

**UNIT CODE FOR DEPARTMENT OF PSYCHOLOGY
COLLEGE OF ARTS AND SCIENCES
EAST CAROLINA UNIVERSITY**

SECTION I. PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Unit's internal affairs and is consistent with the East Carolina University (ECU) [Policy Manual](#), the [ECU Faculty Manual](#), and all established University policies.

DEPARTMENTAL GOALS/MISSION

Pursuant to the philosophy of East Carolina University, the Department of Psychology pledges itself to (1) foster educational excellence in curriculum, instruction, and scholarship at both the graduate and undergraduate levels; (2) promote psychological research and scientific inquiry through participation in professional conferences, professional contacts, and publications; (3) provide opportunities for students to learn from a variety of experiences; (4) foster a culture that values diversity, encourages interaction, and negotiates the differences among us; (5) uphold the standards of professional ethics and academic integrity; (6) promote multidisciplinary collaboration; (7) support academic freedom and shared governance; and (8) foster professional and public service.

SECTION II. FACULTY

A. Faculty

The faculty of the Department consists of all persons with full-time appointments who hold rank in the Department as Assistant Professor, Associate Professor, and Professor; all persons who are tenured or probationary term (tenure-track); all persons with full-time fixed-term appointments in the Department; and all persons on semester part-time faculty appointments, as described in [Part VIII](#) of the *ECU Faculty Manual*.

B. Criteria for Serving as a Voting Faculty Member of the Unit

Faculty members in the Department (i.e., fixed-term, probationary-term, and permanently tenured) who hold a full-time faculty position with East Carolina University and greater than one-half time assignment in the Unit, hold academic rank or title within the Department, are in at least the twelfth consecutive calendar month of appointment to the faculty, and whose departmental duties include more than one-half of the teaching/research duties normally assigned in the Unit or who are on non-medical leave of absence are eligible to vote on departmental business unless otherwise specified in [Part IV](#) and [Part IX](#) of the *ECU Faculty*

Manual.

C. Graduate Faculty

The Graduate Faculty of the Department are those individuals who are members or associate members of the Graduate Faculty as defined by [Part II](#) of the *ECU Faculty Manual* and meet criteria established by the Department as described in the departmental *Graduate Faculty Appointment Guidelines*. These guidelines are available to faculty via the departmental Learning Management System site and may be revised with majority vote by the Unit Graduate Faculty and concurrence by the Unit Chair. These Unit criteria are set forth in accordance with processes dictated by [Part II](#) of the *ECU Faculty Manual* and must then be approved by the Graduate Council of the ECU Graduate School before taking effect.

D. Emeritus Faculty

Emeritus faculty status may be awarded to retired, permanently disabled, or deceased faculty members who have made a significant contribution to the Department and the University through a long and distinguished record of scholarship, teaching, and/or service. In accordance with [Part VIII](#) of the *ECU Faculty Manual*, these individuals may receive Emeritus status upon recommendation of the Personnel Committee and appropriate University administrators, with final approval by the Chancellor. A faculty member seeking Emeritus status upon retirement or permanent disability retirement should submit a portfolio to the Personnel Committee and the Department Chair prior to the Department Chair and the Personnel Committee recommending Emeritus appointment. The specific contents of the portfolio shall consist of a current curriculum vita and any other supporting materials. A deceased faculty member may be considered for Emeritus faculty status by recommendation of another individual, who provides information to the Personnel Committee and the Department Chair regarding the deceased individual's relevant faculty contributions to the Department and the University.

SECTION III. ADMINISTRATIVE ORGANIZATION OF THE UNIT

Except when stated otherwise, the following nomination and election procedures will be in place for each of the administrative roles within the Department described below, excluding the Department Chair. The Advisory Committee will solicit nominations for these administrative roles at least one week prior to the regularly scheduled April faculty meeting in which elections take place and also will accept nominations from the floor. These individuals will be elected by a majority of the eligible voting faculty, as defined in Section II.B. of this code,

present at the meeting. Individual faculty who designate a proxy will also be considered present for voting purposes as specified under Section VII, Procedures for Meetings within the Unit, of this document.

Nominated faculty for Director roles may prepare brief statements regarding their plans, goals, and vision, or they may present this information during the regularly scheduled April faculty meeting. The Advisory Committee will share the election ballot and statements for Director roles with the faculty at least one day prior to the regularly scheduled April faculty meeting.

Recall of departmental elected individuals for failure to perform job responsibilities or violation of University codes or policies can occur in two ways. First, one-fourth of the voting faculty may present a recall petition to the Advisory Committee to be placed on the faculty meeting agenda. Second, the Department Chair may recommend, with concurrence of a majority of the Advisory Committee, that a recall vote be placed on the faculty meeting agenda. A two-thirds majority by the voting faculty shall carry such motions.

In the event that a Director position becomes vacant before the end of a full term, the Advisory Committee will solicit nominations to fill the vacant position for the remainder of the term. Nominations will be solicited at least one week prior to the first faculty meeting in which a quorum can be obtained and will also be accepted from the floor. Replacements for vacant Director positions will be elected by a majority of eligible voting faculty present at the meeting and by proxy according to procedures specified under Section VII, Procedures for Meetings within the Unit, of this document.

A. Department Chair

1. Definition

The Chair is the chief administrative officer of the Department. The selection and tenure of the Department Chair shall conform to established University policies [see *ECU Faculty Manual, Part II*].

2. Duties of the Department Chair

- a.** provide leadership, vision, and implementation of the unit's strategic plan;
- b.** ensure that Department resources and duties are distributed fairly and equitably among members considering academic program needs;
- c.** make efforts to secure external philanthropy;
- d.** promote a culture of excellence in teaching, research, and service;
- e.** represent the Department in its relations with other units and divisions of the university;
- f.** serve on the College Chairs' Council;

- g.** administer the affairs of the Department in accordance with the policies of the Department, the college, and the university;
- h.** inform the faculty of administrative decisions or actions affecting the faculty and Department except for confidential personnel actions;
- i.** evaluate each faculty member's teaching, research, and service annually in accordance with criteria established in this code;
- j.** schedule classes in consultation with the Schedule Committee;
- k.** manage the operation of the departmental office and its staff;
- l.** oversee proper space utilization and for all equipment and supplies belonging to the Department;
- m.** allocate research space and equipment;
- n.** prepare and be responsible for the departmental budget and budgets for all other funds assigned to or belonging to the Department;
- o.** discuss current budget allocations with the faculty each Fall and prepare a summary of the previous year's allocation and expenditures;
- p.** conduct independent evaluation of all candidates for tenure and promotion;
- q.** submit all Personnel, Tenure and Promotion recommendations, other actions and proceedings of the Department to the requisite university officials, offices, and/or units;
- r.** conduct negotiations for the hiring of new faculty members;
- s.** preside over departmental meetings and supervise the writing and distribution of departmental minutes;
- t.** approve the submission of grant proposals;
- u.** ensure that all personnel actions are in accordance with the [ECU Faculty Manual](#) and relevant established university policies;
- v.** ensure that code procedures and university and state regulations are followed;
- w.** be responsible for the departmental annual report, make the annual report available to the faculty, and discuss the report with the faculty in the fall;
- x.** coordinate directorships and academic programs in the Department;
- y.** consider other functions as advised or recommended by departmental faculty; and
- z.** complete other responsibilities as directed by the Dean of the College or other senior administrative officials.

B. Associate Chair(s)**1. Definition**

If the Department Chair desires, tenured faculty members will be nominated by the Department Chair to serve as Associate Chair(s) and will be approved by a majority of the eligible voting faculty present at the meeting (as defined in Section II.B. of this code). Individual faculty who designate a proxy will also be considered present for voting purposes as specified under Section VII, Procedures for Meetings within the Unit, of this document. The Advisory Committee will facilitate this voting process. Terms of office shall begin August 1 and run for two years or until a successor has been elected. There is no limitation to the number of successive terms the individual may serve. Reduction of normal teaching, research, and/or service duties, or other forms of compensation, commensurate with the level and extent of responsibility, shall be negotiated with the Department Chair on a case-by-case basis. All compensation is governed by and subject to East Carolina University policies, the UNC Board of Governors' directive, or by legislation of the North Carolina General Assembly.

2. Duties of the Associate Chair(s)

The Associate Chair(s) will assist the Department Chair with the day-to-day operations of the Department. Specific duties will be assigned by the Department Chair.

C. Director of Doctoral Studies**1. Definition**

There shall be a Director of Doctoral Studies for the Health Psychology doctoral program, which consists of Clinical Health Psychology, Pediatric School Psychology, and Occupational Health Psychology concentrations. [Refer to Section IV of this Unit Code, Curriculum Oversight and Program Coordination, for additional information about the academic and professional qualifications of the faculty member who serves as program director for each degree program and/or concentration.] The term of office shall begin August 1 and run for three years or until a successor has been elected. Successive terms are permitted. Reduction of normal teaching, research, and/or service duties, or other forms of compensation, commensurate with the level and extent of responsibility, shall be negotiated with the Department Chair on a case-by-case basis. All compensation is governed by and subject to East Carolina University policies, the UNC Board of Governors' directive, or by legislation of the North Carolina General Assembly.

2. **Duties of the Doctoral Studies Director**

- a. hold credentials/qualifications required to teach at the doctoral level in the program discipline (e.g., the Doctoral Studies Director must possess doctoral training and relevant experience in at least one of the program concentrations of clinical, school, or industrial/organizational psychology);
- b. supervise advising, recruiting, admissions, and teaching assignments, in conjunction with the program faculty qualified in the specific concentration;
- c. oversee the administration of internships, practica, and field placements required by the program and ensure that appropriate supervision by qualified professionals is provided [refer to Section IV of this code for additional information];
- d. supervise the review and modification of program information in both printed and electronic formats;
- e. assist qualified concentration Program Directors with seeking and maintaining appropriate program accreditation;
- f. advocate for University resources for the doctoral program;
- g. work with concentration Program Directors in the allocation of resources and management of core course offerings across concentrations;
- h. attend meetings of Graduate Program Directors; and
- i. execute all other administrative duties and decision-making functions delegated to the director by the Department Chair.

D. **Graduate Program Directors**

1. **Definition**

There shall be discipline-specific, qualified Graduate Program Directors for each of the concentrations within the Health Psychology doctoral program, including Clinical Health Psychology, Pediatric School Psychology, and Occupational Health Psychology. There shall also be discipline-specific, qualified Graduate Program Directors for the Industrial/Organizational Psychology Master's program and School Psychology Certificate of Advanced Study and Master's program. [Refer to Section IV of this Unit Code for additional information about the academic and professional qualifications of the faculty member who serves as program director for each degree program and/or concentration.] Terms of office shall begin August 1 and run for three years or until their successors have been elected. Successive terms are permitted. Some duties, as described below, may involve a time commitment during the summer. Reduction of normal teaching, research, and/or service duties, or other forms of compensation, commensurate with the level and extent of responsibility, shall be negotiated with the

Department Chair on a case-by-case basis. All compensation is governed by and subject to East Carolina University policies, the UNC Board of Governors' directive, or by legislation of the North Carolina General Assembly.

2. Duties of the Graduate Program Directors

- a. hold discipline-specific credentials in the area of study (e.g., the clinical health concentration program director must possess a doctoral degree and experience in clinical psychology);
- b. promote the recruitment of new graduate students;
- c. promote the recruitment of a diverse graduate student body;
- d. aggregate and maintain assessment data related to program activities and goals and provide such data to the Graduate School, College and Institutional Planning, Assessment, and Research (IPAR), as requested for department-level evaluations relevant to that program, and for SACS and other university-wide evaluation or accreditation purposes;
- e. coordinate the preparation of program accreditation documents and obtain as well as maintain appropriate accreditation of the program;
- f. meet regularly with discipline-specific, qualified program faculty and document meetings to review program policies, training goals, student progress, curriculum, and other program self-study issues
- g. annually update the program handbook reflecting program policies;
- h. provide responsibility for program coordination and curriculum oversight [refer to Section IV of this code for additional information];
- i. make recommendations as necessary to the Departmental Curriculum Committee concerning changes in the program [see Section IV of this document];
- j. coordinate admission policies for the program within Departmental policies, coordinate the admission requests for each applicant to the program, and maintain a record of all applications and actions taken;
- k. handle correspondence with and personal visits from applicants to the program;
- l. after consulting with the program faculty, recommend to the Department Chair the acceptance or rejection of graduate applicants;
- m. assign Graduate Assistantships in consultation with the Department Chair, which shall include Teaching, Research, and Graduate Assistantships for appropriate assignments and duties in assisting the Department and faculty;

- n. coordinate teaching assignments for the program with the Schedule Committee;
- o. advise graduate students within the program with respect to fulfilling all course, research, examination, internship, and practica requirements, as well as program and university requirements;
- p. coordinate the development of annual reports of student progress in the program;
- q. establish, maintain and administer internships, practica and field placements required by the program and ensure that appropriate course supervision by qualified professionals is provided;
- r. write letters of recommendation and certification of status for internship and licensure for students and graduates;
- s. attend meetings of the Graduate Program Directors;
- t. maintain, review, and update program information in both printed and electronic formats;
- u. maintain communication between the program and the North Carolina Psychology board as appropriate;
- v. conduct other administrative duties and decision-making functions delegated by the Department Chair; and
- w. delegate responsibilities to other qualified program faculty as necessary.

E. Undergraduate Program Director

1. Definition

There shall be an Undergraduate Program Director for the major of psychology. [Refer to Section IV of this Unit Code for additional information about the academic and professional qualifications of the faculty member who serves as program director for each degree program and/or concentration.] Terms of office shall begin August 1 and run for three years or until a successor has been elected. Successive terms are permitted. Reduction of normal teaching, research, and/or service duties, or other forms of compensation, commensurate with the level and extent of responsibility, shall be negotiated with the Department Chair on a case-by-case basis. All compensation is governed by and subject to East Carolina University policies, the UNC Board of Governors' directive, or by legislation of the North Carolina General Assembly.

2. Duties of the Undergraduate Program Director

- a. serve as Chair to the Undergraduate Committee;
- b. communicate recommendations from the Undergraduate Committee to the Curriculum Committee as necessary

- concerning changes in the undergraduate program [refer to Section IV of this code for additional information];
- c. assist with recruitment by communicating information to students concerning the psychology undergraduate program, graduate programs, and career opportunities in psychology;
 - d. represent the Department at the College Undergraduate Council;
 - e. keep abreast of regulations regarding major, minor, honors, and liberal arts foundation curriculum requirements and inform faculty advisors and students;
 - f. train faculty in duties of academic advising;
 - g. be responsible for the advising and registration of students in cooperation with the student's faculty advisor;
 - h. conduct freshman orientations and other duties during the summer, as agreed upon with the Department Chair;
 - i. attend Department Program Director meetings and serve as a liaison between the undergraduate program and the College; and
 - j. other administrative duties and decision-making functions delegated to the Director by the Department Chair.

F. Certificate Coordinator

1. Definition

There shall be a Certificate Coordinator for the Graduate Certificate in Quantitative Methods for the Social and Behavioral Sciences. [Refer to Section IV of this Unit Code for additional information about the academic and professional qualifications of the faculty member who serves as program director for each degree program and/or concentration.] Terms of office shall begin August 1 and run for three years or until their successors have been elected. Successive terms are permitted. Some duties, as described below, may involve a time commitment during the summer. Potential compensation, commensurate with the level and extent of responsibility, may be negotiated with the Department Chair on a case-by-case basis. All compensation is governed by and subject to East Carolina University policies, the UNC Board of Governors' directive, or by legislation of the North Carolina General Assembly.

2. Duties of the Certificate Coordinator

- a. hold relevant credentials in the area of study (e.g., experience teaching and researching quantitative methods);
- b. promote the enrollment of new graduate students by publicly disseminating information about the certificate program;
- c. aggregate and maintain assessment data related to certificate activities and goals and provide such data as

- requested for department-level evaluations relevant to that certificate;
- d. meet regularly with qualified faculty and document meetings to review certificate policies, training goals, student progress, curriculum, and other certificate self-study issues [refer to Section IV of this code for additional information];
 - e. make recommendations as necessary to the Departmental Curriculum Committee concerning changes in the certificate [see Section IV of this document];
 - f. coordinate admission policies for the certificate within Departmental policies, coordinate the admission requests for each applicant to the certificate, and maintain a record of all applications and actions taken;
 - g. handle correspondence with and personal visits from applicants to the certificate;
 - h. advise graduate students within the certificate with respect to fulfilling all course requirements, as well as certificate and university requirements;
 - i. coordinate the development of annual reports of student progress in the certificate;
 - j. attend meetings of the Graduate Program Directors as needed;
 - k. maintain, review, and update certificate information in both printed and electronic formats;
 - l. conduct other administrative duties and decision-making functions delegated to the Coordinator by the Department Chair; and
 - m. delegate responsibilities to other qualified certificate faculty as necessary.

G. Library Representative

1. Definition

There shall be a Library Representative. Terms of office shall begin August 1 and run for three years or until a successor has been elected. Successive terms are permitted.

2. Duties of the Library Representative

- a. serve as a liaison between university libraries and departmental members;
- b. conduct surveys to determine psychology faculty needs and preferences for ordering books, journals, and other materials; and
- c. conduct any other duties as assigned by the Department Chair.

H. **Psi Chi Chapter Advisor**

1. **Definition**

There shall be a Psi Chi Chapter Advisor. Selection procedure and Terms of office shall be in accordance with Psi Chi Chapter by-laws and consistent with the Psi Chi constitution.

2. **Duties of the Psi Chi Chapter Advisor**

a. carry out the duties and responsibilities specified by the Psi Chi constitution and chapter by-laws;

b. supervise Psi Chi chapter officers in their efforts to organize the fall and spring departmental graduate recognition ceremony; and

c. conduct any other duties as assigned by the Department Chair.

SECTION IV. CURRICULUM OVERSIGHT AND PROGRAM COORDINATION

Qualified department faculty are responsible for overseeing and coordinating all educational programs to assure that each degree program and/or concentration contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency. Program Directors, as defined in Section III of this code, are responsible for coordinating curriculum development, review, and revision by discipline-specific qualified faculty for each degree program, concentration, and level (undergraduate, masters, doctoral). Final curriculum decisions rest with faculty who possess the required academic qualifications in fields directly related to the program area of study and whose professional experience is relevant to the program discipline. [Refer to Section III of this document for additional details regarding responsibilities and qualifications of each Program Director.]

SECTION V. COMMITTEES OF THE UNIT

A. **Standing Committees**

Except when stated otherwise, members of standing committees shall be full-time permanently tenured, probationary-term, or fixed-term faculty nominated either by department-wide solicitation by the Advisory Committee or from the floor and elected by a majority of the eligible departmental voting faculty (as defined in Section II.B. of this code) present at the regularly scheduled April departmental faculty meeting, or by their proxies.

As described below, some committees must include representation from faculty of specific rank, tenure status, and academic qualifications. Terms of office of standing committee members shall begin August 1 and run for

two calendar years or until their successors have been elected. Committee elections shall be held at the regularly scheduled April departmental faculty meeting. Individual two-year terms within a committee will be staggered so that the committee will retain experienced members from year to year. Thus, only the committee terms that expire in a given year will have elections for members that year. The Advisory Committee is charged with tracking the terms of committee members and notifying the faculty at least two weeks prior to the regularly scheduled April meeting which elections are required that year.

Except when stated otherwise, the quorum for standing committees shall be a majority of the members of the committee, excluding ex officio members. Standing Committee actions shall be subject to approval by the faculty or by a portion of the faculty so specified. Persons (except ex officio members) shall simultaneously serve on no more than three standing committees and may chair no more than one at a time. The standing committees of the Department shall consist of the: Advisory Committee; Curriculum Committee; Undergraduate Committee; Scholarships and Awards Committee; Schedule Committee; Public Relations Committee; and Equipment, Technology and Space Committee.

1. Advisory Committee

The Advisory Committee shall consist of the Department Chair, ex officio, and five elected full-time faculty members. Both permanently tenured and probationary-term faculty must be represented on the committee. The Chair of the committee shall be elected by the members of the committee and cannot be an ex-officio member.

The committee shall:

- a.** track the terms of each committee, solicit nominations, and prepare a ballot for each committee election at the regularly scheduled April faculty meeting;
- b.** on at least a biennial basis, study and evaluate the operation of the departmental code, the functions of the committees, and make recommendations for change as deemed necessary by the faculty [see Section X of this document for provisions on amending the Unit Code];
- c.** recommend the creation of new committees and the elimination of old committees as deemed necessary by the faculty;
- d.** advise the Department Chair regarding matters brought to its attention by the Chair or members of the Department; and

- e. conduct any other duties as assigned by the Department Chair.

2. Curriculum Committee

The Curriculum Committee shall consist of five elected faculty members holding status as graduate teaching faculty, as defined by [Part II](#) of the *ECU Faculty Manual*. The Chair of the committee shall be elected by the members of the committee. The Chair of the committee or a designee shall serve as the liaison to the University Curriculum Committee (UCC) and to the Graduate Curriculum Committee (GCC), and shall serve as a member of the Thomas Harriot College of Arts and Sciences Curriculum Committee (HCAS). The Program Director associated with any course under review shall be invited to the curriculum meeting in which relevant proposals are reviewed.

The committee shall:

- a. suggest or review proposals for new undergraduate and graduate courses, course revisions, course deletions, Writing Across the Curriculum requirements, program changes, and make recommendations to the qualified faculty responsible for the specific program;
- b. suggest or review proposals for changes in requirements for undergraduate and graduate degrees and make recommendations to the qualified faculty responsible for the specific program;
- c. the Chair of the committee shall ensure that the proposed departmental changes are delegated to the appropriate program director(s), with all final curriculum decisions made by a committee composed of qualified program faculty in the specific discipline [see Sections III and IV of this code for details regarding curriculum oversight responsibilities]; and
- d. conduct any other duties as assigned by the Department Chair.

3. Undergraduate Committee

The Undergraduate Committee shall consist of the Undergraduate Program Director and 5 elected full-time faculty members selected from among the permanently tenured, probationary-term, and fixed-

term faculty. The Chair of this committee will be the Undergraduate Program Director.

The committee shall:

- a. develop recommendations as necessary concerning changes in the undergraduate curriculum, with all final curriculum decisions made by qualified program faculty in the specific discipline [see Sections III and IV of this code for details regarding curriculum oversight responsibilities];
- b. collect and maintain information to be used for data-based reports regarding the undergraduate program (e.g., the undergraduate-program-related portions of the seven-year self-study);
- c. contribute to SACS reports for the Foundations Curriculum and BA degree in the following ways: 1) develop goals and means of assessment in collaboration with psychology faculty involved in undergraduate instruction, 2) receive data from the faculty member designated by the Department Chair as responsible for its collection, 3) analyze and report results of assessments, and 4) develop and implement actions based on results in collaboration with psychology faculty involved in undergraduate instruction;
- d. take steps to improve retention and facilitate progress toward graduation;
- e. provide representation at fall and spring open houses for the undergraduate program;
- f. coordinate end-of-year student presentations of undergraduate thesis projects; and
- g. conduct any other duties as assigned by the Department Chair.

4. Scholarships and Awards Committee

The Scholarships and Awards Committee shall consist of three elected faculty members representing both permanently tenured and probationary-term faculty. The Chair of the committee shall be elected by members of the committee.

The committee shall:

- a. solicit nominations and recommend recipients of undergraduate scholarships and awards to the Department Chair;
- b. solicit nominations and facilitate elections among eligible voting faculty for departmental faculty teaching awards;
- c. arrange for undergraduate scholarships and awards presentations to candidates at graduation ceremonies or other events as appropriate; and
- d. conduct any other duties as assigned by the Department Chair.

5. Schedule Committee

The Schedule Committee shall consist of three elected faculty members. The Chair of the committee shall be elected by members of the committee.

The committee shall:

- a. recommend to the Department Chair an adequate schedule of courses to meet the regular requests for such schedules received from the Office of the Registrar;
- b. recommend each schedule in such a manner as to meet the course needs of the Psychology Department majors (both undergraduate and graduate) and minors, as well as the cognate requirements of other East Carolina University curricula;
- c. ensure that qualified faculty members are assigned teaching responsibilities appropriate to their specialty areas and academic credentials, preferences, and course load obligations, consistent with the needs of the Department;
- d. ensure that qualified faculty members are assigned summer teaching responsibilities based on the following policy:
 - i. The Schedule Committee will solicit summer school requests from the faculty prior to the scheduling of summer school courses. Faculty will be asked to indicate their choice of summer terms, 1st, 2nd, or both, and their preferred course(s).
 - ii. Faculty requests will be honored as long as the scheduling meets with projected curricular needs.

- iii. Unless a faculty member only requests a single course (i.e., a half load), summer school courses are assigned to faculty in blocks of two (i.e., a full load). One or two-course requests for the summer will be honored according to the following priority system:
 - a. Tenured faculty by cumulative years of service
 - b. Probationary-term faculty by cumulative years of service
 - c. Full-time fixed-term faculty
 - d. New hires to the Department (i.e., those who have been hired to start the semester after summer school finishes). New hires to the Department can only be assigned a half-load
 - e. Retired faculty and faculty on phased retirement by cumulative years of service
- iv. Requests for teaching more than two courses will be considered after all requests in Section V.A.5.d.iii of this document have been honored. The priority system described in Section V.A.5.d.iii will be followed.
- v. After the requests have been fulfilled, unfilled sections will be offered to part-time faculty based on expertise and availability and/or additional courses may be offered to new hires.

e. conduct any other duties as assigned by the Department Chair.

6. Public Relations Committee

The Public Relations Committee shall consist of five elected faculty members. The Chair of the committee shall be elected by members of the committee.

The committee shall:

- a. perform duties assigned by the Department Chair that are associated with external communications and managing the image of the Department (e.g., newsletter, acting as a liaison with University and College public relations contacts, departmental promotional materials, departmental social media presence and glass display cases).

7. Equipment, Technology, and Space Committee

The Equipment, Technology, and Space Committee shall consist of three elected faculty members. The Chair of the committee shall be elected by members of the committee.

The committee shall:

- a. manage office/lab computer equipment and technology inventory and distribution;
- b. manage faculty workstation upgrades;
- c. manage classroom technology upgrades;
- d. make office and research space assignment recommendations to the Department Chair;
- e. make recommendations to the Department Chair and faculty regarding equipment, technology, and software purchases;
- f. serve as a representative that coordinates annual equipment inventory audits and provides annual fixed assets reports to the Fixed Assets Department;
- g. serve as the Department Administrator of the Property Equipment Tracking System (PETS) and manage the surplus of departmental equipment, technology, supplies, and furniture; and
- h. conduct any other duties as assigned by the Department Chair.

B. Department Personnel, Tenure, and Promotion Committees

1. Personnel Committee

In addition to the minimum voting faculty eligibility criteria outlined by [Part IX](#) of the *ECU Faculty Manual*, the Personnel Committee shall consist of seven elected members who have full-time appointments within the Department, at least one of whom holds the rank of Assistant Professor, at least one of whom shall hold the rank of Associate Professor and at least one of whom shall hold the rank of Professor. The terms of service are for 2 years for tenured members and 1 year for probationary members. The quorum for Personnel must be more than 3/4 of members (at least six members). Personnel Committee matters will either be conducted with in-person meetings, in which absentee ballots are not allowed, or will be conducted by mail ballot, which will be conducted in accordance with *Robert's Rules of Order, Newly Revised*. Because confidentiality must be maintained when conducting any substantive business pertaining to personnel actions, the Personnel

Committee cannot discuss its business outside of the committee by definition.

In addition to the functions assigned to it by [Part IX](#) of the *ECU Faculty Manual*, the Personnel Committee shall:

- a. receive requests and make recommendations to the Department Chair regarding faculty requests for reassigned time;
- b. coordinate peer observation of teaching;
- c. develop and implement mentoring programs in teaching, research, and service for new faculty;
- d. serve as a resource to any faculty member seeking ways to improve his or her performance;
- e. review performance of post-tenure faculty in accordance with [Part IX](#) of the *ECU Faculty Manual*;
- f. facilitate the selection and appointment of new faculty in accordance with [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual*;
- g. perform duties specified in Section VI of this document; and
- h. conduct any other duties as assigned by the Department Chair.

2. Tenure Committee

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

3. Promotion Committee

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

SECTION VI. EVALUATION OF FACULTY

A. Tenured and Probationary-term (Tenure-Track) Faculty Members

1. Selection and Appointment of New Faculty

Selection and appointment of new faculty members shall be in accordance with [Part VIII](#) of the *ECU Faculty Manual* and shall follow the process outlined below:

- a. The Department Chair shall consult with the faculty for recommendations as to the type and specialty of new faculty to be hired into the Department. The Department Chair shall notify the Personnel Committee regarding the number and nature of positions allocated to the Department.
- b. The Personnel Committee will designate a search committee chair and select one of its members to serve on the search committee. The Personnel Committee will then solicit volunteers and select the committee from the faculty to serve on the search committee following appropriate guidelines in [Part IX](#) of the *ECU Faculty Manual*.
- c. The search committee shall consist of at least three faculty members including the search committee chair and the Personnel Committee representative, chosen to represent expertise required for screening viable candidates based on the job description. The majority of the search committee members must be probationary (tenure-track) or tenured. Whether fixed-term faculty members are allowed to serve on search committees is up to the discretion of the Personnel Committee. At least one faculty member should be from outside the specialty area defined in the advertisement. If the position advertised includes significant graduate program involvement, an additional member of the committee should be a graduate student in at least their second year from that program. Position advertisements will be developed by the search committee in consultation with the Department Chair and then submitted for college and university approval.
- d. The committee will review all completed applicant files submitted by the advertisement deadline and identify a short list of no more than ten candidates. This list and all candidate CVs will be made available to all departmental faculty for their review and input, and the importance of confidentiality of candidate files will be reinforced. At any time during this process, additional candidates may be added to the short list by the search committee.
- e. The search committee will then meet to deliberate and will provide the faculty with a recommended list of candidates for interviews. The Department Chair and search committee will

coordinate the interviews and visits of candidates depending on departmental funding.

- f. Upon completion of the interviews, the Personnel Committee will convene a departmental faculty meeting to discuss the candidates and solicit input from the faculty. The faculty shall, by secret ballot, vote on the acceptability of each candidate. According to [Part IX](#) of the *ECU Faculty Manual*, fixed-term faculty may not vote on candidates for positions to be filled as probationary term (tenure-track). Considering the input of the faculty, the Personnel Committee will forward a list of acceptable (rank ordered if more than one) and not acceptable candidates to the Department Chair. The Department Chair shall forward their recommendation to the Dean and the Dean will make the final decision. The Department Chair will then inform the departmental faculty of the Dean's decision.

2. Teaching Assignments and Reassigned Time

In consultation with the Schedule Committee, the Department Chair shall establish teaching assignments in accordance with [Part VIII](#) of the *ECU Faculty Manual*. In consultation with the Personnel Committee, the Department Chair shall determine faculty reassigned time in accordance with procedures established in [Part VIII](#) of the *ECU Faculty Manual* or relevant established university policies.

3. Annual Evaluation

In accordance with [Part VIII](#) of the *ECU Faculty Manual*, faculty are evaluated annually in the areas of teaching, research, and service. Annual faculty evaluations are conducted according to the procedures described in the departmental *Faculty Evaluation Guidelines*. These guidelines are available to faculty via the departmental Learning Management System site and may be revised and updated by the Chair upon approval by a majority of the eligible voting faculty, as outlined in [Part IV](#) of the *ECU Faculty Manual*.

- a. The specific weights agreed upon for teaching, research, and service for each full-time permanently tenured or probationary-term faculty member shall be not less than 25% teaching, 25% research productivity, and 10% service. Allocation of the remaining 40% to these established minima shall follow procedures outlined in [Part VIII](#) of the *ECU Faculty Manual*, such that the weight assigned to service shall not be greater

than the weights assigned to either teaching effectiveness or research productivity.

- b. In the case of a faculty member who is on a partial assignment within the Psychology Department (typically due to funded allocated time on a research grant, in a joint appointment, or a significant administrative position with an established salary return to the Department) the above policy will be modified so that only their percent of time in the Department will be subjected to the established minimum. For example, a faculty member with a 49% administrative buyout would be allowed to put 49% into other duties, and then weight the remaining 51% based on the above criteria.
- c. Within these criteria, the specific weights for each faculty member shall be based on the above criteria and the recommendation of the faculty member in the fall term of each academic year. The weights may be revised with the permission of the Department Chair in the spring term. All permanently tenured and probationary-term faculty shall annually document their accomplishments in teaching, research, and service for the academic year. The Department Chair will evaluate these materials and determine a single score for each component of the evaluation and an overall score for the evaluation. The Department Chair will then convey to the faculty member a summary of their evaluations of each faculty member's performance in teaching effectiveness, research productivity, and service. The Department Chair shall provide a narrative explanation of their numerical evaluation, on both an absolute and relative basis, of the faculty member's performance. The Department Chair will provide this information to the faculty member in the written annual evaluation, which is prescribed in [Part VIII](#) of the *ECU Faculty Manual*.

4. Recommendations for Raises and Merit Awards

At the last faculty meeting of the academic year, the Chair shall solicit input from the faculty on considerations for potential salary increases. Upon the university receiving notification that funds are available for salary increases, the Dean communicates with the Chair on priorities and procedures based upon each year's specific allocations (merit only, merit plus across the board, compression, equity, etc.). The Chair shall make recommendations for increases in salary for departmental faculty based upon these priorities and procedures, input obtained from the faculty at end-of-academic

year meeting, and each faculty member's duties, responsibilities, and accomplishments as reflected in the annual faculty evaluation.

When salary increment funds are available for distribution within the Department, the Department Chair shall, as part of the annual evaluation of faculty, using weights and the criteria dictated by this Code and those mutually agreed to by the Department Chair and the faculty member being evaluated, recommend each faculty member's salary award to the Dean.

5. Reappointment and Professional Advancement

The procedures for reappointment of probationary-term faculty are as follows, which are in addition to those prescribed in [Part IX](#) of the *ECU Faculty Manual*. Timelines for tenure and promotion are outlined in [Part IX](#) and [Part X](#) of the *ECU Faculty Manual*. The Unit Tenure Committee shall review the Personnel Action Dossier of each probationary-term faculty member at a meeting called for this purpose and based on the schedule defined in the *ECU Faculty Manual*. The Department Chair shall apply these same standards in developing his or her recommendations regarding reappointment.

The procedures for promotion of faculty are prescribed in [Part IX](#) of the *ECU Faculty Manual*. The Unit Promotion Committee shall review the Personnel Action Dossier of each faculty member being considered for promotion at a meeting called for this purpose. The committee shall use the promotion criteria described in the Evaluation of Faculty section of this Unit Code. The Department Chair shall apply these same standards in developing a recommendation regarding promotion.

6. Personnel and Evaluation Files

The handling of these documents is described in the *ECU Faculty Manual*, [Part VIII](#).

7. Tenure and Promotion

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

7.1 Teaching/Advising

- a.** the instruction of Psychology in a rigorous manner;
- b.** academic advising; and

- c. other contributions towards the university's fundamental mission.

7.1.1. *For Permanent Tenure*

The faculty member demonstrates professional effectiveness in teaching and advising as evidenced by documentation including, but not limited to:

- a. Student and peer evaluations and other documentation of teaching effectiveness using instruments and procedures approved by the unit;
- b. Clearly defined written course objectives, requirements, formats, procedures, instructional materials and grading policy;
- c. Advising students regarding course and laboratory work, independent research, program choices, and career planning;
- d. A record of active contribution to Unit discussions regarding curriculum and program development;
- e. Maintenance of academic standards consistent with Unit expectations across course levels (e.g., writing intensive policies, PSYC 1000 research requirement); and
- f. Active contribution to achievement of overall program and strategic goals of the unit.
- g. Other examples may include:
 - i. pedagogical publications;
 - ii. instructional innovations;
 - iii. teaching awards and recognition;
 - iv. demonstrable efforts to improve efficiency in advising;
 - v. supervision of undergraduate or graduate theses and/or independent research;
 - vi. development of one or more study abroad programs; and
 - vii. delivery of workshops through the Office for Faculty Excellence.

7.1.2. *For Promotion to Associate Professor*

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure. Although recommendations regarding tenure and promotion are separate, the Unit Promotion Committee follows the provision of the *ECU Faculty Manual*, [Part IX](#), that “no assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor.”

7.1.3. *For Promotion to Professor*

The teaching and advising criteria for promotion to Professor include those for promotion to Associate Professor. Additional criteria include, but are not limited to, the following:

- a. Leadership in teaching and advising (e.g., teaching awards, pedagogical publications, improving the efficiency of advising undergraduate psychology majors);
- b. Promotion of student recruitment, and advanced educational and career placement;
- c. Leadership in curriculum and program development; and
- d. Mentoring of probationary-term faculty regarding advancement of teaching and advising effectiveness consistent with departmental standards.

7.2. Research

- a. Scientific inquiry, including examination, experimentation or scholarship of engagement leading to one or more of the following:
 - i. The discovery and interpretation of scientific and/or public knowledge,
 - ii. Revision of accepted theories or laws in the light of new knowledge, or
 - iii. Practical application of such new or revised theories or laws for the advancement of science, systematic study of teaching and learning processes, impact on community wellbeing, or broader social welfare.
- b. The dissemination of such discovery, interpretation, or revision through scholarly publications, presentations and other scholarly work products, in accordance with the *Faculty Evaluation Guidelines* referenced in Section VI.A.3 of this Unit Code.

7.2.1. For Permanent Tenure

The candidate's research activities must reflect a significant and developing agenda in the area of specialization. They must indicate that the candidate is adequately progressing toward eventual national recognition. Scholarly work products must be of promise, high quality in content, and reveal consistent research efforts. For programs of research where grant submissions are indicated and feasible, grant submissions to and awards from state/national/international foundations and government agencies are considered an important part of the research record.

7.2.2. For Promotion to Associate Professor

The research productivity criteria for promotion to Associate Professor are the same as those for permanent tenure. Although

recommendations regarding tenure and promotion are separate, the Unit Promotion Committee follows the provision of the *ECU Faculty Manual, Part IX*, that “No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor.”

7.2.3. *For Promotion to Professor*

Promotion to Professor shall be preceded by evidence of continued research productivity since promotion to Associate Professor. The research productivity criteria for promotion to Professor will typically have earned national recognition as a respected thought leader in the discipline or specialization, principally through a number of articles published in the discipline’s refereed journals and other scholarly products, in accordance with the *Faculty Evaluation Guidelines* referenced in Section VI.A.3 of this Unit Code. Where appropriate, this could also include having served as a principal investigator (or as a co-investigator with a significant leadership role or equivalent) on one or more external grants and/or contracts that demonstrate the national prominence of their scholarship. Candidates’ grant-related activity will also be evaluated relative to university resources, the year of their entrance, and funding availability, as well as their other assigned duties (e.g., teaching and advising load, etc.).

Additional evidence of national recognition may include, but is not limited to:

- a. References to the candidate’s work in the research publications of peers;
- b. Favorable reviews published in learned periodicals;
- c. Invited keynote or featured talks at national scientific/professional conferences;
- d. Serving as a conference session organizer or participant;
- e. Prestigious awards bestowed in honor of the candidate’s work;
- f. Letters of reference from accomplished professional peers (i.e., external review letters);
- g. Serving as a consultant on external awards; and
- h. Continued efforts in grant submissions in areas in which such submissions are expected.

7.3. **Service**

Formal and informal assignments or activities on behalf of the Department, college, university, the community at large, and the profession. Expectations regarding service contributions change as a faculty member’s career progresses.

7.3.1. *For Permanent Tenure*

Although service is accorded the least weight in the tenure evaluation, it is nevertheless an essential component of the candidate's professional commitment. An especially strong service record cannot compensate for a record of weak teaching or weak research productivity, but a reasonable record of departmental, college, and university service is expected of any faculty member under consideration for tenure.

It is expected that most of the faculty member's early service contributions will be internal (i.e., departmental). During subsequent years, the faculty member should strive to make service contributions to the college and university as a whole and eventually to the community at large and to the profession, in accordance with the *Faculty Evaluation Guidelines* referenced in Section VI.A.3 of this Unit Code.

7.3.2. *For Promotion to Associate Professor*

The service criteria for promotion to Associate Professor are the same as those for permanent tenure. Although recommendations regarding tenure and promotion are separate, the Unit Promotion Committee follows [Part IX](#) of the *ECU Faculty Manual*, that "no assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor."

7.3.3. *For Promotion to Professor*

The criteria for promotion to Professor include those for permanent tenure. In addition, the candidate must show effective leadership in departmental, college, and university service, as well in service to the community at large, and the profession in accordance with the *Faculty Evaluation Guidelines* referenced in Section VI.A.3 of this Unit Code.

The Unit Promotion Committee follows the *ECU Faculty Manual*, [Part IX](#).

8. **Post-Tenure Review**

All tenured faculty members will undergo performance (post-tenure) review on a five-year cycle. The review process occurs using the "block" schedule, in which all tenured faculty are reviewed during the same year. The post-tenure review process will be conducted by a Performance Review Committee established by the

Department Tenure Committee, which will be comprised of a minimum of three faculty members and one alternate from the permanently tenured voting faculty (*ECU Faculty Manual, Part IX*) not holding administrative status. The alternate shall serve when a member is unable to serve. Members on the Performance Review Committee shall serve for one academic year. No faculty may review their own credentials in this process, or the credentials of someone to whom they are related. The alternate shall serve as one of the evaluators when a member is unable or ineligible to serve. The criteria for evaluation will be in compliance with [Part IX](#) of the *ECU Faculty Manual*. Faculty evaluations will be carried out according to the Department of Psychology's Performance Review of Tenured Faculty Guidelines available on the [Faculty Senate website](#) and the departmental Learning Management System site. These Guidelines contain definitions for each of the three performance categories and performance criteria that do not solely involve faculty annual evaluations.

B. Guidelines for Fixed-Term Faculty Members

1. Annual Evaluation

The performance of fixed-term faculty members will be evaluated by the Department Chair each year based on the terms of their duties as outlined in their contracts.

2. New and Subsequent Appointments

All fixed-term appointments shall conform to the requirements of [Part IX](#) of the *ECU Faculty Manual*. As part of this process, each fixed-term faculty member shall provide a portfolio for review on an annual basis. This portfolio shall consist of a current curriculum vita, any available peer observations, and any available student evaluations, as well as any other desired materials, such as awards/recognition or letters of reference. These documents will be considered by the Personnel Committee in a meeting called for this purpose. All of the fixed-term faculty portfolios will be available for review by members of the Personnel Committee. In addition, a primary reviewer from the Personnel Committee will be assigned to examine each fixed-term faculty member's portfolio and will convey an oral summary of their evaluation of these materials to the Personnel Committee. The Personnel Committee will then vote on whether to recommend each fixed-term faculty member for a subsequent appointment. The Personnel Committee will then forward their recommendations for fixed-term appointments to the Department Chair.

3. Advancement in Title

The Personnel Committee shall review all applications for advancement in title of fixed-term faculty and forward their recommendations to the Department Chair. The Personnel Committee shall utilize the required portfolio containing student evaluations, peer observation of teaching, and other materials submitted by the fixed-term faculty as indicated in the Departmental Guidelines, Criteria for Advancement in Title of Fixed-Term Faculty. Fixed-term faculty must hold the qualifications for the title to which they seek advancement [see Departmental Guidelines for additional information about this process].

SECTION VII. PROCEDURES FOR MEETINGS WITHIN THE UNIT

Regular and special meetings of the Department faculty shall conform with university policy. Either the Department Chair or a majority of the eligible voting faculty shall have the authority to call special meetings of the Department. At all meetings a quorum shall be present. A quorum shall consist of a simple majority of the Department faculty members, except that for meetings when standing committee members are to be elected, a quorum shall be two-thirds of Department members.

The agenda for all meetings shall be circulated electronically at least three business days in advance. The agenda shall include all matters for Department consideration recommended by the Department Chair, any standing or special committee, or any individual. The Department Chair (or any designated representative of the Chair) shall preside over all meetings of the Department.

Except where otherwise specified in this code, Department action will be determined by those present and voting. Individual faculty who designate a proxy will also be considered present for the purposes of quorum and voting if he/she follows the procedures outlined below. Proceedings shall be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised*. Minutes of Department meetings shall be kept by a person designated by the Department Chair and distributed to all faculty members of the Department prior to the next scheduled Department meeting.

SECTION VIII. VOTING BY FACULTY MEMBERS

A. Proxy Voting

Voting by general proxy will be allowed based on the following procedures:

1. Proxy voting is limited to elections and general departmental business and does not apply to voting on personnel decisions, the Unit Code, or curriculum consideration. Voting in these matters is limited to the individual faculty members who are designated as eligible to vote under the relevant policy governing the matter under consideration (e.g., *ECU Faculty Manual* [Part II](#), [Part IV](#), [Part IX](#) or other established university policy).
2. The faculty member seeking a proxy must designate their intent in writing to their intended proxy no more than 7 days prior to the meeting for which he/she wishes to have proxy representation.
 - a. "On this day, [TODAY'S DATE], I, [DESIGNEE'S NAME], authorize and instruct [PROXY'S NAME] to serve as my proxy to use his or her best judgment on all other matters which properly come before the departmental meeting on or about [DATE OF MEETING].
3. The proxy must have a hard copy of the authorization in their possession at the time of the meeting. Prior to any voting, the proxy must inform the individuals responsible for conducting the voting of their serving as a proxy by presenting the hard-copy of the authorization.
4. A faculty member may not serve as a proxy for more than one individual.
5. All proxy designations are nullified following the close of the specific meeting for which the proxy was designated and/or after 7 days of their initial designation.

B. Evaluation of Unit and Unit or University Administrators

Faculty shall be provided a minimum of five working days for the evaluation of externally mandated documents that require a vote, including:

1. Program Evaluation

The Department shall follow the procedures as covered in the *ECU Faculty Manual*, [Part IV](#) (Seven-Year Unit Program Evaluation).

2. Unit Administrator Evaluations

Evaluations of the Department Chair shall be in accordance with established University policies as described in [Part II](#) of the *ECU Faculty Manual*.

3. Unit Reports, Planning, and Assessment Documents

The Unit's reports, major planning documents, and other assessment documents of the Unit developed by the Chair, Program Directors and others designated by the Chair shall be submitted to the faculty for review.

SECTION IX. BUDGET AND ANNUAL REPORT

On an annual basis the Department Chair shall provide an overview of the departmental budget, including financial resources and expenditures.

SECTION X. AMENDMENT PROCEDURES

Amendments to this Code may be offered by any Department faculty member or committee. Proposed amendments must be presented in writing to the Department faculty at least seven days prior to a regularly scheduled faculty meeting and be included as an agenda item. In accordance with the *ECU Faculty Manual, Part IV*, all permanently tenured faculty members with at least 12 consecutive months in a greater than 50% assignment in the unit and all full-time faculty with at least six years in a greater than 50% assignment in the unit count towards a quorum and may vote on the unit's revised Code. This includes administrators who meet these conditions. An affirmative vote of at least two-thirds of faculty voting is required to approve the revised Unit Code.

A faculty member on non-medical leave from a greater than 50% assignment in the unit may vote if the faculty member wishes to do so but does not count towards a quorum unless he or she is present at a vote. A faculty member on approved medical leave is not permitted to participate in any University activities during the period of approved medical leave without written university approval.

The Department of Psychology is a tenure-granting unit; therefore, only permanently tenured, eligible voting faculty may vote on or amend departmental tenure, promotion, and Performance (post-tenure) review criteria. A separate affirmative vote of at least a majority of voting tenured faculty is required to approve new or revised tenure, promotion, and post-tenure review criteria. Such approved criteria may not be further amended during the approval process of the revised Unit Code by all voting faculty. 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. Through shared governance the faculty and the Department Chair shall ensure that the Psychology Department Code procedures are followed.

Department of Psychology**Departmental Guidelines**

(Current as of November 2019)

- I. Psychology's Commitment to Diversity and Inclusion
- II. Psychology Graduate Faculty Criteria
- III. Faculty Evaluation Guidelines
- IV. Department of Psychology Performance Review of Tenured Faculty
- V. Criteria for Advancement in Title of Fixed-Term Faculty

I. Psychology's Commitment to Diversity and Inclusion

Approved 12-3-18

The Psychology Department believes that diversity and respect for human difference within the academe is a key source of intellectual vitality and innovative spirit. We strive to cultivate an inclusive, respectful working, living, and learning environment, provide culturally and academically rich educational experiences, prepare our students to practice psychology in a global multicultural society, and engage the region through inclusive social and economic opportunities.

We strive to advance social equality, empower individuals to explore and appreciate their unique attributes and life experiences, challenge stereotypes, promote critical thinking skills, and enrich the experiences of those in the academic community. We seek to create, promote, and sustain a sense of belonging in an environment where the inherent worth and dignity of all people are welcome and celebrated. We recognize strivings for diversity and inclusion not as an end unto itself, but rather a means to a beginning of respect and unity for and among members of the university community.

In the pursuit of creating and maintaining such a community, we will strive to:

- recruit and maintain a diverse and inclusive faculty, student, and staff community where teaching, learning and living occurs in an atmosphere of mutual respect in pursuit of excellence.
- create a physical space and environment as well as a culture climate that is characterized by sensitivity to and support for diversity and inclusion.
- maintain awareness of and actively participate in National, Local, University-wide, and Department-wide diversity efforts to promote inclusion and achieve diversity at all levels.
- partner with diverse populations at ECU and in Eastern North Carolina.

II. Psychology Graduate Faculty Criteria

The graduate faculty exercises the authority within the University for the development of general policies and procedures for all graduate courses and programs as noted in [Part II](#) of the East Carolina University (ECU) *Faculty Manual*. To change or renew graduate faculty status, a faculty member should meet the criteria as outlined below and submit a copy of the *Department of Psychology Graduate Faculty Checklist* (listed in Section B below) and a current vita to the Chair of Personnel Committee at the time of the annual report. The Chair of Personnel will schedule a meeting of the Department's graduate faculty to review the materials. Upon recommendation of the Department's graduate faculty, the Department Chair will forward a nomination to the Dean of Arts & Sciences and to the Dean of the Graduate School. Each nomination will state the type of appointment and contain evidence that the nominee has satisfied the Department's criteria for the type of membership sought. In compliance with [Part II](#) of the *ECU Faculty Manual* for individuals with permanent tenure, appointment to the graduate faculty is for five years. At the end of the term, the appointment will be reviewed within the Department in the manner outlined for initial appointments except that the focus will be on the activity during the five years immediately preceding the evaluation. Appointments are for the length of current contract for non-tenured faculty (e.g., probationary-term, fixed-term) or for four years, whichever is longer.

A. Types of Memberships and Criteria

There are four types of memberships in the graduate faculty. Minimum criteria for membership eligibility in each category and brief descriptions of relevant rights and privileges are as follows (see [Part II](#) of the *ECU Faculty Manual* for details).

1. **Graduate Faculty Membership:** A faculty member should have 12 or more points using the system described below. They may serve on the Graduate Curriculum Committee, serve as Graduate Program Directors, may teach graduate classes, may be a chair or a member of doctoral/master's dissertation/thesis committees.
2. **Associate Graduate Faculty Membership:** A faculty member should have 6 or more points using the point system described below. They may serve as Graduate Program Directors, teach graduate classes, chair doctoral/master's dissertation/thesis committees, and may be a member of doctoral/master's dissertation/thesis committees.
3. **Graduate Teaching Faculty Membership:** Criteria stated in [Part II](#) of the *ECU Faculty Manual* apply. They may teach master's or doctoral classes and be a fourth member of master's/doctoral thesis/dissertation committees.
4. **Ex-officio Graduate Members of the Graduate Faculty:** Criteria stated in [Part II](#) of the *ECU Faculty Manual* apply.

B. Department of Psychology Graduate Faculty Checklist

All probationary term (tenure-track) faculty who have completed their dissertation and have been awarded their PhD degree are deemed members of the graduate teaching faculty upon their initial appointment. As part of their first contract renewal faculty may request to apply for graduate, associate, or teaching faculty status using the criteria outlined above and specified in [Part II](#) of the *ECU Faculty Manual*. Information gathered in the process of evaluation for contract renewal will be utilized to determine the appropriate recommendation for graduate faculty status for the individual, if applicable. Faculty members may request to change or renew their graduate faculty status at the time of the annual review of faculty in the spring of each academic year by submitting a memo to this effect, a copy of the *Department of Psychology Graduate Faculty Checklist*, and a **current vita** to the Chair of the Personnel Committee.

To objectively document eligibility for membership in the graduate faculty, a point-based system will be used. **Only a single response may be chosen for each activity.** Point values are as follows:

Activity	Points	
	<i>one in past 5 years</i>	<i>two or more in past 5 years</i>
Lead or principal author of a research paper in a peer-reviewed journal	2	4
Co-author, but not lead author in a peer-reviewed journal	1	2
Directed a graduate student thesis/dissertation	2	4
Served on a graduate student's thesis/dissertation committee	1	2
Taught a graduate level course	2	4
Presented a poster, paper or invited seminar	1	2
Applied for an external research grant	2	4
Received an external research grant	2	4
Applied for an internal research grant	1	2
Received an internal research grant	1	2
Reviewed research proposals for granting agencies	1	2
Served as a referee for peer-reviewed journals	1	2
Served as editor of a journal or monograph	1	2
Reviewed proposals for conference	1	2
Program/Grant Review	1	2

Name: _____ Date: _____ Total Points: _____

III. Faculty Evaluation Guidelines

This section lists activities that may comprise the specific activities to be considered with respect to research, teaching and service for all probationary-term (tenure-track), tenured, and fixed-term faculty members. Other professional activities may also be considered. In addition, it is an attempt to create a template for expectations regarding the descriptive categories; however, it is not meant to be a guarantee of a specific rating. Given further clarification, it is possible that a combination of activities might receive a higher evaluation than listed. For example, where “one of the following” equals a particular rating, having combinations of activities *may* qualify for the next higher rating. In addition, failure to document an expected minimum level of activity within the Department could lead to a lower rating.

According to the Faculty Evaluation Form, we have the following descriptors. The numerical equivalent **MUST** be a whole or half number, so we cannot use .25 or .75. In order to clarify our ratings, and also to equate verbal labels with numerical ones, the following exemplar system is used:

Outstanding	5.00
Excellent	4.50 - 4.99
Very good	4.00 - 4.49
Good	3.50 – 3.99
Fair	3.00 – 3.49
Needs improvement	2.50 – 2.99
Poor	0 – 2.49

Research

Outstanding: 5.0

Any one of the following:

- >4 publications (of which 3-1st author*) in reputable journals (e.g., such as those indexed in PubMed or SCImago) OR book (first edition; not textbook or edited volume)
- 3-5 publications and grant award as PI/co-PI of \$50,000-\$100,000
- Grant award as PI > \$100,000
- Research award at ECU or above level

Excellent: 4.5

Any one of the following:

- 3-4 publications (2-1st author) in reputable journals (e.g., such as those indexed in PubMed or SCImago)
- 2 publications (1-1st author) and grant workshop sponsored by a granting agency and/or grant preparation
- 2 publications (1-1st author) and grant submission
- Grant award as co-PI > \$50,000
- Grant award as PI of \$50,000-100,000
- First edition of textbook or edited volume
- 1 publication and continuing years of grant as PI
- Research award at college level

Very good: 4.0

Any one of the following:

- 2-3 publications (1-1st author) in reputable journals (e.g., such as those indexed in PubMed or SCImago)
- 1-2 publications (1-1st author) in reputable journals and
 - Grant submission OR
 - >2 conference presentations OR
 - 2 article submissions or 1 submission and 1 full-paper conference (e.g., Society for Industrial and Organizational Psychology) OR
 - Continuing years of grant as co-PI
- Grant award < \$50,000
- Later edition of book
- Grant award as co-PI < \$50,000

Good: 3.5

Continuing years of grant as co-PI AND

- 1-2 articles in press or >2 articles submitted
- 1-2 publications (1-1st author) in reputable journals (e.g., such as those indexed in PubMed or SCImago) or revised edition of book AND

1-2 undergraduate research projects OR
1-2 national conference presentations OR
2-3 regional or local conference presentations OR
1-2 article submissions
Formal graduate student research lab on topic leading to publications

Fair to Needs improvement to Poor: 0-3

Failure to meet criteria above AND/OR
No first author publications AND
One first author publication, but in journals such as *Perceptual Motor Skills* or
Psychological Reports, newsletter/non-refereed journals, letter to the editor
No articles submitted
No collection of data
No mentoring of undergraduate research projects
No posters, papers at research conferences

*First authors OR second/late authors(s) with one/more student(s); acceptance or in press equals publication, at faculty member's discretion (this AY or next)

Teaching

Outstanding: 5.0

Any two of the following:

Major article/book (1-1st author) on teaching of psychology

Teaching award at ECU level

3**-4 classes with high demands and documented strong performance, both in terms of student ratings (or written feedback) and portfolio

Portfolio of innovative and effective teaching

Development of new course with writing demands, projects

Grant award related to teaching

Excellent: 4.5

Any one of the following:

1-2 publications (1-1st author) on teaching of psychology in *Teaching of Psychology* or comparable journal

Submission of grant related to teaching

Teaching award at college level or above

3-4** classes with high demands and documented strong performance, both in terms of student ratings (or written feedback) and portfolio

Any two of the following:

2-3** classes with high demands and strong performance AND

Nomination for teaching award OR

Participation in conference on teaching of psychology OR

Development of new course with writing demands, projects OR

Conference presentations by students derived from class or independent study/honors research projects OR

Chairing > 4 MA/doctoral students' committees

Very good: 4.0

Any two of the following:

1-2 publications on teaching of psychology

1-3** classes with high demands and documented strong performance, both in terms of student ratings (or written feedback) and portfolio

Conference presentations by students derived from class or independent study/honors research projects or master's theses

One of the above and

Nomination for teaching award

Participation in conference on teaching of psychology

Development of new course (or major revision) with writing demands, projects

Chair of 1 doctoral dissertation or more than 1 MA committees

Member of 2-3 doctoral or >2 MA committees (or combination)

Good: 3.5

Any two of the following:

1-2 classes with usual performance (course taught for several years; student evaluation ratings near Department means; lectures and multiple choice exams); AND no concerns raised about teaching

Chair of 1-2 MA thesis committees

Member of 2-3 doctoral/MA thesis committees

Documentation of significant advising load and strong performance

Fair to Raises Concerns to Poor: 0-3

Failure to meet criteria above or any concerns such as those listed below:

Significant numbers of student complaints regarding teaching or advising

Lack of involvement with MA or doctoral committees

Lack of involvement with conferences or activities beyond assigned classes

Lack of independent study with undergraduates

**numbers refer to courses per semester

Service

Outstanding: 5.0

Any two of the following:

Election to national professional office

Service Award

Editor of major journal

Key role (such as program chair) in national conference

>3 invited talks at national level

Major role in Department, such as program director, with strong performance

Excellent: 4.5

Any one of the following:

Election to national professional office

Service award

Editor of major journal

Key role (such as program chair) in national conference

>3 invited talks at national level

Major role in Department, such as program director, with strong performance

OR Any two of the following:

Key role (such as program chair) in regional or local conference

Associate editor of journal

Reviewed >3 articles for reputable journals

Chair of Personnel or Scheduling departmental committee, with strong performance

Major role in specific project, such as Southern Association of Colleges and Schools (SACS) assessment, accreditation, strategic planning

Site visitor at national level for grant or program evaluation

Member of national task force or chair of regional or University task force

Editorial board of a journal

Member of University committee, by invitation

Very good: 4.0

Any one of the following:

Key role (such as program chair) in regional or local conference

Site visitor at regional level for grant or program evaluation

Chair of University or regional task force

Associate editor or journal

Reviewed >3 articles for reputable journals and/or Society for Organizational Psychology (SIOP) conference submissions

Chair of Personnel or Scheduling departmental committee with strong performance

Major role in specific project, such as SACS assessment, accreditation, strategic planning, code revision
Chair of peer-observation of teaching subcommittee

Good: 3.5

Any two of the following:

Chair of other committee (Advisory, Awards, etc) with strong performance

Reviewer for regional/local conference

Member of committee or task force on campus

Member of >1 departmental committee

Consultant for faculty in Department regarding teaching (peer observations) or research (statistics)

Reviewed 1-2 articles for journal or SIOP conference submissions

Area Health Education Center (AHEC) presentation

Peer observer for more two faculty members

Fair to poor: 0-3

Failure to meet above criteria or concerns regarding:

Lack of involvement in Department committees, activities

Lack of involvement in professional conferences or organizations

IV. Department of Psychology Performance Review of Tenured Faculty

Approved 10-18-2017

<http://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/performance-review.pdf>

Performance review of tenured faculty is governed by UNC Policy 400.3.3. and by the policy entitled *Performance Review of Tenured Faculty of East Carolina University*, contained in [Part IX](#) of the East Carolina University (ECU) *Faculty Manual*. The overriding goal of the review is stated in the Preamble: "This review, defined as the comprehensive, formal, periodic evaluation of cumulative faculty performance, has the purposes of ensuring faculty development and promoting faculty vitality." The Preamble further states, "This policy does not create a process for the reevaluation or revalidation of tenured status. Furthermore, the policy is created with the widespread presumption of competence on the part of each tenured faculty member."

General Considerations: Guided by the *ECU Faculty Manual* requirements, the initial review shall be conducted by the unit administrator after reviewing the faculty member's 5-year plan, current curriculum vitae, annual reports and annual evaluations for the years under review (not to exceed five years), and any other materials that the faculty member provides in support of their professional performance over the review period. Performance will not be evaluated using an average of annual evaluation scores for the period under review.

Using the "Form: Report on Performance Review of Tenured Faculty" the unit administrator prepares a performance review report which shall consist of a narrative evaluation of the overall performance of the faculty member that takes into account the relative weights assigned to each duty during each of the years being reviewed and the amount of reassigned time from teaching to the performance of other duties for each year under review, as well as the individual's contributions to the Department's academic programs and goals of the Department, college, and university. This evaluation shall conclude with an overall ranking that categorizes each faculty member's performance as "meets," "exceeds," or "does not meet" expectations.

The evaluative report, together with the faculty member's annual reports and annual performance evaluations for the period under review, a copy of the faculty member's 5-year plan, a copy of the faculty member's current curriculum vita, and any other material the faculty member provided in support of their professional performance over the review period, shall be forwarded to the Performance Review Committee (as described in the *ECU Faculty Manual*, [Part IX](#)) and shall become part of the permanent personnel file.

For each faculty member, the Performance Review Committee shall either agree or disagree with the review findings of the unit administrator. The Performance Review

Committee discussion will address all aspects of the faculty member's professional performance, including all duties actually assigned to the faculty member during the period covered by the review, as these duties were weighted for the individual faculty member at the time.

The review shall reflect the nature of the faculty member's field or work and shall conform to fair and reasonable expectations as recognized by faculty peers in the discipline.

The review shall be conducted in a manner free of arbitrary, capricious, or discriminatory elements and shall adhere to the requirements of the [ECU Faculty Manual](#) and the Unit Code.

Evaluation Criteria: The Performance Review Committee shall apply the following criteria in determining whether to agree or disagree with the findings of the unit administrator:

1. *ECU Faculty Manual, [Part VIII](#)*

Standards for finding of “exceeds,” “meets,” or “does not meet” expectations:

Exceeds expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with his or her position in such a way as to constitute a model for others that represents the best of its kind. Overall, his or her performance exceeded departmental norms in the areas of scholarship, teaching, and service. Determination of this classification will be accomplished via review of indicators of scholarly productivity (e.g., peer-reviewed journal publications, other publications, presentations at scholarly meetings, awards/grants/fellowships received), accomplishments in teaching and advising (e.g., course materials/syllabi/assignments, peer observations of teaching, teaching awards received, courses developed, student evaluations/recommendations, accomplishments in mentoring and advising), and service to the Department/university/profession (e.g., service/leadership roles on committees at the departmental/university/professional level, service as journal reviewer/editorial board member/editor, service in leadership roles within the university and/or the profession, service to the community including professional presentations/volunteer activities/board memberships). Overall, this faculty member's contributions to the Department's academic programs and goals of the Department, college, and university are apparent.

Meets expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with his or her position. Overall, his or her performance was consistent with Departmental norms in the areas of scholarship, teaching, and service. Determination of this classification will be accomplished via review of indicators of scholarly productivity (e.g., peer-reviewed journal publications,

other publications, presentations at scholarly meetings, awards/grants/fellowships received), accomplishments in teaching and advising (e.g., course materials/syllabi/assignments, peer observations of teaching, teaching awards received, courses developed, student evaluations/recommendations, accomplishments in mentoring and advising), and service to the Department/university/profession (e.g., service/leadership roles on committees at the Departmental/university/professional level, service as journal reviewer/editorial board member/editor, service in leadership roles within the university and/or the profession, service to the community including professional presentations/volunteer activities/board memberships). Overall, this faculty member actively contributed to the Department's academic programs and goals of the Department, college, and university.

Does not meet expectations: during the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with his or her position. Overall, his or her performance was below departmental norms in the areas of scholarship, teaching, and service. Determination of this classification will be accomplished via review of indicators of scholarly productivity (e.g., peer-reviewed journal publications, other publications, presentations at scholarly meetings, awards/grants/fellowships received), accomplishments in teaching and advising (e.g., course materials/syllabi/assignments, peer observations of teaching, teaching awards received, courses developed, student evaluations/recommendations, accomplishments in mentoring and advising), and service to the Department/university/profession (e.g., service/leadership roles on committees at the departmental/university/professional level, service as journal reviewer/editorial board member/editor, service in leadership roles within the university and/or the profession, service to the community including professional presentations/volunteer activities/board memberships). Overall, this faculty member's contributions to the Department's academic programs and goals of the Department, college, and university are below expectations.

Other Considerations:

The performance review will address misconduct only if the misconduct is documented in the faculty member's personnel file and the faculty member's due-process rights were respected (the right to appeal a finding or sanction to the relevant committee and the right to include in the personnel file a letter expressing disagreement with a finding).

The review will consider any performance of duties judged supererogatory (relative to the *Faculty Manual* and unit criteria, specific duties assigned and not assigned, and the like).

V. Criteria for Advancement in Title of Fixed-Term Faculty

Fixed-term faculty seeking advancement in title must meet the following criteria established by the Department in accordance with [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual*.

A. Teaching

Teaching Instructor

1. Must hold minimum of master's degree with a minimum of 18 semester hours in psychology taken as a graduate student
2. Must present credentials that indicate strong potential to be successful in teaching (i.e., prior teaching experience, experience as teaching assistant, or other appropriate materials)

Teaching Assistant Professor

1. Must hold a doctoral degree in psychology
2. Demonstrate teaching/advising effectiveness by means of the methods below:
 - a. Demonstrate teaching experience at the college level
 - b. Peer evaluations of teaching according to the *Guidelines for Peer Observation of Fixed Term Faculty*. These guidelines are available to faculty via the departmental Learning Management System site and may be revised and updated by the Chair upon approval of a majority of the eligible voting faculty, in accordance with [Part IV](#) of the *ECU Faculty Manual*.
 - c. Academic advising within the discipline, where Department operating procedures provide such opportunity

For advancement in title under teaching, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

Teaching Associate Professor

1. Must hold a doctoral degree in psychology and have at least 5 years commensurate experience at the title of teaching assistant professor.
2. Demonstrate exemplary teaching effectiveness by means of the methods below:
 - a. Provide a teaching portfolio (format and design to be determined by agreement between the candidate and the Personnel Committee) that includes a summary of annual evaluations by the Chair of Psychology
 - b. Peer evaluations of teaching according to the *Guidelines for Peer Observation of Fixed Term Faculty* referenced above.
 - c. Academic advising within the discipline, where Department operating procedures provide such opportunity
 - d. Provide evidence of leadership or innovation, such as the following examples:
 - 1) Leading teaching effectiveness workshops
 - 2) Publications in professional journals
 - 3) Grants or grant proposal submissions accompanied if possible by reviews.
 - 4) Seminar (research on teaching) attended by tenured and probationary term faculty
 - e. Provide service to the Department, University, and profession, such as any of the following examples:
 - 1) Departmental committees
 - 2) University committees
 - 3) Public outreach
 - 4) Professional service, reviewing papers or grants

For advancement in title under teaching, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

Teaching Professor

1. All of criteria for advancement in title to Teaching Associate Professor (listed in 2a-d above)
2. Sustained leadership efforts in teaching, professional development, and service
3. 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

For advancement in title under teaching, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

B. Research

Faculty with duties primarily in research

Research faculty members are typically externally funded. Research faculty members are encouraged to give seminars and teach occasional courses in their specialty. Teaching is at the discretion of the unit and depends upon the availability of funds. The criteria for advancement in title for research faculty are as follows:

Research Instructor

1. holds a minimum of a master's degree appropriate for the specific position or has equivalent professional experience,
2. has demonstrated potential for effective research (i.e., references from individuals who have supervised their research; success in research based courses such as statistics and research methods; presentations/publications or other appropriate materials),

3. should be capable of carrying out individual research or should be trained in research procedures, and
4. should have had the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken.

For advancement in title under research, the faculty will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

Research Assistant Professor

1. has qualifications of the previous title,
2. holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned,
3. has demonstrated effectiveness in research, and
4. is qualified and competent to direct the work of others (such as technicians, graduate students, etc.).

For advancement in title under research, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

Research Associate Professor

1. has qualifications of the previous title,
2. has extensive successful experience (5 years minimum) in scholarly or creative endeavors, and
3. has the ability to propose, develop, and manage major research projects.

For advancement in title under research, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

Research Professor

1. has qualifications of the previous title,
2. has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues at a national/international level, and
3. has demonstrated scholarly production in research, publications, professional achievements or other distinguished and creative activity.

For advancement in title under research, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

C. Clinical

Faculty with duties primarily in clinical teaching

Clinical Instructor

1. holds, at a minimum, a master's degree appropriate for the specific position, and
2. has demonstrated potential in clinical practice and teaching in the field.

For advancement in title under clinical, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

Clinical Assistant Professor

1. has qualifications of the previous title,
2. holds appropriate doctoral degree,
3. has training and experience in an area of specialization,
4. has demonstrated clinical practice and teaching in the field, and
5. is a licensed psychologist or in process of becoming licensed.

For advancement in title under clinical, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts &

Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

Clinical Associate Professor

1. has qualifications of the previous title,
2. has an extensive successful experience (5 years minimum) in clinical or professional practice in a field of specializations, or in a subdivision of the field, and in working with and/or directing others (such as professionals, faculty members, graduate students, etc.) in clinical activities,
3. conducts professional presentations/seminars in areas relevant to clinical practice,
4. has demonstrated superior teaching ability,
5. has demonstrated superior supervision ability, and
6. is a licensed psychologist.

For advancement in title under clinical, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.

Clinical Professor

1. has qualifications of the previous title,
2. has demonstrated a degree of excellence in clinical practice and teaching sufficient to establish an outstanding reputation among colleagues at the local, regional, and national levels,
3. has demonstrated scholarly production in research, publications, professional achievements, or other distinguished and creative activity,

4. has demonstrated sustained leadership efforts in teaching, professional development, and service, and
5. has excellent reputation in teaching at the university level as indicated by:
 - a. External (outside of ECU) review of teaching portfolio and
 - b. Letters in support of the advancement in title.

For advancement in title under clinical, the faculty member will submit a portfolio containing documentation of the above criteria. This documentation will be reviewed by the Psychology Personnel Committee. Recommendations of the Personnel Committee will be provided to the Chair for consideration. In accordance with [Part IX](#) of the *ECU Faculty Manual*, if the Chair's potential recommendation for advancement in title differs from the Personnel Committee's recommendation, the Chair shall discuss the potential non-concurrence at the unit committee level before forwarding the committee's recommendation and their concurrence or non-concurrence to the Dean of the College of Arts & Sciences. All recommendations concerning change in title will be forwarded to the Dean of Arts & Sciences.