

UNIT CODE FOR THE DEPARTMENT OF KINESIOLOGY

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Department of Kinesiology's internal affairs and is consistent with the *East Carolina University Policy Manual* (ECU/PM) the *ECU Faculty Manual* (ECU/FM), and all established university policies.

MISSION

The mission of the Department of Kinesiology is to enhance health and wellness through understanding physical activity. This is accomplished through instruction, scholarship, and service related to the behavioral, biomechanical, pedagogical, physiological, managerial, and socio-cultural aspects of physical activity as they impact on learning movement patterns, disease prevention, and participation in physical activity, exercise, and sport. The department prepares knowledgeable leaders at both the undergraduate and graduate levels who can guide individuals, groups, or organizations for the purpose of increasing lifelong participation in physical activity, exercise, and sport.

Section II FACULTY

A. Definitions of the Unit's Faculty

The Faculty of the Department consists of all persons with appointments (probationary or with permanent tenure) who hold the regular academic rank in the Department as assistant professor, associate professor, or professor and persons who hold fixed term appointments who hold the title teaching instructor, teaching assistant professor, teaching associate professor, teaching professor, research instructor, research assistant professor, research associate professor, or research professor.

B. Voting Faculty

Except where the *ECU/FM*, established University policies, or this Code otherwise define voting faculty, a voting member in the Department is defined as a faculty member who holds regular rank or title and has at least one-half of the teaching/research duties assigned in the unit (See the *ECU/FM*, [Part IV](#) and [Part IX](#)).

All appointed members of the Graduate Faculty, unless the *ECU/FM*, established University policies, or this Code direct otherwise, may vote on graduate business. The process and criteria for graduate appointments is defined in the *Department of Kinesiology Departmental Guidelines*.

C. Graduate Faculty

Members of the Graduate Faculty in the Department shall consist of all faculty who have been approved by the Graduate School and who currently hold graduate faculty status as identified in the *ECU/FM*, [Part II](#).

Duties of the members of the Graduate Faculty of the Department shall include reviewing graduate program requirements and policies, approving graduate curricula proposals, approving recommendations for faculty appointment to the Graduate Faculty, and advising the Director of Graduate Studies and the Department Chair on matters concerning the graduate programs.

The Department Director of Graduate Studies shall be responsible for calling Department Graduate Faculty meetings and shall preside in those meetings.

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 scholarship, teaching, and/or service (*ECU/FM*, [Part VIII](#)). A voting faculty member may submit a written request to the Personnel Committee to consider awarding Emeritus Status to an individual faculty member. Emeritus faculty status will be granted upon recommendation by the Personnel Committee and approval by the Department Chair, Dean, and Chancellor.

E. Adjunct Faculty

Adjunct faculty is conferred for those individuals not directly affiliated with the Department who have made or are expected to make substantial contributions to a department.

Adjunct faculty appointments which are honorary, are an unsalaried, non-probationary term (tenure track) appointments for terms 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.

Any appointment of an individual with adjunct faculty status to assume teaching responsibilities for pay is separate from adjunct status. Such appointments must be done in accordance with the *ECU/FM*, [Part VIII](#) and [Part IX](#).

Section III ADMINISTRATIVE ORGANIZATION OF THE DEPARTMENT

A. Department Chair

1. The Department Chair is the administrator of the department and provides leadership, support, and guidance to the functioning of the department. The selection and term of office of a Chair shall conform with the *ECU/FM*, [Part II](#).

2. Duties of the Department Chair:

a. serve as a departmental representative to the Dean and 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 of the Department in accordance with University policies and procedures;

d. manage and be responsible for the budget and all other funds assigned or belonging to the Department; prepare

e. prepare and submit special budget requests incorporating Faculty and program needs;

f. work with the Department on procedures with regards to grants, contracts, and other revenue generated by the Department and its programs;

g. maintain personnel files, student files, current course syllabi, and other administrative records in accordance with the [ECU General Records Retention and Disposition Schedule](#);

h. after obtaining input from the Faculty, establish personnel needs and oversee the utilization of faculty and staff positions;

i. effectively steward space, equipment and other resources allocated to the department;

j. determine teaching assignments, reassigned time, and other duties for faculty and after obtaining input from the undergraduate and graduate program directors, schedule departmental course offerings

k. supervise selection, employment, and performance evaluation of staff;

l. mentor and/or facilitate the professional development of all Faculty in terms of teaching effectiveness, research and other scholarly activities, and service to the Department, College, University, community, and profession;

- m. respond to travel requests by Faculty;
- n. assist with new faculty orientation;
- o. facilitate implementation of observation of teaching for faculty and graduate assistants;
- p. consult the Tenure Committee regarding the progress toward tenure letters in accordance with the *ECU/FM*, [Part IX](#);
- q. forward personnel recommendations of the appropriate departmental faculty committees along with the Department Chair's concurrence or non-concurrence to the Dean of the College in accordance with *ECU/FM*, [Part IX](#);
- r. assess qualifications of candidates for faculty positions to ensure appropriate credentialing, and initiate and approve instructors of record within the department through institutional certifications systems;
- s. call and preside over departmental faculty meetings and supervise the writing and distribution of departmental faculty meeting minutes;
- t. call for the election, at the appropriate times, of departmental representatives to serve on committees;
- u. review and act upon curriculum proposals and catalog changes, and ensure presentation to appropriate University committees;
- v. recommend to the Dean of the College a member of the faculty to carry out the duties of a chair during brief temporary absences of a chair, when an assistant chair is not appointed or available;
- w. ensure that code procedures are followed;
- x. ensure that the department's annual budget request and annual report are discussed with the Faculty;
- y. facilitate the self-evaluation of the effectiveness of the department and, in accordance with the *ECU/FM*, [Part IV](#), Academic Program Review;
- z. make any departmental major planning (e.g. Strategic Plan) and assessment documents (excluding Academic Program Review) available to the full-time faculty of the department at least five working days prior to voting;

aa. 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;

ab. conduct annual performance evaluations of departmental faculty in accordance with the *ECU/FM*, [Part VIII](#).

ac. perform other duties as delegated or assigned by Dean and/or Provost.

B. Director of Graduate Studies

1. The Director of Graduate Studies acts as departmental liaison with the Graduate School, the College Director of Graduate Studies, other departments within the College and University, and other external agencies, organizations or institutions on matters pertaining to the departmental graduate programs.

2. Director of Graduate Studies shall be nominated by the Department Chair after consultation with the voting Graduate Faculty and the Dean. The Director of Graduate Studies must be approved by a majority of the voting Graduate Faculty. The Director of Graduate Studies must be employed full-time within the Department and possess voting Graduate Faculty status. Initial appointment as Director of Graduate Studies is for a three-year term. Subsequent reappointment must be approved by a majority of the voting Graduate Faculty. If needed, an Acting Director of Graduate Studies will be appointed by the Department Chair. Any Acting Director of Graduate Studies is appointed by the Department Chair must be confirmed by the voting Graduate Faculty within one year of appointment and on an annual basis thereafter.

3. Duties of the Director of Graduate Studies:

a. implement the department graduate programs in compliance with the policies and procedures established by the Graduate School (see, e.g., the *ECU [Graduate Program Directors and Coordinators Handbook](#)*, *ECU Graduate Catalog*) and monitor compliance with those policies and procedures;

b. facilitate appointment and renewal of membership of the Graduate Faculty in accordance with the *ECU/FM*, [Part II](#);

c. call and chair regular meetings of the department graduate faculty to seek input on activities necessary to implement program and curriculum

goals including selection of graduate assistants, curriculum development, and administration of comprehensive examinations;

d. in coordination with Graduate Degree Program Directors respond to inquiries that pertain to graduate work in the department;

e. supervise or delegate to Graduate Degree Program Directors the advising, registration, and schedule change procedures for graduate students;

f. conduct recruitment in coordination with Graduate Degree Program Directors, including consulting and advising prospective graduate students and preparing and distributing accurate information describing requirements and financial support available;

g. make recommendations, in consultation with Graduate Degree Program Directors, to the Department Chair regarding scheduling of graduate courses;

h. recommend to the Department Chair a member of the department Graduate Faculty to act on graduate matters during brief temporary absences of the Director of Graduate Studies; and

i. perform other graduate program-related duties as assigned by the Department Chair.

C. Graduate Degree Program Directors

Each graduate degree program shall have a designated Graduate Degree Program Director in accordance with *ECU/FM*, [Part II](#).

Each Graduate Degree Program Director is responsible for assisting the Director of Graduate Studies in fulfilling the duties specific to their designated degree program.

Graduate Degree Program Directors are appointed by the Department Chair and serve at the discretion of the Department Chair, with input from the Graduate Studies Director, all faculty in the Department of Kinesiology, as well as any faculty and administrators closely associated with the programs.

Section IV COMMITTEES OF THE DEPARTMENT

A. Standing Committees

All Standing Committee appointments shall be for twelve months and become effective on the day of the ECU Fall Faculty Convocation. Diverse representation on committees is encouraged.

1. Undergraduate Curriculum Committee

- a. The Undergraduate Curriculum Committee shall consist of not less than three faculty members. Members shall be elected prior to the final Department Faculty Meeting in the spring semester. Members shall elect a Chair from among their membership immediately following the committee membership election.
- b. The function of the committee is to review all undergraduate curriculum matters proposed by faculty within the department according to the following protocol:
 - i. Any faculty member may propose undergraduate curriculum changes to the Chair of the Undergraduate Curriculum Committee. Such proposals shall be in the format required by the University. The Undergraduate Curriculum Committee Chair shall convene meetings as needed. Faculty members shall be invited to explain their proposals and respond to questions. The Undergraduate Curriculum Committee shall make recommendations regarding all proposals received. At least five working days prior to a Department Faculty Meeting, the Chair of the Undergraduate Curriculum Committee shall notify the faculty of the department of the nature of any curriculum matters to be presented for their consideration and forward copies of the proposals. At the Department meeting, the Chair of the Undergraduate Curriculum Committee shall present the proposal received and the recommendation of the Undergraduate Curriculum Committee. The faculty members shall be provided opportunity at this time to explain the proposal and/or respond to the recommendation.
 - ii. The Department Chair shall conduct a vote of the faculty for each curriculum matter proposed.
 - iii. The Department Chair or designee shall submit approved proposals to the Undergraduate Curriculum Committee Chair. The Undergraduate Committee Chair will steward the proposal through the remaining curriculum processes required by the ECU Faculty Senate.

2. Graduate Curriculum Committee

- a. The Graduate Curriculum Committee shall consist of all voting Graduate Faculty and will be chaired by the Director of Graduate Studies (non-voting).
- b. The function of the Graduate Curriculum Committee is to receive and review graduate curriculum-related business.
- c. Any graduate faculty member may present a curriculum proposal to the Director of Graduate Studies. The Director of Graduate Studies shall present the proposal for consideration at the next Graduate Faculty meeting. At least five working days prior to the meeting, the Director of Graduate Studies shall distribute copies of any proposed curriculum proposal to the Graduate Faculty. The Director of Graduate Studies shall steward approved curriculum proposals according to the ECU Graduate Curriculum requirements.

B. Personnel Action Committees (Personnel, Tenure, and Promotion)

All personnel recommendations are initiated at the department level. The composition and function of Personnel Committee, Tenure Committee, and Promotion Committee shall be in accordance with the *ECU/FM*, [Part IX](#).

1. Personnel Committee

- a. The Personnel Committee shall be composed of a minimum of 3 members. The membership of the committee shall be composed of some or all permanently tenured and probationary-term voting faculty members of the department, but excluding the Department Chair. At least two thirds of the Personnel Committee membership shall be permanently tenured voting faculty. Members of the Personnel Committee shall be elected by the permanently tenured and probationary-term voting faculty of the department at or prior to the final department meeting in the spring semester. The chair of the Personnel Committee shall be permanently tenured and shall be elected annually by and from the committee's membership immediately following Committee election.
- b. The Personnel Committee serves an important role in the selection and appointment of new faculty. When faculty positions are allocated to a department, the Department Chair will notify the Personnel Committee of the number and nature of the positions. The Personnel Committee may select a Search Committee of faculty to fulfill the responsibilities of soliciting and screening applicants and recommending to the Personnel Committee candidates for initial appointments. Each Search Committee

will determine a chair from among its membership. At least one member of any Search Committee must be a member of the Personnel Committee.

Search Committees will follow the guidelines as defined in the *ECU/FM Part IX*. For all Search Committees, a majority of the Committee members must be voting faculty as defined in *ECU/FM Part IX*. A Search Committee for a probationary appointment or appointments with permanent tenure will consist of a minimum of four faculty members. Three of the committee members are to be faculty of the Department. Search Committees for all other positions will consist of a minimum of three department faculty members.

After reviewing the current ECU policies and procedures, Search Committees in consultation with the department faculty, Department Chair, and Dean, will develop the position announcement (responsibilities and minimum qualifications) and screen candidates for the position. Provisions should be made for a quorum of the Personnel Committee to meet with candidates during the on-site interview process. The Search Committee will submit a written report to the Personnel Committee. The Personnel Committee will then make its recommendation(s) to the Department Chair. After concurring or not concurring with the Personnel Committee recommendation(s), the Department Chair will then make his or her recommendation to the Dean. Upon approval of the recommendation(s), the Department Chair, with the assistance of the Dean shall negotiate with the recommended candidate(s).

Criteria for appointment of potential faculty members utilizes the general criteria specified in *ECU/FM, Part VIII*.

2. Tenure Committee and Promotion Committee

Newly permanently tenured or promoted faculty who are voting faculty members according to the *ECU/FM, Part IX* will become members of applicable committees at the time their promotion or tenure becomes effective. Roles of these committees are specified in the *ECU/FM, Part IX*.

Minutes of all meetings dealing with personnel actions shall be maintained by the chair of the committee and will include date of the meeting, members in attendance and absent, and actions taken. At the end of his/her term, the committee chair will forward these minutes to the departmental office to be maintained in accordance with the *ECU General Records Retention and Disposition Schedule*. Electronic balloting may be utilized to the extent allowable and prescribed in the *ECU/FM, 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

The general criteria for performance evaluations within the Department are those explained in the *ECU/FM*, [Part VIII](#) as well as those approved by the Department and contained in the *Department of Kinesiology Departmental Guidelines*.

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 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.

A. Tenured and Probationary Faculty Members

Current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured and probationary-term (tenure-track) faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure are included in the *ECU/FM*, [Part VIII](#), [Part IX](#), [Part X](#), and [Part XI](#).

1. Annual Evaluation of Faculty Members

During each spring semester, the Department Chair shall provide each tenured and probationary faculty member an evaluation of his/her performance for that year, as documented by the annual report generated by the faculty member. When appropriate (e.g., special administrative appointments, joint appointments or other special circumstances) the Department Chair shall consult with the Dean, other chairs and/or directors as needed.

The percentage of effort assigned to each area of faculty performance may vary among faculty members in the Department, but must be determined in accordance with the following guidelines: the prescription of the *ECU/FM*, [Part VIII](#) (i.e., that the percentage assigned to service shall not be greater than that assigned to either teaching effectiveness or research). The total percentage of effort must equal 100%.

For faculty holding joint appointments, a specific percentage must be given to teaching, scholarship, and service (*ECU/FM* [Part IX](#)). Percentages of effort 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 percentage of effort must equal 100%.

When merit pay funds are available for distribution within the Department of Kinesiology, the Chair shall, using university guidelines 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 mission and strategic plan. The Department 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 Department in accordance with the *ECU/FM*, [Part VIII](#).

2. Specific criterion for initial appointments are outlined in *ECU/FM*, [Part VIII](#).
3. Reappointment, Permanent Tenure, and Professional Advancement of Probationary and Tenured Faculty

- a. Reappointment of Probationary Appointments

As delineated in the *ECU/FM*, [Part IX](#), probationary term faculty shall be evaluated for reappointment based on the needs and resources of the institution as well as evidence of potential in terms of professional competence and future contributions. The level of performance in teaching, research/creative activity, and service is what indicates the faculty member is meeting expectations toward the goal of receiving a favorable recommendation for granting of permanent tenure and, where appropriate, promotion. Recommendations for the reappointment and progress toward tenure letters of probationary faculty members shall be made in accordance with the procedures specified in the *ECU/FM*, [Part IX](#) and [Part X](#). If a faculty member receives notice of non-

reappointment, he/she may appeal the decision as described in *ECU/FM*, [Part IX](#). In addition to the criteria stated in *ECU/FM*, the following shall apply to reappointment:

Assistant Professor: Meeting expectations toward tenure in all appropriate areas of professional activity, including past and present and potential contributions as described in the *ECU/FM*, [Part VIII](#) and [Part IX](#).

Associate Professor: Demonstrated success during the probationary period, in the areas of professional activity as described in the *ECU/FM*, [Part VIII](#) and [Part IX](#).

Professor: Demonstrated success during the probationary period, in the areas of professional activity described in the *ECU/FM*, [Part VIII](#) and [Part IX](#).

b. Permanent Tenure

Recommendations for permanent tenure shall be made in accordance with the criteria and procedures specified in the *ECU/FM*, [Part IX](#) and [Part X](#). If a faculty member receives notice of non-conferral of permanent tenure, he/she may appeal the decision as described in the *ECU/FM*, [Part IX](#). In addition to the criteria stated in *ECU/FM*, the following shall apply to permanent tenure:

1. An appropriate terminal degree (*ECU/FM*, [Part VIII](#) and [Part IX](#)).

2. Demonstrated competence in each of the areas of teaching, research/creative activity, and service. An exceptional record in one area cannot substitute for deficiencies in another area.

a. Teaching

Regardless of instructional format (e.g., classroom, online, hybrid), the record of teaching accomplishment shall include evidence of effective instruction and/or student supervision, the development of teaching-related materials or procedures, and student advising.

A record of teaching effectiveness must be documented in a manner that includes results from university-approved peer reviews and student input processes. Faculty may also elect to include additional methods of evaluation, which are consistent with university policies and procedures outlined

in the *ECU/FM* as well as in Faculty Senate [Resolution 91-28](#).

In addition to instruction and field or clinical supervision, the record of teaching accomplishment by faculty may include, but not be limited to, course and curriculum development; grants and contracts in support of teaching; innovations in teaching; development and production of instructional materials; professional contributions in the area of teaching, including teaching-related publications and presentations; continuing education for the purpose of developing teaching skills or methods; and awards in teaching.

The record of faculty accomplishment may include evidence of academic and career advising or mentoring offered to students. It is expected that faculty will advise or mentor students in accordance with program requirements and university policies and procedures. Faculty will be available to students during regularly held office hours (See the *ECU/FM*, [Part VI](#)) and university registration periods and will refer students to appropriate resources for additional assistance.

b) Research/Creative Activity

The record of accomplishment of faculty in the area of research/creative activity will be evaluated in terms of quality, quantity, and evidence of an on-going, focused program of research that contributes to the individual's discipline. The record must reflect a continuing, focused program of activity that results in publications in refereed journals and proceedings, refereed presentations, or juried exhibitions or competitions in nationally recognized outlets. The record may also include other research-related professional contributions, such as the publication of scholarly monographs, books, or book chapters or reports to granting agencies.

Efforts to secure funding for scholarship are expected.

c) Service

Service is activity that contributes to the advancement and welfare of the institution, one's discipline, the students, and/or the community. Such activity should be aligned with

institutional and departmental mission and goals. East Carolina University and the Department consider service to the university, the academic profession, and the community as an important aspect of academic performance (see the *ECU/FM*, [Part VIII](#)). The faculty member's record of service must reflect consistent contributions and leadership across a range of activity among institutional committees, work groups, tasks forces, activities; professional organizations; and service to the community which utilizes the faculty member's professional expertise.

c. Promotion

Recommendations for promotion shall be made in accordance with the criteria and procedures specified in the *ECU/FM*, [Part VIII](#), [Part IX](#), and [Part X](#). If a faculty member receives notice that he/she will not be promoted, he/she may appeal the decision as described in *ECU/FM*, [Part XII](#).

Promotion shall be based primarily upon the faculty member's total demonstrated professional competence and achievement. Procedures to be followed for promotion are found in the *ECU/FM*, [Part IX](#) and [Part X](#). Among the many qualifications which may be considered when making recommendations for promotion, the following are essential:

Associate Professor – See the *ECU/FM*, [Part VIII](#), and [Part IX](#)

Professor - See the *ECU/FM*, [Part VIII](#), and [Part IX](#).

B. Fixed-Term Faculty Members

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 are included in the *ECU/FM*, [Part VIII](#), [Part IX](#), [Part X](#), and [Part XI](#).

Fixed-term faculty shall be appointed according to procedures specified in the *ECU/FM*, [Part IX](#) (also refer to [Part VIII](#) for appropriate titles). Documented past achievements and potential for future contributions in the areas of responsibility designated for the position are primary elements in selection of fixed-term faculty. These faculty members are responsible for satisfactory fulfillment of the responsibilities specified in their letters of appointment. Fixed-term appointments extend for the term specified in their letters of appointment.

Assignment of percentage of effort and performance evaluation of fixed-term faculty are based on the procedures and criteria of the *ECU/FM* and in accordance with the responsibilities specified in the letter of appointment. Fixed-term faculty are eligible for salary increases as stipulated in *ECU/FM*, [Part VIII](#) based upon annual evaluation and criteria established by the UNC Board of Governors, ECU Board of Trustees, and in the *Department of Kinesiology Departmental Guidelines*.

Given availability of resources, subsequent new appointments of fixed-term faculty shall be based upon demonstrated satisfactory performance of assigned responsibilities and potential future contributions to department needs. Fixed-term faculty seeking subsequent appointment shall submit a request for such. The request must be accompanied by a portfolio that is organized by utilizing the applicable items from the cumulative report referenced in the *ECU/FM*, [Part X](#); references the responsibilities specified in the letter of appointment; future contribution to the Department; and/or other relevant materials.

The criteria for advancement in title of a fixed-term faculty member includes those stipulated in the *ECU/FM*, [Part IX](#) and demonstrated excellence in performance of the duties of the letter of appointment and supported by the annual performance evaluation completed by the Department Chair. As stipulated in the *ECU/FM*, [Part IX](#) the fixed-term faculty member submits a written request and portfolio for advancement in title to the Department Chair. The Chair then forwards the request and the required portfolio for consideration and action by the Personnel Committee. The Committee's recommendation is forwarded to the Department Chair for consideration and recommendation to the Dean. Both the Personnel Committee and Department Chair are to provide the faculty member with notice of their recommendations within one week of their respective recommendation. Advancement in title shall be effective upon subsequent new appointment.

C. Post-Tenure Review (Refer to the *ECU/FM*, [Part IX](#).)

At five-year intervals each tenured faculty shall have a review of his/her professional performance conducted in accordance with the *ECU/FM*, [Part IX](#). The Department's Tenure Committee will act in accordance with the *ECU/FM* to establish the standards and complete the reviews utilizing the standards recommended by the Faculty Senate in effect during the evaluation period. Approved Department standards are available on the ECU Faculty Senate Website.

Section VI PROCEDURES FOR MEETINGS

Meetings of the Department shall be held at least twice a semester. Faculty shall be given written notice of all regular faculty meetings and copies of materials relevant to items requiring voting must be distributed at least five working days

prior to the meeting at which the vote will occur. Either the Department Chair or a majority of the faculty members have authority to call special meetings of the Department. Faculty are required to attend all Departmental Faculty Meetings, unless excused by the Department Chair.

A quorum must be present in order to conduct official business at Department Faculty Meetings. A quorum shall consist of a majority of the faculty members of the Department who are eligible to vote on the item of business. Action shall be determined by a majority of the votes cast by the faculty in attendance at the meeting, unless otherwise noted.

With the exception of meetings dealing with personnel actions, minutes of all meetings by department committees shall be maintained by the committee chairs. Department Faculty Meetings shall be presided over by the Department Chair or designee and the Department Chair shall maintain minutes of those meetings. Graduate Faculty Meetings shall be presided over by the Director of Graduate Studies or designee and minutes from those meetings shall be maintained by the Director of Graduate Studies. These documents will be maintained in accordance with the [*ECU General Records Retention and Disposition Schedule*](#).

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 Department Chair shall make available to the faculty a copy of the Department's Strategic Plan and other major planning documents and assessments of unit operation (excluding Academic Program Review) at least five working days prior to voting their approval or disapproval. Voting will be conducted in a manner consistent with the *ECU/FM* and latest edition of *Robert's Rules of Order, Newly Revised*.

Section VIII BUDGET

A. Annual Budget Request

The Department Chair shall develop plans for the Department budget and provide opportunity for discussion of the budget with the faculty.

B. Annual Report

The Department Chair shall develop and present the Department annual report and provide opportunity for discussion of the report with the faculty.

Section IX AMENDMENT PROCEDURES

This information and procedures in this section only apply to amendments to this Unit Code.

Amendments resulting from the ECU mandated review of the unit code are presented in writing to the Department faculty at least five working days prior to a faculty meeting for inclusion as an agenda item.

All other amendments to this Code may be offered by any Department faculty member by submitting the amendment with signatures of support of at least 20% of the Department voting faculty. The proposed amendments, with signatures, must be presented, in writing, to the Department faculty at least five working days prior to a faculty meeting for inclusion as an agenda item. Amendments must be approved by use of secret ballot by a majority of the voting faculty, including a two-thirds majority of the permanently tenured faculty.

Voting will be conducted in a manner consistent with the *ECU/FM* and latest edition of *Robert's Rules of Order, Newly Revised*.

Amendments to this Code also require the approval of the Unit Code Screening Committee of the Faculty Senate, the Faculty Senate, and the Chancellor of East Carolina University.

This Code shall be effective upon approval by the Chancellor.