions to the Department's mission and strategic plans. The Chair's recommendation shall be based upon the duties, responsibilities, and accomplishments as reflected in the annual faculty evaluation.

The Chair shall report salary increments annually to the Unit in accordance *ECU Faculty Manual*, [Part VIII](#)

3. Reappointment, Tenure, and Promotion  
Reappointment of probationary-term faculty and promotion and tenure processes will follow the *ECU Faculty Manual*, [Part IX](#) and [Part X](#). Probationary-term faculty shall be evaluated for reappointment based on a continuing need for the faculty member's expertise, the availability of resources, and a level of performance in teaching,

research/creative activities, and service that indicates the faculty member is making satisfactory progress toward the goal of receiving a favorable recommendation for the granting of permanent tenure and, where appropriate, promotion.

Conferral of tenure shall be based on the faculty member's demonstrated professional competence in teaching, research/creative activities and service; a potential for future contribution; and the institution's needs and resources (*ECU Faculty Manual, Part IX*). Within the context of university policy, conferral of permanent tenure shall be based on those specified in the [HDFS Departmental Guidelines](#), and the following criteria:

- a. An appropriate terminal degree as evaluated by the academic unit and affirmed by the appropriate administrative officer and the profession concerned.
- b. Demonstrated competence in teaching, research/creative activities and service.
- c. A record of satisfactory performance in all the areas of teaching, research/creative activities, and service will be expected. A strong record of accomplishment in one of these areas will not be considered a substitute for deficiencies in another area. In no case will service be weighted heavier than teaching or research/creative activities.
- d. Evidence is expected of potential for continued professional growth and on-going contributions to the field.

Promotion shall be based upon the faculty member's total demonstrated professional competence and achievement following criteria for each rank as described in *ECU Faculty Manual, Part VIII* and those specified in the [HDFS Departmental Guidelines](#).

B. Guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title will follow the *ECU Faculty Manual, Part VIII*.

1. The faculty member will be evaluated annually or at the end of the contract term by the Chair based on the weights for teaching, service, and other duties as assigned in the contract. Criteria for faculty evaluation are available in the [HDFS Departmental Guidelines](#).
2. Fixed-term faculty will be considered for subsequent appointment based on continuing need for the faculty member's expertise, the availability of resources, and satisfactory performance in teaching, service and other duties assigned to the faculty member.
3. Procedures for advancement in title for fixed term faculty are included in the [HDFS Departmental Guidelines](#).

C. Standards for Performance Review of Tenured Faculty

Performance Review of Tenured Faculty (post-tenure review) of all tenured faculty members will follow procedures outlined in the *ECU Faculty Manual, Part IX*. Current Performance Review of Tenured Faculty criteria are available on the [Faculty Senate website](#), as well as Specific criteria developed for HDFS Faculty in the [HDFS Departmental Guidelines](#).

## Section VI

### PROCEDURES FOR MEETINGS WITHIN THE UNIT

The Chair shall convene regular meetings of the faculty each semester of the academic year. Special meetings can be called by the Chair or upon a written petition to the Chair from a majority of the voting members of the faculty, or upon resolution of any standing committee of the Department. Meetings of the Department shall conform to university policy and *Robert's Rules of Order, Newly Revised*.

The prerogative of the Chair of HDFS to assemble the faculty as desired for administrative purposes is duly recognized.

- A. The Chair shall notify faculty in writing or electronically at least five working days prior to a regular meeting or as soon as practical for a special meeting concerning the time, place, and agenda of a meeting.
- B. Items may be placed on the agenda by a faculty member.
  - 1. Any member of the faculty shall be entitled to place an item on the agenda if it pertains to the business of the Department and if it is presented in writing to the Chair of the Department prior to distribution of the meeting notice.
  - 2. Proposals from the floor regarding new business will be honored upon consent of a two-thirds vote of the voting faculty present.
- C. Voting in all faculty meetings may be by voice vote, show of hands, or by secret ballot. A secret ballot may be requested by any member of the faculty and must be honored.
- D. Quorum will be 51% of the voting faculty (per Section II.B of this code) on the roster as of September 10 of each academic year.

Section VII VOTING BY FACULTY MEMBERS

The Chair, in consultation with the faculty, will appoint ad hoc committees and task forces to develop the periodic planning and self-study documents for the Department required by the university and accrediting bodies.

The Chair will, in a timely manner, present to the faculty for review and approval the final drafts of the Department's major planning documents, assessment documents, Unit Academic Program Review as referenced in *ECU Faculty Manual, Part IV*, and other major reports prior to their submission in final form to person(s) outside the Unit. Accreditation Reports and Self-studies include but are not limited to those prepared for Southern Association of Colleges and Schools (SACS), American Association for Marriage and Family Therapy (AAMFT), and American Association for Family and Consumer Sciences (AAFCS). The Chair shall make available to the faculty copies of evaluation and accreditation reports allowing ten (10) working days for faculty review.

Section VIII BUDGET

- A. Annual budget request
 

In the spring of each year, the Department Chair will solicit faculty recommendations for Department budget priorities for the following academic year, and copies of final Department budget requests will be made available to the faculty.
- B. Annual budget report
 

At the first faculty meeting in the fall term, the Chair will report to the faculty on Department budgets, as well as the Department annual reports from the preceding year.

Section IX AMENDMENT PROCEDURES

*Robert's Rules of Order, Newly Revised "Bylaws," #55, Article IX* and *ECU Faculty Manual, Part IV* will be followed with regard to all votes and amendments to this Code. This Code MUST be approved by a 3/5ths majority of the permanently tenured faculty members of the unit.

Any faculty member may initiate a proposed amendment to the Code. Proposed amendments may be presented to the faculty at any regularly scheduled faculty meeting. The vote on a proposed amendment to the Code requires notice at a previous meeting. Following recommendation of a majority of the total voting faculty, a 3/5 majority vote of the permanently tenured faculty shall be required for an amendment to carry in the Department, where after it



must receive the approval of the Faculty Senate and the Chancellor of East Carolina University. Code procedures as specified in this code are superseded by the university code, Faculty Manual, or university policy.

Following approval by a majority of voting Departmental faculty, the Code shall go into effect upon acceptance by a 3/5 majority of the permanently tenured faculty of the Department, the Faculty Senate, and the chancellor of East Carolina University. The Unit administrator(s) should ensure that code procedures are followed.