

**Constitution of the
College of Health and Human Performance
East Carolina University**

Preamble

Based on: (1) our strategic purpose to collaborate as an academic community to meet our educational objectives; (2) our belief that the College of Health and Human Performance (hereafter HHP or College) serves our region, state, country, and world through teaching, scholarship, and service; and (3) our belief that shared governance is effective when working relationships between administrators, faculty, staff, students, and constituents are based in mutual respect and trust in the ability and willingness of the various parties to meet their commitments; we the members of the College of Health and Human Performance (HHP) do ordain and establish this constitution.

The College of Health and Human Performance Constitution describes (1) the governance of the College; (2) the organizational structure of the College; (3) the administrative personnel of the College; (4) standing committees of the College; (5) College meeting procedures and voting rights; (6) the College relationship to institutional Institutes and Centers; (7) special initiatives of the College; and (8) enabling and amendment procedures of the constitution.

Article 1. Governance of the College

This constitution is governed by and subordinate to the policies and directives of the University of North Carolina System, the University of North Carolina Board of Governors, the East Carolina University Board of Trustees, and applicable provisions of the East Carolina University (ECU) [Policy Manual](#), the ECU [Faculty Manual \(ECU/FM\)](#), and all established university policies.

Article 2. Organizational Structure of the College

The College is initially comprised of five departments (*Department of Health Education and Promotion, Department of Human Development and Family Science, Department of Interior Design and Merchandising, Department of Kinesiology, and Department of Recreation Sciences*); one school (*School of Social Work*); and the Military Programs (*Military Science/Army ROTC and Aerospace Studies/Air Force ROTC*). Additionally, there are Special Initiatives in the College that receive resources allocated to them by the Dean. College Special Initiatives include interdisciplinary laboratories, centers, and programs that provide specialized services and expertise that serve the campus, surrounding communities, and beyond. Special Initiatives may maintain standard operating procedures relevant to their activities, subject to University delegated authority (Refer to PRR REG01.15.01).

Departments and schools in the College have Unit Codes that govern their operation. Approved Unit Codes are archived with the ECU Faculty Senate.

Article 3. Administrative Personnel of the College

Section I. Dean of the College

- A. The Dean is the chief administrative officer of the College and serves at the pleasure of the Provost and Senior Vice Chancellor for Academic Affairs. The selection and tenure of the Dean shall conform with the ECU Board of Trustees policy entitled, "Appointment and Review of Administrative Officers at East Carolina University," which may be found in the [ECU/FM](#).
- B. Duties of the Dean.
1. In consultation with the officers, departments, school, special units, faculty, and committees of the College, and in accordance with the [ECU/FM](#) and University policies and procedures, the Dean shall plan and administer the affairs of the College.
 2. The Dean is responsible for ensuring that University policies and procedures are followed.
 3. The Dean is responsible for all budgetary and space allocations within the College.
 4. The Dean represents the College in its relationship with other units of the University, chairs the Executive Committee of the College, and convenes and presides over College faculty meetings. The Dean appoints representatives from the College to University and other committees and work groups as needed.
 5. The Dean may appoint additional College administrative officers including but not limited to associate or assistant deans, coordinators, and directors to serve in specific and limited roles.
 6. The Dean of the College of Health and Human Performance is the "next higher administrator" above the department/school level referenced in the [ECU/FM](#).

Section II. Associate and Assistant Deans and Other Administrative Officers

The Dean of the College shall appoint such associate and assistant deans and other administrative officers of the College. The associate and assistant deans and other administrative officers serve at the pleasure of the Dean and in accordance with the [ECU/FM](#). The duties of such associate and assistant deans and other administrative officers shall be determined by the Dean to provide for the effective operation of the College. Assignment of category and relative weight to these duties shall be determined by and agreed upon by the Dean and the faculty member in consultation with other supervisors (if applicable) prior to assuming the duties. The Dean provides information regarding performance of assistant and associate deans and other administrative officers to supervisors of those employees as a component of their annual performance evaluation. The associate and assistant deans and other administrative personnel may continue in office until a successor has been appointed or the position eliminated.

Section III. Military Programs Commanders, Cadre, and other personnel

- A. The Commander of the Army ROTC Program and Commander of the Air Force ROTC Program are the administrative officers and educational leaders of their respective programs. The commanders report to the Dean of the College on academic matters.
- B. The commanders and all other military personnel assigned to the ROTC programs are selected by the respective branch of service and are required to have supervisor approval as well as acceptance by the Chancellor of East Carolina University. All military personnel retain their status within their service branch and are not employees of East Carolina University, although they may serve as instructor of record. Evaluation and advancement of the cadre are completed by the military.

Section IV. College Directors of Special Initiatives

- A. The directors of Special Initiatives are responsible to the Dean of the College regarding programming, laboratory operation, and other facets of administration.
- B. The Dean, in consultation with the department chairs/school director, may appoint any individual with a faculty or staff appointment within the College to these roles in accordance with the [ECU/FM](#) and/or other relevant regulatory mechanisms.
- C. The Dean provides information regarding performance of directors to supervisors of those employees as a component of their annual performance evaluation.
- D. The directors may continue in office until a successor has been appointed or the position eliminated.

Article 4. Committees of the College

Section I. Executive Committee of the College

- A. Function of the Committee. The function of the Executive Committee is to advise and assist the Dean in the operation of the College on all matters of concern, including but not limited to: the educational, research, and service missions of the College, shared governance, faculty awards, faculty welfare, facilities, resource allocation, and the College strategic plan.
- B. Composition of the Committee. The Executive Committee of the College is comprised of the Dean, associate deans, assistant deans, department chairs, and school directors. Other ex-officio members may be appointed by the Dean.

Section II. Ad Hoc Committees

Ad hoc committees of the College may be established at the discretion of the Dean to serve College wide concerns. The charge to any *ad hoc* committee must specify the membership, method of selection, duties and responsibilities, and expected date of conclusion. An *ad hoc* committee shall not assume the duties and responsibilities of a standing committee.

Article 5. College Meetings

College meetings occur at the discretion of the Dean or upon petition to the Dean by at least one-fourth of the members of the College faculty. Faculty are expected to attend all College faculty meetings. Faculty shall be given written notice of College meetings and copies of materials requiring a vote at least seven calendar days prior to meeting date. Special meetings require at least two days prior notice. The Dean or a designated representative conducts College meetings according to the same procedures and manual used by the Faculty Senate. All College committee and faculty meeting minutes shall be forwarded to the College office by the individuals conducting the meetings. These minutes will be maintained in accordance with the [University of North Carolina General Records Retention and Disposition Schedule](#).

Voting:

1. For College matters that require an official vote, only individuals who meet the definition of “voting faculty member” as described by Part IV of the [ECU/FM](#) are eligible to vote. Individuals with a College affiliation but that do not have voting rights in the College may be asked to provide input by separate ballot or other mechanism.
2. A quorum consists of 50 percent plus 1 of the College voting faculty members.
3. The faculty of the College who are eligible to vote on an item may determine through approval of an official motion to hold balloting by mail, hand delivered ballots (see process described in [ECU/FM](#)), or a comparably confidential and secure electronic balloting procedure in accordance with the latest edition of *Robert’s Rules of Order, Newly Revised*. When balloting takes place outside an official meeting, balloting will be open for at least seven calendar days.
4. Action shall be determined by a majority of the votes cast by the voting faculty members participating in the balloting procedure.

Article 6. Institutes and Centers

Institutional (UNC System or East Carolina University recognized) Centers and Institutes may be established within the guidelines of the UNC System regulations for the establishment of a Center or Institute (Refer to [The Code of the Board of Governors of the University of North Carolina and the UNC Policy Manual](#), and <https://www.northcarolina.edu/research-and-discovery/centers-and-institutes>). Establishment, ending, and evaluation of Centers and Institutes in the College shall be in accordance with the State of North Carolina, UNC system, and East Carolina University requirements.

Article 7. College Special Initiatives

College Special Initiatives may be titled as institutes, centers, based on themes, or any other method of naming deemed appropriate by the Dean. College Special Initiatives will conduct activities per written standard operating procedures that will be reviewed by the Special

Initiative director(s) and the Dean at the beginning of each fiscal year (Refer to Article 2 above). College Special Initiatives may be administratively responsible to the Dean, chair of a department, or director of a school within the College and open to participation as standard operating procedures prescribe. Establishment, evaluation, and elimination of College Special Initiatives is in the purview of the Dean. Prior to establishing or eliminating a College Special Initiative, the Dean will seek input from the College Executive Committee and individuals participating in the activities of the College Special Initiative.

Article 8. Enabling and Amendment Procedures

In accordance with Part IV of the [ECU/FM](#), this constitution shall become effective after submission to the ECU Unit Code Screening Committee for review and advice, approval by a majority of the tenured faculty present and voting at a general College meeting, approval of the ECU Unit Code Screening Committee, approval by Faculty Senate and, subsequently, the Chancellor.

Any College faculty member may offer amendment(s) to this constitution by submitting the proposed amendment(s) with signatures of support by twenty percent of the voting faculty of the College (Refer to Article 5 above). Proposed amendment(s) and signature documents must be presented to the Dean. The Dean will, within seven calendar days of receiving the proposed amendment(s) and signature documents, facilitate submission of the proposed amendment(s) to the ECU Unit Code Screening Committee for review and advice. After review and editing, if necessary, by the ECU Unit Code Screening Committee, the proposed amendment(s) shall be voted on at a general College meeting. If approved by a majority of the tenured faculty of the College that are present and voting, the approved amendment(s) shall be resubmitted to the ECU Unit Code Screening Committee and if approved, forwarded for review and approval by Faculty Senate and, subsequently, the Chancellor.