

**UNIT CODE OF OPERATIONS
SCHOOL OF THEATRE AND DANCE
COLLEGE OF FINE ARTS AND COMMUNICATION
EAST CAROLINA UNIVERSITY**

Section I: PREAMBLE

This Code allows for faculty participation in and establishes procedures for the School of Theatre and Dance (SoTD) internal affairs and is consistent with all applicable sections of the East Carolina University [Faculty Manual](#), the ECU [Policy Manual](#) and all established University policies.

The School of Theatre and Dance is dedicated to providing undergraduate students with superior, professional training in theatre and dance. In our rigorous conservatory-style training within a liberal-arts setting, students are taught and mentored by a diverse faculty of active professionals who work to prepare them intellectually, artistically and practically to be leaders in their chosen profession.

The School of Theatre and Dance offers professional-quality theatrical production for the University community and the community of Eastern North Carolina reflecting the cultural diversity of the region. The School maintains a diverse and productive faculty and supports excellence in teaching, encourages creative activity, research, community engagement and maintains professional-quality production work in its performance venues. The School has a strong commitment to maintaining a vital undergraduate program in accordance with the University's intent to demonstrate excellence in undergraduate education, offering undergraduate students challenging and unique opportunities in performance and production. In addition, the School prepares teachers of theatre arts and dance for the public school system. For the educational enrichment of the non-major undergraduate student, the School provides opportunities for cultural and academic growth both through non-major course-work and theatrical production, which is open to all students. The School has artistic and producing responsibility for all ECU/Loessin Playhouse productions and Dance Theatre in its mainstage facility, the McGinnis Theatre, and the Burnette Studio Theatre.

Section II: FACULTY

The faculty shall be the legislative body of the SoTD, subject to the established East Carolina University policies, the ECU Faculty Manual, and the regulations of the University of North Carolina. The faculty acts upon

matters of concern to the SoTD. All business of the faculty and committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised. The Legislative Role of the Faculty is to formulate and maintain educational policies for the SoTD that are consistent with University policies and express through formal resolution opinions and recommendations on matters relating to the administration or policies of the SoTD.

SoTD Faculty Definitions:

Faculty - Employees designated as exempt from the North Carolina State Human Resources Act (EHRA Employee) who hold one of the professorial ranks of assistant professor, associate professor, or professor, or who hold one of the fixed-term faculty titles listed in [Part VIII](#) of the *ECU Faculty Manual*, such as Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor or the like. Faculty may be tenured, probationary track, fixed term, adjunct, full time or part time subject to the needs of the SoTD and established East Carolina University policies, the *ECU Faculty Manual*, and the regulations of the University of North Carolina.

A. Faculty

The School's faculty shall be organized into three areas: (1) Acting/Directing (includes Professional Acting, Musical Theatre, Theatre for Youth, Theatre Education, BA in Theatre Arts); (2) Dance (includes Dance Performance and Choreography, Dance Education); and (3) Design/Production (includes Costume, Lighting/Sound, Scenic Design, Stage Management). Each area shall have a faculty coordinator, the duties and election of which are prescribed in Section III. C of this Code.

B. Criteria for Serving as Voting Faculty of SoTD

1. "Voting faculty" is defined in accordance with [Part IV](#) of the *ECU Faculty Manual*, as pertains to matters concerning the Unit Code.
2. "Voting faculty" is defined in accordance with [Part IX](#) of the *ECU Faculty Manual*, as pertains to serving on committees and making recommendations under the provisions of [Part IX](#).
3. For matters not specifically covered above, or not covered elsewhere in the *ECU Faculty Manual*, a vote will be extended to full-time faculty.

C. Criteria for Emeritus.

1. The School recognizes emeritus status for faculty members who are retired, in phased retirement, permanently disabled or deceased, and

who have made significant contributions to the School, College of Fine Arts and Communication, and the University through a distinguished record of scholarship, teaching and/or service. (See [Part VIII](#) of the *ECU Faculty Manual*)

- a. A qualifying faculty member may make a written request for emeritus status to the chair of the Personnel Committee, or the Personnel Committee may initiate such a request on behalf of a qualifying faculty member.
- b. The Personnel Committee's recommendation for conferring emeritus status must be approved by the School's Director and by the College's Dean. The Dean sends the recommendation to the University's Provost and Senior Vice Chancellor for Academic Affairs.

Section III: ADMINISTRATIVE ORGANIZATION

A. School Director

1. *Appointment.* The Director's appointment will be conducted in accordance with [Part II](#) of the *ECU Faculty Manual*.
2. *Duties.* The Director oversees the daily operations of the School. The Director's duties are appropriate to professional and academic norms and include to:
 - a. Represent the School in its relations with other units of the University;
 - b. Administer the affairs of the School in accordance with the policies determined by the University and with due consideration to the recommendations of the members of the School;
 - c. Determine, in consultation with Area Coordinators, courses to be offered and supervise the scheduling of classes for each academic term;
 - d. Assign, in consultation with Area Coordinators, faculty teaching responsibilities and reassigned time for each academic term;
 - e. Assign, in consultation with appropriate faculty, faculty production responsibilities for the ECU/Loessin Playhouse and Dance Theatre for each academic year;
 - f. Manage the operation of the School office and its staff and have general responsibility for proper utilization of all space, equipment and supplies belonging to the School;

- g. Supervise and evaluate clerical and support staff;
 - h. Supervise the management and maintenance of School facilities and equipment;
 - i. Prepare the School budget. Manage and be responsible for the operating budget and all other funds assigned to, or belonging to the School, giving due consideration to recommendations of School members, presenting the proposed annual operating budget for discussion at the first fall semester School faculty meeting, and providing an annual report to the faculty of the department's annual budget;
 - j. Evaluate annually each faculty member's performance in teaching, creative activity and/or research and service and recommend salary increments to the Dean of the College of Fine Arts and Communication as appropriate;
 - k. Establish ad-hoc departmental committees as necessary;
 - l. Preside over School meetings and supervise the writing and distribution of minutes;
 - m. Ensure compliance with procedures established by the Unit Code, the *ECU Faculty Manual*, the Code of the University of North Carolina and established policies of East Carolina University;
 - n. Serve as ex officio member of all committees except in cases of exclusion as required by [Part IX](#) of the *ECU Faculty Manual*;
 - o. Inform School members verbally, or when appropriate in writing, of administrative decisions or actions affecting the School;
 - p. Prepare the annual report and present it in a School meeting for discussion with faculty and staff;
 - q. Perform other responsibilities as appropriate to professional and academic norms.
3. *Evaluation.* The Director will be evaluated annually and once every five years in accordance with established University policies. An annual evaluation will be conducted using an instrument approved by the ECU Faculty Senate in accordance with [Part II](#) of the *ECU Faculty Manual*. The annual evaluation shall be made available to the Director and Dean.

B. Assistant School Director

- 1. *Appointment.* The Assistant Director's appointment will be conducted via the current standard operating procedure for internal administrative appointments.

2. *Duties.* This Assistant Director reports to and serves at the pleasure of the Director of the School of Theatre and Dance. In addition to assisting with the day-to-day operations of the School, the Assistant Director's duties include to:
- a. Lead undergraduate student recruitment and retention in collaboration with the Director and faculty, including open house events, special events for high school students and on-demand tours for prospective students;
 - b. Review the School's website to ensure undergraduate program information and links are current and accurate;
 - c. Aid in coordination of auditions and rehearsal schedules for School performances;
 - d. Request, collate, check, and share with the Director and associated parties the School's semester schedules;
 - e. Manage requests, processes, and paperwork for special courses (internships, independent studies);
 - f. Serve as the School's Undergraduate Curriculum Committee Liaison, working with the School's Curriculum Committee and qualified faculty in each program area to facilitate curriculum development;
 - g. Coordinate scholarship selection committees and selection process for each area;
 - h. Oversee peer evaluation coverage for completion in a timely manner in compliance with the SoTD Code;
 - i. Communicate with faculty to collect, compile, and analyze assessment data for BFA and BA degrees;
 - j. Maintain and staff computer lab including, scheduling student staff, maintaining supplies and operations and coordinating maintenance, upgrades, and repairs to student workstations;
 - k. Communicate and collaborate with regional K-12 educators/institutions to support connections with theatre and dance programs in the region;
 - l. Assist in accreditation process and program reviews;
 - m. Be assigned the role of Acting Director in the absence of the Director;
 - n. Undertake other responsibilities as assigned by the Director.

3. *Evaluation.* The Assistant Director will be evaluated annually by the Director in consultation with SoTD faculty.

C. Area Coordinators

1. *Appointment.* An Area Coordinator from each of the three major areas (Acting-Directing, Dance, Design & Production) will be elected by majority vote in a secret ballot of the voting faculty of each area. If any or all areas fail to elect an Area Coordinator, then the Director shall appoint that Coordinator. The term of office for each Coordinator is two years. An Area Coordinator may stand for re-election indefinitely or may choose to step down voluntarily at the end of any term. Any faculty with at least two years of service may be elected Area Coordinator.
2. *Duties.* The duties of the Area Coordinators shall be the following:
 - a. Coordinate curriculum for each area in consultation with the area faculty;
 - b. Advise the Director on class scheduling and utilization of space for each area;
 - c. Serve as advisors to the Director in other matters for which the Director might need or seek counsel;
 - d. Serve to facilitate communication between the Director and the School faculty.
 - e. Schedule and chair regular meetings, at least one per semester, of area faculty to discuss matters of specific import to the area regarding training philosophy, training mission and training methods, curriculum, course scheduling, recruitment and retention of students and/or any other item of particular concern.

Section IV: COMMITTEES of the SCHOOL

Policies and Procedures

Except as noted, at the beginning of the academic year, the members of all School standing committees will be elected by a majority of the School's voting faculty as defined in this Code (see Sec. II.B). Each committee shall elect a chair from its membership at its first meeting of each academic year. The quorum for standing committees shall be a simple majority of elected members. In the absence of the chair of a standing committee, the elected member senior in rank and service shall preside. Minutes of all standing committees shall be kept by a person designated by the committee chair. Unless indicated

otherwise, the term length for School Committees is one year or upon completion of the charge, whichever is shorter.

A. Standing Committees

1. *Curriculum*. The Curriculum Committee shall be composed of one representative elected by each of the three areas within the School. The duties of the Curriculum Committee, in consultation with the Unit's Area Coordinators, shall be as follows:
 - a. Review and make recommendations to the School on all new course and degree proposals. All proposals approved by the committee will be brought before the voting faculty;
 - b. Review and make recommendations to the School on all revisions of existing curriculum;
 - c. Assist faculty in preparing curriculum revisions;
 - d. Forward curriculum recommendations approved by the voting faculty of the School to the College of Fine Arts and Communication Curriculum Committee and, if approved, onto the University Undergraduate Curriculum Committee.
2. *Executive Advisory*. The executive advisory committee will be comprised of the area coordinators of the school as elected by the voting faculty. The duties and function of the Executive Advisory Committee shall be as follows:
 - a. Advise the Director regarding issues that arise in the administration of the unit;
 - b. Inform the Director of developments in the respective areas of the unit;
 - c. Provide the Area Coordinators and Director a venue to discuss strategic planning for the unit as a whole.
3. *Unit Assessment Committee*. Membership will vary depending on the unit goals to be assessed each year and will be comprised of faculty members involved in assessing the specific outcomes for dance and theatre. The duties of the Unit Assessment Committee shall be as follows:
 - a. Formulate, review and revise program outcomes in 5-year cycles and create the map stating which outcomes will be assessed;
 - b. Report the results, analysis of results and actions planned for each outcome;
 - c. Prepare relevant reports for accrediting agencies;

- d. Report the School's assessment progress in meetings with the entire faculty;
 - e. Support the faculty in implementing the actions planned.
4. *Production Advisory*. The Production Advisory Committee shall be appointed by the Director of the School. The committee shall be composed of representatives from all program areas of the School including one student representative. The duties of the Production Advisory Committee shall be as follows:
- a. Advise the Director regarding resource allocation and related budgetary issues as associated with the production season;
 - b. Assist and advise the Director in the selection of the production season for the unit including the following production categories;
 - i. Playhouse
 - ii. Touring
 - iii. Outreach
 - iv. Showcase
 - v. Student

B. Personnel, Tenure and Promotion Committees

Any subcommittees and all actions of the Personnel, Tenure, and Promotion Committees must comply with [Part IX](#) of the *ECU Faculty Manual*.

1. *Personnel Committee*.

- a. *Function*. The Personnel Committee is responsible for recommending personnel actions in the School of Theatre and Dance.
- b. *Composition*. The Personnel Committee shall be composed of three tenured faculty—one representative from the Acting/Directing area, one from the Dance area, one from the Design/Production area. The election and function of the Personnel Committee shall be as prescribed in [Part IX](#) of the *ECU Faculty Manual*. The Personnel Committee may be called to consider any matter within its jurisdiction by any member of the School.
- c. *Term*. Members will serve for a two-year term and are eligible for re-election.

2. *Tenure Committee.* The Tenure Committee shall be composed and function according to [Part IX](#) of the *ECU Faculty Manual*.
3. *Promotion Committee.* The Promotion Committee shall be composed and function according to [Part IX](#) of the *ECU Faculty Manual*.

C. Ad Hoc Committees

1. *Function.* Ad hoc committees may be established based on School needs. Ad hoc committees may be established by a majority vote of the voting faculty (see Sec II. B). Ad hoc committee recommendations will be made to the School's voting faculty.
2. *Composition.* Ad hoc committees shall be composed of no less than three members. Criteria for membership shall be determined at the time of committee establishment.
3. *Term.* Ad hoc committee members serve a term of two years or until the committee is dissolved, whichever is shorter.

D. Representatives

1. *Faculty Senator.* The School's Senator and alternate to the ECU Faculty Senate shall be elected by the School's voting faculty in accordance with [Part II](#) of the *ECU Faculty Manual*. The duties of the faculty Senator include to:
 - a. Attend all meetings of the ECU Faculty Senate and representing the interests and needs of the School at such meetings;
 - b. Report at each School faculty meeting on critical issues from the most recent Faculty Senate meeting and on any critical issues anticipated to go before the Faculty Senate;
 - c. Solicit faculty opinion and comment on critical issues before the Faculty Senate or anticipated to go before it.

Section V: EVALUATION of FACULTY

Unit Guidelines follow provisions from [Part IV](#), [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual*. ECU is committed to recruiting, retaining, and developing faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution's mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary (tenure-track) faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded

external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions.

A. Evaluation of Tenured and Probationary-Term (Tenure-Track) Faculty

1. *General Provisions.* The procedures for reappointment, promotion and tenure are prescribed by Parts [VIII](#), [IX](#), and [X](#) of the [Faculty Manual](#) and in this Code.
 - a. Any faculty member of the School requesting promotion or the early conferral of tenure shall notify the Chair of the Personnel Committee of this request, via written memorandum. Upon receipt of said notification, the Chair of the Personnel Committee, in consultation with the Director, shall consult in a timely manner with the faculty member to advise that member of the procedures and needs necessitated by the request.
 - b. The contents and usage of Personnel Action Dossiers (PAD) are governed by Parts [VIII](#), [IX](#), and [X](#) of the [ECU Faculty Manual](#). Each candidate for reappointment, promotion and tenure shall compile, in consultation with the Director and the chair of the Personnel Committee, her or his PAD. The PAD is to be used by the members of the appropriate School committee in their evaluation of the candidate's readiness for the personnel action being requested.
2. *Evaluation.* Probationary and tenured faculty evaluations are based on the following criteria: (1) teaching effectiveness;(2) disciplinary research/scholarship, creative activity/innovation, and/or engagement/outreach (see [Part VII](#) of the [ECU Faculty Manual](#)); (3) professional service, and (4) other areas when applicable as described below. General criteria may be found in the Parts [VIII](#), [IX](#), and [X](#) of the [ECU Faculty Manual](#) for probationary faculty reappointment and promotion.
 - a. *Assessment of Teaching Effectiveness.* Teaching effectiveness shall be measured by:
 - i. Survey(s) of student opinion;
 - ii. Peer review (see [Part IX](#) of the [ECU Faculty Manual](#));
 - iii. Teaching portfolios composed of syllabi or course outlines, including course objectives, major topics, number and

- weights of tests and examinations, title of textbook(s), grading policies, and/or assigned projects. The portfolio may also include other instructional materials and information that faculty voluntarily make available as evidence of teaching effectiveness, including materials that could result from service or summer teaching assignments;
- iv. Quality of academic advising, when applicable;
 - v. Seeking and/or securing grants related to teaching;
 - vi. Other evidence of teaching effectiveness.
- b. *Assessment of Research/Scholarship, Creative Activity/Innovation, Entrepreneurship and Engagement/Outreach.* The School values Disciplinary Research/Scholarship, Creative Activity/Innovation, Entrepreneurship and Engagement/Outreach (see [Part VII](#) of the *ECU Faculty Manual*). Disciplinary Research/Scholarship is work consistent with the expertise emerging from the discipline as represented by School faculty and their professional organizations. Creative Activity/Innovation comprises products emerging from disciplinary knowledge, skill, professional activity or application. Entrepreneurship includes the partnerships between the university and community to create regional transformation through the commercialization process. Recognized Scholarship of Engagement has disciplinary contributions but emerges from partnerships/collaborations among faculty and community members for the mutually beneficial generation and exchange of knowledge. Outreach consists of activities imparting disciplinary knowledge, activities, and/or applications in the context of a community external to the University.

A record of quality work in one or more of the above areas is necessary for promotion to the senior ranks and tenure. Candidates should engage in a program of original scholarship that contributes to the discipline. The work should be consistent with performance levels at peer institutions. Candidates should demonstrate some independence and/or leadership of a team in doing scholarly/creative work.

The School recognizes forms of these academic efforts as listed below. The lists are comprehensive but are not intended to be exhaustive as future developments in the field may generate more scholarly/creative outlets for School faculty.

i. Research/Scholarship

- a) Published research articles in refereed journals
- b) Published scholarly books and monographs
- c) Published book chapters
- d) Book editorship
- e) Securing external grants and serving as principal or co-investigator
- f) Journal/monograph editorship
- g) Published articles in refereed electronic journals
- h) Published book reviews
- i) Publishing articles in proceedings
- j) Published abstracts
- k) Grant-seeking activities
- l) Participating as a juried or invited conference contributor (papers, panels, posters, roundtables, etc.)
- m) Other scholarly publications
- n) Translation of disciplinary research

ii. Creative Activity/Innovation

- a) Direction/choreography of works for live performance
- b) Performances of dance and/or theatrical works
- c) Construct
- d) Compose
- e) Author
- f) Playwriting
- g) Vocal Coaching
- h) Combat Choreography
- i) Dramaturg
- j) Implementation of Design
- k) Stage Managing
- l) Presenting jury-reviewed scripts/screenplays
- m) Production of jury-reviewed video, audio, or other electronic media works
- n) Engagement/outreach activities

- o) Service learning activities
 - p) Report detailing sustained community-based programs, projects, or partnerships
 - q) Report detailing public influence and community impact and/or assessment of the engagement/outreach to include information about community stakeholders or partner involvement
 - r) Presentations of community engagement/outreach partnerships and projects
- iii. *Entrepreneurship*
- a) Product development
 - b) Inventions, trademarks and patents
 - c) Educational materials or certifications
 - d) Software development
 - e) Consultation in the disciplines relevant to the School
 - f) Performance studies products
 - g) Non-scholarly publications
- iv. *Engagement/Outreach*
- a) Summary detailing sustained community-based programs, projects, or partnerships
 - b) Books, manuals, white papers, websites, instruments, digital products, and other items directly related to specific community engagement/outreach programs or projects
 - c) Summary detailing public influence and community impact and/or assessment of the engagement/outreach to include information about community stakeholders or partner involvement
 - d) A body of complementary products that demonstrate a well-defined program of engagement/outreach that integrates teaching, research, and service
- v. *Receipt of professional honors and/or awards.* Faculty members are expected to provide a description of the focus, goals and significance of Research/Scholarship and/or Creative Activity/Innovation and/or Engagement/Outreach to assist reviewers. As mandated by the *ECU Faculty Manual*, external peer review of the quality of a candidate's

Research/Scholarship, Creative Activity/Innovation, and/or Engagement/ Outreach shall occur prior to School consideration of that candidate's readiness for promotion to senior ranks or for permanent tenure.

- c. *Assessment of Service.* Although service may not be weighed more heavily than either teaching or Research/Scholarship and Creative Activity/Innovation and Engagement/Outreach in evaluations of tenured or probationary faculty, it is an essential component of appropriate professional activity. Examples of appropriate service contributions include:
 - i. General service that contributes to the well-being of local, regional, national or international communities by volunteering, organizing and/or contributing to community events;
 - ii. Participation in regional, national or international community activities directly related to the faculty member's profession, such as lectures, speeches and presentations, news media interviews, and professional advice to nonprofit agencies;
 - iii. Participation in School, College and University committees;
 - iv. Participation in service functions of the faculty member's profession, such as acting as a referee or editor, officer of professional organizations, session organizer or chair at professional meetings;
 - v. Other School activities, such as participation in faculty meetings and seminars, contributing to the student body as club advisors, organizing events, volunteering.
- d. *Assessment of other activity.* Any other activity for evaluation is determined by assignment including releases granted for the purpose of pursuing administrative work and program development. Such efforts should be established or identified at the beginning of the evaluation year so that this category may be appropriately weighted.

- 3. *Reappointment of Probationary Faculty.* The procedures for reappointment of probationary-term faculty shall follow those

prescribed in [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual*. In addition, the following procedures shall apply:

- a. In accordance with [Part X](#) of the *ECU Faculty Manual*, the PAD shall be complete and available to members of the School's Tenure and Promotion Committees before those committees' recommendations are required.
- b. The Tenure Committee shall review the PAD of each probationary-term faculty member in accordance with [Part IX](#) and [Part X](#) of the *ECU Faculty Manual*. The members of the Tenure Committee shall review the PAD individually and discuss the PAD at a meeting called for this purpose.
- c. The Tenure Committee shall recommend reappointment only if the PAD indicates a reasonable probability that the record will eventually sustain a recommendation for tenure and promotion using the criteria described in this Code for such actions.

4. *Promotion and Tenure.*

- a. *General Provisions.* The procedures for promotion of probationary term and tenured faculty shall follow those prescribed in [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual*. Within the disciplines of theatre and dance, Creative Activity/Innovation and Engagement/Outreach, as defined in this Code, may fulfill the role customarily associated with scholarly research and publication. Candidates for promotion and permanent tenure may satisfy the research expectations of the University either through scholarly research leading to publication or through appropriate evidence of Creative Activity/Innovation and/or Engagement/Outreach. The following procedures shall apply:
 - i. Consideration of faculty for promotion shall employ criteria in the areas of teaching, Research/Scholarship and/or Creative Activity/Innovation, and/or Engagement/Outreach, service and, when appropriate, other areas. The PAD should demonstrate satisfactory qualifications in each of these areas.
 - ii. In accordance with [Part IX](#) and [Part X](#) of the *ECU Faculty Manual*, the PAD shall be complete and available to members of the School's Tenure Committee and/or the Promotion

- Committee before that committee's recommendation is required.
- iii. The School's Tenure Committee and/or Promotion Committee shall review the PAD of each faculty member being considered for tenure and/or promotion.
 - iv. The Tenure Committee and/or Promotion Committee shall use the tenure and/or promotion criteria relevant to the rank being considered.
- b. *Appointment as Assistant Professor.*
- i. Criteria for Teaching.
 - a) Teaching effectiveness may be measured by:
 - (i) Documentation of student performance;
 - (ii) Peer review (see [Part IX](#) of the *ECU Faculty Manual*);
 - (iii) Review of course syllabi, including course objectives, requirements, evaluation material and grading procedures;
 - (iv) Student evaluation of teaching surveys;
 - (v) Other evidence of teaching effectiveness.
 - b) The criteria for evaluation of teaching are that the candidate:
 - (i) Creates a learning environment that challenges and engages students and encourages and stimulates student learning;
 - (ii) Demonstrates a commitment to professional development as a teacher, through consultation with other faculty, attendance at discipline-specific teaching conferences, and attendance at teaching-related workshops;
 - (iii) Demonstrates a thorough understanding of the relevant theatre and dance discipline, including central knowledge of the relevant professions and/or theoretical developments in the field, history, and trends in research, theory and practice;

- (iv) Holds appropriate terminal degrees and/or alternate qualifications such as commensurate professional experience;
 - (v) Practices effective communication with students.
- ii. Criteria for Research/Scholarship, Creative Activity/Innovation, and Engagement/Outreach. Faculty produces significant and relevant Research/Scholarship and/or Creative Activity/Innovation, and/or Engagement/Outreach work in the chosen area of specialization. The quantity and quality of the candidate's work should point toward potential for eventual national recognition in the field. Acceptable evidence of research includes books, book chapters, published refereed articles, paper presentations at meetings and conferences. Candidates pursuing Creative Activity/Innovation should demonstrate proficiency in the medium relevant to their discipline, and an ability to deliver and present their work in a variety of settings. Candidates pursuing Engagement/Outreach should provide evidence of community-based scholarly and/or creative work.
- iii. Criteria for Service. Demonstrates a willingness to serve the School through participation in School committees, performance of specific services within the candidate's teaching and research areas, and participation in ongoing School efforts.
- iv. Criteria for Other Activity. Any other activity for evaluation is determined by assignment by the Director of the unit. Such assignments include releases granted for the purpose of pursuing administrative work, research, creative activity, program development and other areas of notable service. Such efforts should be established or identified at the beginning of the evaluation year so that this category may be appropriately weighted.
- v. Criteria for Permanent Tenure. Criteria for achieving permanent tenure are the same as the criteria for promotion to Associate Professor, in addition to criteria listed in [Part IX](#) of the *ECU Faculty Manual*.

- c. *Promotion to Associate Professor*. Candidate has met the requirements listed above for appointment as Assistant Professor, in addition to the following:
- i. Criteria for Teaching
 - a) Demonstrates a commitment to ongoing professional development as a teacher;
 - b) Contributes effectively to curriculum and program development. Skilled in creating learning environments suited to subject matter and course goals;
 - c) Participates in student mentoring, where applicable. Course syllabi and materials reflect an advanced and comprehensive understanding of the relevant discipline.
 - ii. Criteria for Research/Scholarship, Creative Activity/Innovation, and Engagement/Outreach. Faculty produces significant and relevant Research/Scholarship and/or Creative Activity/Innovation, and/or Engagement/Outreach work in the chosen area of specialization. The quantity and quality of the candidate's work has achieved recognition in the field. Acceptable evidence of research includes books, book chapters, published refereed articles, paper presentations at meetings and conferences. Candidates pursuing Creative Activity/Innovation should demonstrate proficiency in the discipline relevant to their work, and an ability to deliver and present their work in a variety of settings. Candidates pursuing Engagement/Outreach should provide evidence of community-based scholarly work.
 - iii. Criteria for Service. Candidate serves the School through participation in School and University committees, performs service relevant to the candidate's chosen area of expertise and/or application.
 - iv. Assessment of other activity. Any other activity for evaluation is determined by assignment. Such assignments include reassigned time granted for the purpose of pursuing administrative work, research, creative activity, program development and other areas of notable service. Such

efforts should be established or identified at the beginning of the evaluation year so that this category may be appropriately weighted.

- d. *Promotion to Professor*. Candidate has met the requirements listed above for promotion to Associate Professor, in addition to the following:
 - i. Teaching Criteria.
 - a) Assumes leadership of curriculum and program development projects;
 - b) Demonstrates being highly skilled as a teacher and, when applicable, as a practitioner;
 - c) Receives positive feedback from peers and/or students.
 - d) Assumes other criteria as the faculty member deems appropriate.
 - ii. Criteria for Research/Scholarship and Creative Activity/Innovation, and Engagement/Outreach. Faculty produces significant and relevant Research/Scholarship and/or Creative Activity/Innovation, and/or Engagement/Outreach work in the chosen area of specialization. There should be evidence in the quality and quantity of refereed publications and juried presentations that the candidate has national recognition comparable with faculty at the same rank at similar institutions. Acceptable evidence of research includes books, book chapters, published refereed articles, and paper presentations at meetings and conferences. Candidates pursuing Creative Activity/Innovation should demonstrate proficiency in the medium relevant to their work, and an ability to deliver and present their works in a variety of settings. Candidates pursuing Engagement/Outreach should provide evidence of community-based scholarly work.
 - iii. Service Criteria. Demonstrates leadership through participation in service activities in the School, College, University, discipline, and/or community.
 - iv. Criteria for Other Activity. Any other activity for evaluation is determined by assignment. Such assignments include releases granted for the purpose of pursuing administrative

work, research, creative activity, program development and areas of notable service. Such efforts should be established or identified at the beginning of the evaluation year so that the category may be appropriately weighted.

B. Evaluation of Fixed Term Faculty.

1. Following initial appointment Fixed-term faculty are granted subsequent appointments according to the procedures outlined in [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual* and are evaluated according to the provisions of the employment contract. As prescribed by [Part IX](#), fixed-term faculty members seeking subsequent appointments must submit a letter requesting such and a portfolio containing evidence of accomplishments outlined in B.2. below to the unit administrator in the specified time frame. The request letter and portfolio shall be made available to the School's Personnel Committee no later than two calendar weeks before that committee's recommendation is required.
2. Fixed-term faculty members seeking subsequent appointments will be evaluated on the following:
 - a. Teaching effectiveness, including student evaluations of teaching, syllabi, and/or peer evaluations.
 - b. Service, including documentation of accomplishments relevant to the position.
 - c. Fixed-term faculty members may include any other materials they deem necessary and relevant to their case for subsequent appointment.
 - d. The School will make reasonable efforts to facilitate the compiling of material for the portfolio. Minimum required materials include an updated curriculum vitae and annual evaluations for the preceding two years.
3. Advancement in Title of Fixed-Term Faculty.
 - a. General provisions. The procedures for an advancement in title of fixed-term faculty shall follow those prescribed in [Part VIII](#) and [Part IX](#) of the *ECU Faculty Manual*. The procedures listed in this Code shall also apply.
 - b. Appointment to Teaching Instructor
 - i. Demonstrates potential for effective teaching.

- ii. Holds, at a minimum, a master's degree appropriate to the area of instruction, or has alternate qualifications, including equivalent professional experience.
 - c. Appointment or Advancement to Teaching Assistant Professor. Candidate has met requirements listed for appointment as a Teaching Instructor, in addition to the following:
 - i. Demonstrates effectiveness in teaching.
 - ii. Holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned.
 - d. Appointment or Advancement to Teaching Associate Professor. Candidate has met requirements listed for appointment as Teaching Assistant Professor, in addition to the following:
 - i. Demonstrates superior teaching ability.
 - ii. Engages in professional development activities.
 - e. Appointment or Advancement to Teaching Professor. Candidate has met requirements listed for advancement to Teaching Associate Professor, in addition to the following:
 - i. Demonstrates a degree of proficiency sufficient to establish an excellent reputation among colleagues.
 - ii. Engages in professional development activities.
 - iii. Demonstrated excellence in teaching.
 - iv. Qualified and competent in mentoring others (such as graduate students, teaching instructors, etc.).
- C. *Standards for Performance (Post-Tenure) Review.* The procedures for this personnel action are prescribed in [Part IX](#) of the *ECU Faculty Manual*. The School's standards are included on the Faculty Senate website (see [Performance Review of Tenured Faculty: School of Theatre and Dance](#)).

Section VI: PROCEDURES FOR MEETINGS WITHIN SoTD.

Either the Director of the School or a majority of its faculty shall have authority to call meetings of the Unit. There shall be a minimum of two general faculty meetings per semester. The faculty shall receive an agenda at least one week prior to all School meetings.

The Director of the School (or the designated representative of the Director) shall preside over all meetings of the Unit. In order for business to be conducted, a

quorum must be present. A quorum shall consist of a simple majority of the voting faculty members of the School, including those on non-medical leave but in attendance at the meeting. No votes shall be cast by proxy. School action shall be determined by those present and voting. In the absence of specific rules adopted by the School, the proceedings shall be conducted according to the most recent edition of Robert's Rules of Order. Minutes of School meetings shall be kept by a person designated by the Director and distributed to all members of the Unit.

Section VII: VOTING by FACULTY MEMBERS.

A. Procedure for Approval of Major Planning Documents, Assessment Documents and Other Major Reports.

1. The Director shall enlist faculty participation and cooperation in preparation for major planning documents, assessment documents and other major reports. The faculty will indicate in a timely fashion and by vote, their approval or disapproval of such documents prior to submission in final form to person(s) outside the School. Such vote may be taken in a regular or specially called Faculty Organization Meeting or by electronic vote. A majority vote is required for approval.
2. *Seven-Year Unit Program Evaluation, National Association of Schools of Theatre and Council for the Accreditation of Educator Preparation.* Program evaluation shall be conducted according to the procedure outlined in [Part IV](#) of the *ECU Faculty Manual*, or in accordance with NAST and CAEP guidelines as appropriate.

Section VIII: BUDGET.

A. Annual Budget

The Director shall prepare and submit an annual budget to the faculty for consultation in a regular School meeting at the beginning of the academic/school year. The Director shall make a copy of the budget (original and updated) available to the faculty.

B. Annual Report

The Director shall prepare and submit an annual report to the faculty for consultation in a regular School meeting at the beginning of the academic/school year. The Director shall make a copy of the annual report available to the faculty.

C. Criteria for Salary Increases

All faculty shall annually document their accomplishments in teaching/advising effectiveness, creative activities/research and service for the academic year. This information will be considered by the Director in making recommendations for merit salary allocation. Evaluation and determination of annual salary increments will be done in accordance with the *ECU Faculty Manual* and University policies, subject to availability of funding.

D. Assessment for Merit Pay Raises.

1. In accordance with [Part VIII](#) of the *ECU Faculty Manual*, the Director, in consultation with each faculty member of the School, will annually establish that member's duties. These include teaching, research/scholarship and/or creative activity, service, and other, if applicable.
2. The Director, in consultation with the faculty member, will determine the relative weight to be assigned each duty. The values for these weights shall be consistent with the reassigned time given to faculty members for research, administrative and service activities. Based upon each faculty member's assigned duties and weights, the Director shall evaluate annually each member's performance in teaching, research/scholarship and/or creative activity, service, and other activities.
3. The Director, again in consultation with the faculty member, can revise the relative weights during the academic year if changing circumstances warrant such a revision.
4. In accordance with [Part VIII](#) of the *ECU Faculty Manual*, the Director shall report to each faculty member of the School eligible for a merit increase the recommendation for merit pay for that member. The Director shall also reveal the mean, range and median merit salary increments/pay awards (dollar amounts and percentage increases) being recommended for the School.

Section X: AMENDMENT PROCEDURES.

Proposals recommending changes to this Code are to be submitted to the Director of the School and must be initiated by at least 20% of the School's voting faculty, as defined in the *ECU Faculty Manual*. The proposal should include the signatures of the faculty making the request, the location of the proposed amendment in the Code, and the desired change or changes. The Director will

circulate the proposal to all faculty and, following a 10-day review period, call for a meeting of the faculty for consideration of the proposal. A two thirds majority of the ballots cast by eligible voting faculty will be required to make an amendment to the Code.

Proposals recommending changes of the sort described in [Part IV](#) of the *ECU Faculty Manual* shall follow the procedures as outlined in that same document.

The Code and subsequent amendments shall be enabled upon approval by the eligible voting faculty members of the School, and after the approval by the Faculty Senate and the Chancellor.