

**UNIT CODE OF OPERATIONS
DEPARTMENT OF COASTAL STUDIES
ACADEMIC AFFAIRS
DIVISION OF ACADEMIC AFFAIRS
EAST CAROLINA UNIVERSITY**

**SECTION I
PREAMBLE**

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

MISSION

The Department faculty of the Department of Coastal Studies is committed to advancing science and providing solutions to North Carolina's coastal and marine issues by integrating the expertise of scientific leaders across disciplines focused on coastal science and policy; partnering with communities in coastal zones around the world; and developing educational programs to prepare students to understand and respond to complex and dynamic coastal and marine natural and social systems.

SECTION II – FACULTY

A. Definition of the Faculty

The faculty of the Department of Coastal Studies shall consist of all full-time or part-time tenured, probationary-term, and fixed-term members who have regular faculty rank or faculty title as defined in the [ECU Faculty Manual, Part VIII](#).

The core faculty of the department are faculty members with greater than 50% of all administrative and academic responsibilities in the department,

B. Criteria for serving as a voting faculty member (Refer to [ECU Faculty Manual, Part IV](#) and [ECU Faculty Manual, Part IX](#))

1. As pertains to the unit's committee for making recommendations on code content to the permanently tenured unit faculty members, voting faculty will be defined in accordance with [ECU Faculty Manual, Part IV](#).

2. As pertains to serving on personnel-related committees responsible for making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty, voting faculty will be defined in accord with [ECU Faculty Manual, Part IX](#).
3. As to all matters not covered above, voting faculty will be defined as those who hold a full-time faculty position with East Carolina University with greater than one-half time in the unit and who hold regular professorial ranks or titles and who have at least one-half of the teaching/research/service duties normally assigned in the unit.

C. Criteria for appointment to the graduate faculty (Refer to [ECU Faculty Manual, Part II](#))

The procedures for appointment to the graduate faculty are specified in [ECU Faculty Manual, Part II](#). Faculty members must demonstrate productivity within the last five years in some combination of the following activities. An individual need not have contributed to every activity, and it shall be the responsibility of the graduate and associate graduate faculty of the department to determine the merit of applications submitted for consideration.

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

1. Publishing scholarly research in refereed venues
2. Actively seeking grants in support of research
3. Serving as an adviser or committee member for completed theses
4. Serving as an editor of a journal or monograph
5. Publishing research articles in proceedings volumes (non-refereed)
6. Presenting research at professional meetings with published abstract
7. Holding membership on review panels and editorial boards
8. Writing ad hoc reviews of journal articles and grant proposals
9. Holding officership/membership on executive committees of professional organizations
10. Participating in the department's graduate curriculum (teaching a graduate level course, advising graduate students etc.)
11. Writing and submitting progress reports to granting agencies

D. Criteria for emeritus status in the unit (Refer to [ECU Faculty Manual, Part VIII](#)).

The department recognizes emeritus status for faculty members who are retired, in phased retirement, permanently disabled or deceased, and who have made significant contributions to the department and its program through a distinguished record of scholarship and/or service.

Based on a review of the curriculum vitae and a vote of the Personnel Committee, a recommendation of Emeritus status will be made in accordance with [ECU Faculty Manual, Part VIII](#).

E. Associated Faculty

1. Definition of Adjunct faculty

Adjunct faculty are outstanding persons appointed to the Department who have a primary employment responsibility outside the university or in a different department in the university, and who bring some specific professional expertise to the Department.

2. Definition of Research Faculty

Research faculty are fixed-term faculty ([ECU Faculty Manual, Part VIII](#)) that are typically funded through external grants. Research faculty are expected to participate in faculty meetings and other activities along with the core faculty members, but do not have voting privileges. Research faculty may utilize the department name, staff, and administrative services in developing and submitting research proposals and orchestrating research projects.

SECTION III - ADMINISTRATIVE ORGANIZATION

A. Department Chair

The Department Chair is the chief administrative officer of the department who will be appointed and evaluated in accordance with established University policies. The Department Chair is responsible for the Department's budget, policies, operations, programs, and long-range planning; for its curricular, instructional, and research programs; for recommendations on faculty appointments, reappointments, promotion, and permanent tenure; and for the school's associations with appropriate organizations. The Department Chair will ensure that the provisions of this Code are followed. The Department Chair shall, in consultation with the Executive Director of the Coastal Studies Institute, report directly to the Provost and Senior Vice Chancellor for Academic

Affairs. The Department Chair will provide oversight of activities on the ECU main campus and the field station at Wanchese.

B. Director of Graduate Studies

The Director of Graduate Studies must be a full-time member of the Graduate Faculty. The Director of Graduate Studies is appointed annually by the Department Chair.

C. Director of Undergraduate Studies

The Director of Undergraduate Studies must be a probationary-term or permanently tenured faculty member. The Director of Undergraduate Studies is appointed annually by the Department Chair.

SECTION IV – COMMITTEES OF THE UNIT

A. Standing Committees

1. Curriculum Committee

a. The committee will consist of three (3) members. The members of the committee will serve two (2)-year terms, and be elected by the voting faculty at the first meeting of the academic year.

b. The committee shall be responsible for:

i. Evaluating new course proposals from the faculty.

ii. Examining the curricula and proposing new courses and/or revisions in existing courses.

c. Recommendations of the committee will be brought to the faculty for a vote. In matters of curriculum, all changes must be approved by a majority vote of the unit faculty (Section II) at a regularly scheduled meeting.

B. Personnel, Tenure, and Promotion Committees

1. Personnel Committee

The Personnel Committee, composed of the permanently tenured voting faculty of the Department, will function as outlined in [ECU Faculty Manual, Part IX](#). Selection and appointment of new faculty members shall be in accordance with [ECU Faculty Manual, Part VIII](#) and [ECU Faculty Manual, Part IX](#). The Personnel Committee will be responsible

for all aspects of conducting searches. The Personnel Committee may appoint a subcommittee to serve as the Search Committee which will report to the Personnel Committee. A selection by the Personnel Committee is confidential, and should be delivered only to the Department Chair and his/her next highest administrator, if appropriate.

2. Tenure Committee

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

3. Promotion Committee

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

C. Ad hoc and special committees

The Department Chair may appoint faculty members to ad hoc committees, special committees, and task forces, including but not limited to those mandated by the *ECU Faculty Manual*.

SECTION V – EVALUATION OF FACULTY

A. Tenured and Probationary-Term (Tenure-Track) Faculty Evaluations - Current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured and tenure-track faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure (Refer to ECU Faculty Manual, Part VIII, Part IX, Part X, and Part XI)

1. Annual Evaluations

Annual evaluation of tenured and tenure-track (probationary term) faculty members will be undertaken in accordance with ECU Faculty Manual, Part VIII, Part IX.

a. Annual Evaluation Procedures. By the end of the Spring semester, the Department Chair will negotiate the specific weights given to teaching effectiveness, research, and service with individual faculty members. These weights should reflect departmental need

balanced with individual faculty member preference. In general, the weights shall range between 25-50 percent for teaching effectiveness, 25-50 percent for research productivity, and 20-25 percent for service. Proportional effort allotted to service must not be greater than the effort allotted to research or teaching. The general norm within the Department is a weighting of 40/40/20. However, the weighting factors may be adjusted to accommodate special circumstances such as research leave, institutional related work/teaching-leave, College Research Award, instructional fixed term positions, or buyout of a course or courses.

b. All full-time continuing faculty members shall annually document their accomplishments in teaching effectiveness, research, and service for the academic year. These documents will be considered by the Department Chair using the University's qualitative descriptions and 0.5 increments on a 0.0 to 5.0-point scale.

2. Reappointment

a. The procedures for reappointment of probationary-term faculty are those prescribed in [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 (D) of this Code.

b. The procedures for addressing requests for promotion of faculty are those prescribed in [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 (D) of this code.

3. Personnel/Evaluation Files

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

4. Tenure and Promotion

Candidates for permanent tenure and promotion shall be evaluated by the following criteria, which are in addition to those prescribed in [ECU Faculty Manual, Part VIII](#) and [ECU Faculty Manual, Part IX](#).

a. Teaching/Advising -- (1) the articulation of the salient aspects of a discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting; (2) academic advising within the discipline and the foundations curriculum, where Department operating procedures provide such an opportunity; and (3) other contributions towards the University's fundamental mission of transmitting knowledge, including participation in curriculum development.

i. For Permanent Tenure

a) Positive student opinion surveys and peer evaluations.

b) Other documentation of teaching effectiveness using instruments and procedures approved by the unit.

c) Lucid, carefully written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.

d) An active role in the development of the curriculum and programs of the Department.

e) Maintenance of a level of student performance consistent with unit standards.

f) An active role in advising students regarding course and laboratory work, independent research, program choices, and career planning.

g) Achievement and maintenance of a level of teaching and advising effectiveness specified by the unit.

ii. For Promotion to Associate Professor

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure (see above). Although recommendations regarding tenure and promotion are separate, the Promotion Committee must follow the provision of [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 teaching and advising criteria for promotion to Professor include those for promotion to Associate Professor (see above). Additional criteria include, but are not limited to, the following:

- a) Leadership achievements in curriculum and program development.
- b) Leadership achievements in the enhancement of teaching effectiveness.
- c) Leadership achievements in the enhancement of advising effectiveness.
- d) Mentoring role with probationary-term faculty regarding advancement of teaching and advising effectiveness.

b. Research - Research in the department is defined in two ways. First, it is serious inquiry leading to the discovery and interpretation of knowledge, revision of accepted theories or laws in light of new knowledge, or practical application of such new or revised theories or laws. Second, research is the dissemination of such discovery, interpretation or revision through refereed scholarly publications; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses. The candidate must have consistent achievements of high quality in research productivity, including external funding.

i. For Permanent Tenure

- a) The candidate's publications must reflect a significant and developing research agenda in the areas of specialization. They must indicate that the candidate 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.
- d) External funding is typically in the form of grants, fellowships, contracts, and sub-contracts. External funding is a significant indication of research productivity because 1) it allows the candidate to pay for research needs and to support undergraduate, graduate, and post-doctoral students; and 2) success in obtaining peer-reviewed or competitive grants is a strong indication of the significance of the proposed research. Faculty members are expected to seek and/or acquire the external funding required to carry out their research programs and that of their students. The Department recognizes

that different disciplines have different levels of federal and other funding available. The candidate should seek funding levels appropriate to his or her discipline. The candidate's leadership in research design is signified by PI, Co-PI, or Co-I status. Funding as Co-PI or Co-I is of value, but the candidate's record should indicate attempts, even if unsuccessful, to obtain funding as PI, as an indication of an independent research program.

ii. For Promotion to Associate Professor

The research productivity criteria for promotion to Associate Professor are the same as those for permanent tenure (see above). Although recommendations regarding tenure and promotion are separate, the unit Promotion Committee must follow the provision of [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 (see above). 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. A candidate whose national recognition as an important scholar in the discipline or specialization is not clearly established through publications shall not be recommended for promotion to Professor. In addition, the candidate, where appropriate to disciplinary norms, must have a record of sustained external funding as PI.

c. Service- Service in the department is defined as formal and informal assignments or activities on behalf of the Department, 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 (Section V A. 1), 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 Department 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 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) University--participation in University-level committees and assignments;
- c) 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;
- d) 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, as given in the [ECU Faculty Manual, Part IX](#). The Personnel Committee shall review this document prior to the contract expiration at a meeting called for this purpose. The Personnel Committee shall recommend subsequent appointment only if the portfolio demonstrates performance consistent with the expectations of the initial contract letter, and if these expectations continue to reflect the needs of the Department.

2. Advancement in Title for fixed-term faculty shall be conducted in accordance with criteria in the [ECU Faculty Manual, Part VIII](#).

a. For advancement in title to Teaching Assistant Professor

- i. Must hold a PhD in an appropriate field or alternate acceptable qualifications.
- ii. Demonstrate teaching effectiveness by means of the methods below. At a minimum, at least one of these methods shall be employed per year for each fixed-term faculty member:
 - a) Seminar (research or teaching) attended by tenured and probationary-term faculty.
 - b) Demonstrate teaching experience at the college level.
 - c) Peer evaluation in a course offered by the department.
- iii. A file containing documentation of the above will be reviewed by the Department Personnel Committee. Recommendations of the Personnel Committee will be provided to the Department Chair, who will decide on the change of title. Upon performing a review of the recommendation, the chair has the option to either concur or not concur with the recommendation of the Personnel Committee.

b. For advancement in title to Teaching Associate Professor

i. Must hold a PhD or alternate acceptable qualifications and have 5-6 years or commensurate experience at the title of Teaching Assistant Professor or commensurate experience.

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

- a) Provide evidence of positive student feedback whenever possible.
- b) Provide 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 Department Chair.
- c) Peer evaluation of teaching.

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

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

iv. Provide service to the Department, University, and profession, such as the following examples:

- a) Department committees
- b) University committees
- c) Science Fair Judge
- d) Public outreach
- e) Professional service, reviewing papers or grant proposals

v. A file containing documentation of i-iv above will be reviewed by the Department's Personnel Committee. Recommendations of the Personnel Committee will be provided to the Department Chair, who will decide on the change in title. Upon performing a review of the recommendation, the chair has the option to either concur or not concur with the recommendation of the Personnel Committee.

c. For advancement in title to Teaching Professor

- i. All of criteria for advancement in title to Teaching Associate Professor (listed in above.)
- ii. Sustained leadership efforts in teaching, professional development, and service
- iii. Excellent reputation in teaching at the university level as indicated by:
 - a) External (outside of ECU) review of teaching portfolio
 - b) Letters in support of the advancement in title based on teaching and/or research
- iv. A file containing documentation of i-iii above will be reviewed by the Department's Personnel Committee. Recommendations of the Personnel Committee will be provided to the Department Chair, who will decide on the change in title. Upon performing a review of the recommendation, the chair has the option to either concur or not concur with the recommendation of the Personnel Committee.

C. Standards for Performance (Post-Tenure) Review of Tenured Faculty

Procedures for post-tenure review follow [ECU Faculty Manual, Part IX](#) and standards established by the Department and are available on the Faculty Senate Website.

SECTION VI - PROCEDURES FOR MEETINGS WITHIN THE UNIT

A general faculty meeting called by the Department Chair will be held monthly. An announcement of the meeting, containing the agenda, shall be made available to the faculty at least one week prior to the day of the meeting. Meetings will be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised*. Special meetings may be called by the Department Chair or by one-fifth of the voting faculty provided written notice and proposed agenda is given at least a week before the date of the proposed meeting. The quorum will be 25% of the voting faculty as of September 10, of each academic year. Minutes of departmental meetings shall be distributed to all members of the Department at least 24 hours before the next meeting.

SECTION VII – VOTING BY FACULTY MEMBERS

Voting on the approval or disapproval of the Unit's major planning documents, assessment documents, Unit Academic Program Review, and other major reports shall occur in a timely fashion.

SECTION VIII - BUDGET

The Department Chair will discuss at a regularly scheduled faculty meeting the department annual budget request and report of the annual budget.

SECTION IX – AMENDMENT PROCEDURES

Any faculty member may initiate a proposed amendment to the Code. Proposed amendments must be presented, in writing, to the department faculty at least seven days prior to a regularly scheduled meeting for inclusion as an agenda item. Amendments to the Code must be approved by a two-thirds majority of the permanently tenured faculty of the department. All amendments must be approved by the Faculty Senate and the Chancellor.

SECTION X – OTHER POLICIES AND DOCUMENTS

A. Teaching and Reassigned Time

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

B. Summer School Teaching

The Chair will consider all departmental faculty members in assigning available positions for summer school teaching. These positions will be handled on a rotational basis contingent upon the demand for courses, with first choice going to the faculty member who has not taught summer sessions for the longest period of time and has the expertise to teach the specific course. As an example, if faculty member A declines to teach during a given summer, the person immediately below him/her in terms of elapsed time since his/her previous summer teaching (faculty member B), will be offered the position. In this event, faculty member A and faculty member B have simply exchanged places. Once a faculty member teaches summer school, he/she will then occupy a position at the bottom of the list and will not be eligible to

teach again until all other faculty members of the department have been offered the opportunity to teach.

SECTION XI – MERIT SALARY ALLOCATION

All full-time continuing faculty shall annually document their accomplishments in teaching effectiveness, research, and service for the academic year. These documents will be considered by the Department Chair in making recommendations for merit salary allocation. Evaluation and determination of annual salary increments when available will be done in accordance with [ECU Faculty Manual, Part VIII](#) and in compliance with compensation regulations of the North Carolina General Assembly, the UNC Board of Governors, and ECU officials.