

UNIT CODE FOR THE DEPARTMENT OF PHILOSOPHY AND RELIGIOUS STUDIES

Section I PREAMBLE

This Code allows for faculty participation in, and establishes procedures for, the internal affairs of the Department of Philosophy and Religious Studies. It is consistent with the East Carolina University [Policy Manual](#), [the ECU Faculty Manual](#), and all established university policies.

Philosophy and religious studies are at the heart of the academic disciplines constituting the humanities and are bound together not only in this Department, but also by their common search for truth and by their examinations of the meaning of human life.

Mission:

The mission of the Department of Philosophy and Religious Studies of the Thomas Harriot College of Arts and Sciences (hereafter the Department) is to contribute to the attainment of the University's objectives by providing instruction, research, and service in philosophy and religious studies, as recognized among professionals within those respective disciplines. In pursuing this mission, the Department will provide guidance and instruction to students, maintain academic standards, retain productive faculty members, and support scholarly research and publication in recognized professional journals and presses. It is not the aim of the Department to inculcate established dogmas, but to contribute to a liberal arts education that will prepare students to develop their own perspectives through critical thinking against a background of knowledge in the disciplines.

Section II FACULTY

A. The faculty of the Department of Philosophy and Religious Studies consists of all personnel in the unit holding the following kinds of appointments: a permanently tenured appointment, an adjunct appointment (See *Faculty Manual*, [Parts VIII](#) and [IX](#)), a probationary-term appointment, or a full- or part-time fixed-term appointment, whether for a semester, an academic year, or on a multi-year contract. Permanently tenured or probationary-term faculty members on leave remain faculty members of the Department.

B. Special Voting Eligibility Criteria for Faculty Members

The definition of voting faculty, outlined in the *Faculty Manual*, [Part IV](#) and [Part IX](#), guides eligibility for voting on the unit code and for serving as a voting member on unit personnel-related committees.

A voting faculty member of the Department of Philosophy and Religious Studies is someone who holds a full-time faculty position and a greater than one-half time position

in the Department, holds regular professional rank (assistant professor, associate professor, or professor) or a full-time fixed-term appointment, has at least one-half of the teaching/research duties normally assigned in the Department, has served at least twelve consecutive months of appointment to the faculty of the Department, or meets the above conditions and is on non-medical leave of absence from all university duties but is in attendance at the meeting of the appropriate committee at the time of the committee's vote. When a vote by the faculty of the Department is required by this code, the vote is by the voting faculty as defined above, unless otherwise specified. Any member of the department who holds graduate faculty status as defined in this code (see Section II C below) is eligible to vote on graduate matters in their discipline.

C. Procedures and Criteria for Graduate Faculty Appointment Evaluation

Faculty members may be appointed to graduate faculty status following the specifications in the *Criteria for Graduate Faculty Appointments, Department of Philosophy and Religious Studies*, and the *Faculty Manual*, [Part II](#).

D. Procedures and Criteria for Emeritus/Emerita Evaluation

The status of Emeritus or Emerita may be awarded to faculty members upon termination of employment because of retirement or death, permanent disability, or upon beginning phased retirement. The respective Personnel Committees of the Department (See Section V below) shall vote to recommend the award to qualifying faculty members in their disciplines. The stated criterion for a positive recommendation is a "significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service" (*Faculty Manual*, [Part VIII](#)). In the Department, emeritus/emmerita status is recommended for faculty whose ongoing contributions to the department's reputation, inside the university or outside, or both, are respected. The award is recommended for noteworthy success in teaching, or regular participation in the discipline at a national level, or exemplary contributions to the program, Department, college or university.

Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

A. Chair

The chair of the Department will exercise leadership and serve as the chief administrator of departmental affairs. The chair reports directly to the dean of the Thomas Harriot College of Arts and Sciences (hereafter, the College). The chair's selection and term of service as chair shall conform with the *Faculty Manual*, [Part II](#).

The chair shall:

1. represent the Department in its relations with other units of the University;
2. administer the affairs of the Department according to the policies determined by the University, the College, and the Department;
3. keep departmental faculty informed of College and University policies and expectations;
4. lead the departmental formation and implementation of strategic planning;

5. supervise the advising of students and their registration and prepare the teaching schedule for each semester and summer school session according to the appropriate guidelines and policies;
6. manage the operation of the departmental office and staff and have general responsibility for space, equipment, and supplies belonging to the department;
7. prepare and manage the budget and all other funds assigned to or belonging to the Department;
8. foster a working environment conducive to collegiality, diversity, equity, and academic freedom;
9. promote external relations with alumni, friends, and donors;
10. meet individually with faculty members to discuss their annual evaluations (see Section VI below) and in consultation with each, determine for the next academic year, the faculty workload assignments, including the relative weights assigned to teaching, research, and service, in the annual evaluation;
11. recommend salary increments based on annual evaluations, equity, and raise instructions from the College or the University;
12. report to the Department's faculty members the specific procedures for determining merit pay increment recommendations;
13. present to the faculty an anonymous statistical summary of the chair's annual evaluations of all the Department's faculty members;
14. convene the Department when a faculty vacancy occurs, and follow the procedures designated within the College;
15. conduct negotiations in the hiring of new faculty members in cooperation with the relevant personnel committee, the relevant search committee, and the College;
16. determine reassignments for research within University and College guidelines;
17. consult regularly with both directors of undergraduate studies (See B. below) on departmental matters, including the professional standards of the discipline to which the chair does not belong;
18. preside over departmental and faculty meetings, supervise the writing of minutes and agenda, and make them available to the Department's faculty members;
19. review and, if approved, sign grant proposals, independent study proposals, study abroad proposals, internships, and other documents requiring departmental oversight; and
20. present to the faculty the Department's annual budget request, the final budget granted, and the Department's annual report.

B. Director of Undergraduate Studies for Philosophy

The director of undergraduate studies for philosophy shall be academically qualified in the discipline (see Section IV) and shall be appointed by the Department chair in consultation with the Philosophy Personnel Committee. In consultation with the Chair, the Director of Undergraduate Studies shall:

1. serve as counsel to the Chair and assist in matters relating to Departmental operations relating to the philosophy program and the undergraduate program;
2. represent the Chair in an official capacity when requested by the Chair;

3. coordinate, supervise, and monitor a strong academic program of undergraduate education in philosophy that is responsive to societal needs and student demand, and supportive of the goals of the Department and the University;
4. coordinate consultation and advisement procedures for undergraduate students, prepare and distribute information describing requirements of the undergraduate programs, fellowship grants, awards and opportunities available to undergraduate students in the Department; serve as the Departmental contact with the East Carolina University Career Center to assist in the development and advertisement of career opportunities for Philosophy undergraduates and to recruit applications from Philosophy students for the positions available; and,
5. serve on the College Undergraduate Council

C. Director of Undergraduate Studies for Religious Studies

The director of undergraduate studies for Religious Studies will be the director of Religious Studies. The director of Religious Studies will be academically qualified in the discipline (see Section IV of this code) and appointed by the dean of the College, following a recommendation of the Religious Studies faculty members. The director of Religious Studies will be appointed by the dean of the College, following a recommendation of the Religious Studies faculty members. The duties of the director of Religious Studies are specified in the Religious Studies Program Governance.

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 and masters). 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 for additional details on responsibilities and qualifications of each Program Director and to Section V for responsibilities and member qualifications of Curriculum Committees.]

Section V COMMITTEES OF THE UNIT

Faculty Manual [Part IV](#) states:

If the code unit is a department and the department contains separate disciplines, some or all of the responsibilities of the code unit may separately be performed by the faculty members of each discipline.

Consistent with the above statement, the Department of Philosophy and Religious Studies will conduct separate discipline-specific processes for personnel, curriculum, assessment, and other issues. [Refer to this code Section IV entitled Curriculum Oversight and Program Coordination for additional information.]

A. Standing Committees

1. Curriculum Committees

The Curriculum Committee in each discipline is responsible for developing the curriculum of its program of instruction, presenting proposed changes through the curriculum review process, and implementing such changes. Membership of the Philosophy Curriculum Committee shall consist of three academically qualified (see Section IV of this code) members of the Philosophy faculty determined by a vote of that faculty. Membership of the Religious Studies Curriculum Committee shall consist of the Religious Studies faculty in the Department. The members of each Curriculum Committee will elect a chair of the Committee. The chair of the Philosophy Curriculum Committee shall recommend proposals for curriculum changes to the academically qualified Philosophy faculty for approval by majority vote. The chair of the Religious Studies Curriculum Committee shall recommend proposals for curriculum changes to the Religious Studies Committee who are academically qualified in the discipline (see Section IV of this code) for approval by majority vote.

2. Religious Studies Program Committee

The Religious Studies Program Committee is made up of members selected according to the current Religious Studies Program Governance (available in the Department main office).

3. Assessment Committees

The separate Assessment Committee of each discipline will devise a means of assessing their degree programs and contributions to general education results in a form approved by the University. The Philosophy Assessment Committee will operate in conjunction with all faculty members who teach courses with the PHIL prefix. The Religious Studies Assessment Committee will operate in conjunction with all faculty members who teach courses with the RELI prefix. Membership of each Assessment Committee will consist of at least three faculty members in the respective discipline and will be determined by a vote of the discipline's faculty. The membership of each Assessment Committee will elect a chair.

4. Quorum and Voting

A quorum for standing and ad hoc committees shall be a majority of the membership of the committee. Actions of standing and ad hoc committees require a majority vote of the members present.

5. Responsibilities of Committee Chairs

Chairs of standing and ad hoc committees shall notify the Department chair of their committee's actions. When appropriate, the department chairperson shall forward committee recommendations to the relevant and qualified faculty or faculties for approval by majority vote at a scheduled meeting.

B. Personnel, Tenure, and Promotion Committees

1. Committees Concerned with Personnel Matters

Membership on, and actions of, the Philosophy Personnel, Tenure, and Promotion Committees, and the separate Religious Studies Personnel, Tenure, and Promotion Committees, shall be governed by the *Faculty Manual*, [Part IV](#) and [Part IX](#). The department chair is excluded from membership on Personnel, Tenure, and Promotion Committees, as are all faculty and full-time administrators who do not meet eligibility requirements in [Part IX](#).

Chairs of the Personnel Committees: The chair of each discipline's Personnel Committee shall be a tenured faculty member elected annually by the Personnel Committee. The chairs of each committee shall preside at all meetings of the Personnel, Promotion, and Tenure committees, and shall be responsible for calling meetings of such committees, obtaining and distributing materials to be used during the committees' deliberations, ensuring that valid votes are taken, communicating the results of such votes to the appropriate faculty member and to the Department chair, and performing other duties as designated by this code and the *Faculty Manual*. The Director of Undergraduate Studies from Philosophy may not serve as chair of the Personnel Committee.

- a. Personnel Committees: The separate Personnel Committees defined in this code shall fulfill the requirements of *Faculty Manual*, [Part IX](#) for their respective disciplines. Each discipline's Personnel Committee shall consist of the department's voting faculty members who have been at or above the rank of Assistant Professor for at least one year provided that at least 2/3 of the resulting committee is permanently tenured. The members of each Personnel Committee may elect one or more voting faculty members with permanent tenure from the other discipline to serve on the committee for a particular personnel action. Each discipline's Personnel Committee may elect search committees to fulfill the responsibilities of soliciting and screening applicants and recommending candidates to the Committee for initial appointments.
- b. Tenure Committees: The separate Tenure Committees defined in this code shall fulfill the requirements of *Faculty Manual*, [Part IX](#) for their respective disciplines. Each discipline's Tenure Committee shall consist of the tenured faculty in the discipline. The committee shall operate in accordance with *Faculty Manual*, [Part IX](#).
- c. Promotion Committees: The separate Promotion Committees defined in this code shall fulfill the requirements of *Faculty Manual*, [Part IX](#) for their respective disciplines. The membership of each discipline's Promotion

Committee shall consist of the tenured in the discipline holding rank at least equal to the rank for which the candidate is being considered.

- d. Performance Review Committee: All tenured faculty members in the Department will undergo performance (post-tenure) review on a five-year cycle. The review process occurs at a fixed time for all tenured faculty members. In each discipline, the performance (post-tenure) review process will be conducted by a Performance Review Committee. The Committee will be established by the discipline's Tenure Committee members and composed of a minimum of three faculty members and one alternate from the permanently tenured voting faculty of that discipline (*Faculty Manual, Part IX*) not holding more than 50 per cent 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 members may review their own credentials in this process or the credentials of someone to whom they are related (see definition of voting faculty in the *Faculty Manual, Part IX*). The Tenure Committee members of each discipline may elect one or more voting faculty with permanent tenure from the other discipline to serve on the Performance Review Committee for one academic year. Faculty reviews will be carried out in accordance with the *Faculty Manual, Part IX* and the Department's standards set forth in Section VI.C. of this document.

C. Ad hoc Committees

Ad hoc committees for the Department will be created, as needed, by the Department chair or the Department faculty. Membership on ad hoc committees of the full Department will be determined as follows: The Department chair shall nominate members, who will be confirmed by majority vote of the Department's voting faculty. The members of the ad hoc committee will elect a chair. In all such cases, additional nominations may be made from the floor by Department faculty members. For ad hoc committees that relate only to philosophy, or only to religious studies, the respective Directors of Undergraduate Studies shall provide a slate of committee members to the faculty, seek nominations from the floor, hold elections, and then make recommendations to the Department chair, who will make the appointments.

SECTION VI: EVALUATION OF THE FACULTY

A. Tenured and Probationary Faculty

The University is committed to recruiting, retaining, and developing faculty members who are highly accomplished in teaching and scholarship, including research and creative activities and obtaining external grants. Assistant professors must have a terminal degree or appropriate alternate credentials as determined by the Personnel Committee. Accordingly, all tenured and probationary (tenure-track) faculty members are expected to undertake research and creative activities that align with the institution's mission, engage students in effective ways, and advance their respective academic disciplines. 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.

1. Procedures and Criteria for Annual Evaluation

In the spring semester of each academic year, at a time announced a month in advance by the chair, individual faculty members shall provide evidence of their accomplishments for the year in three categories: a) instructional/advising effectiveness, b) research/creative activity, and c) professional service. The chair shall formulate an evaluation of each faculty member in accordance with the *Faculty Manual*, [Part VIII](#).

Permanently tenured and probationary-term faculty are expected to contribute in the areas of teaching, research (including grants), and service, and they will be evaluated on their performance in those three areas.

For tenured and probationary faculty, the relative weights assigned to teaching, research, and service in the annual evaluation will be determined annually by the Chair in consultation with each faculty member. Workload allocations shall adhere to the prescription of [Part VIII](#) of the *ECU Faculty Manual*.

The annual evaluation 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, namely, 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.

a. Instructional/Advising Effectiveness

General consideration: The primary expressions of instructional and advising effectiveness consist of: (1) articulating salient aspects of an area of philosophy or religious studies, as appropriate, rigorously yet accessibly, whether in or out of the traditional classroom setting; (2) academic advising; and (3) other contributions toward the University's fundamental mission of transmitting knowledge, including participation in curriculum development where academically qualified. Besides these general considerations, other considerations for evaluating instructional effectiveness include, but are not limited to:

- participation in course, curriculum, and/or program development where academically qualified
- participation in achieving the unit's program goals for instructional and advising effectiveness
- academic advising of majors, minors, or other students
- instruction and advisement of students in independent research, directed studies, Honors theses, and internships

- performance of meaningful assessment in accordance with University policies
- instructional innovation
- attendance at teaching-related workshops and presentations
- peer evaluations of teaching
- direction of a study-abroad program or other form of engaged learning
- creation of appropriate, lucid, and well-written course objectives, requirements, syllabi, etc.
- development of pedagogical materials
- student evaluations of instruction using university-approved methods
- publication of a textbook or article primarily on teaching the disciplines of philosophy or religious studies, as appropriate
- publication of textbook reviews
- securing funding for instructional activities, when available and appropriate

b. Research/Creative Activity:

In this category of faculty evaluation, Philosophy and Religious Studies have established separate general considerations, as follows.

Philosophy

For the discipline of philosophy, research consists of (1) rigorous examination aimed at the discovery and interpretation of knowledge, revision of accepted theories, creation of new theories in light of new knowledge, or practical application of such new and revised theories; (2) disseminating such discovery, interpretation, or revision through refereed scholarly publications or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses; (3) presenting the results of scholarly inquiry at professional meetings. Both the length and the quality of published work shall be considered. Other research considerations shall include: grants applied for and/or awarded in support of the candidate's research program; fellowships; papers published in conference proceedings; and other publications (e.g., editing a collection of scholarly articles for a reputable scholarly press). Papers read at professional meetings, while often important, shall usually warrant less consideration. In addition, since the following items require a long time from inception to completion—normally including such phases as preparation, submission, review, revision, acceptance, and publication—credit may be awarded during the time of preparation. However, greater credit will be awarded at the time of the item's completion, normally defined as the time of publication or presentation. Items that may receive partial credit prior to publication include:

- Article in a journal or other professional publication
- Book or a chapter in a book
- Scholarly, critical book review in a journal or other professional publication
- Paper or an abstract in proceedings of professional association
- Paper or an abstract presented at a meeting of a professional association

- Research grant or contract; fellowship

Items that do not take as long from inception to completion will be awarded credit at the time of completion only, normally defined as the time of doing the activity. These include:

- Panelist, commentator, or discussant at a professional meeting
- Purely descriptive book review in journal or other professional publication

Religious Studies

For the discipline of religious studies, research consists of systematic inquiry using the methods of Religious Studies or related disciplines that focus on topics concerning religion (such as the Sociology of Religion or the Anthropology of Religion) to discover new knowledge and to represent and communicate that knowledge to professionals in the field through publications. Standard forms of highly valued scholarship in the discipline include, but are not limited to: analyses of sacred texts; critical studies of religious history or biography; translations; descriptions and analyses of religious practices or ideas; interdisciplinary studies of the relationship between religion and diverse areas of culture; analyses and revisions of theories in the discipline; and the development of new theories about religious phenomena. Excellence in research is demonstrated by the regular publication and communication of new knowledge. In the annual evaluation, both the length and the quality of published work shall be considered.

The most highly valued forms of publication include the following

- authored or co-authored books subject to peer review by reputable scholarly presses,
- articles in respected peer-reviewed journals,
- chapters in peer-reviewed edited books published by reputable scholarly presses,
- translations in books or journals,
- standardized peer-reviewed digital scholarship,
- externally funded research grants, fellowships, and other support for scholarship
- critical editions of significant texts,
- edited or co-edited books,
- papers presented at professional conferences,
- invited scholarly lectures.

Other significant scholarly work of lesser recognized value includes:

- abstracts or chapters in conference proceedings,
- book reviews, and
- contributions to encyclopedias or dictionaries

Credit will be assigned by the chair for documented progress on ongoing works that take a long time to produce, including especially books, translations, standardized peer-reviewed digital projects, and longitudinal studies.

Items that do not take as long a time from inception to completion will be awarded credit at the time of completion only, normally defined as the time of doing the activity. These include:

- Panelist, commentator, or discussant at a professional meeting
- Purely descriptive book review in journal or other professional publication

c. Service

General considerations: Service consists of the effective performance of formal or informal assignments or activities for the Department, College, University, the community at large, and the profession. Examples include:

- Department: Participating in department committees as specified by the Unit Code, administrative duties, and special assignments from the chair.
- College: Participating in college-level committees and assignments.
- University: Participating in university-level administrative or Faculty Senate committees and assignments.
- Community: Participating in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies.
- Profession: Participating in service functions of professional organizations, especially as an officer; service on editorial boards of journals or other professional publications, writing or editing books or resource manuals that are compilations of previously available materials (whereas books or resource materials that advance or make a significant contribution to the discipline or contain a significant amount of original research material shall count as research); referee for a journal or other professional publication; or perform other forms of professional service recognized by national and international peers.

2. Early Permanent Tenure and Initial Appointments with Tenure

In the Department, requests for early permanent tenure and initial appointments with permanent tenure shall be treated according to the policies and procedures listed in the *Faculty Manual* [Part IX](#).

3. Procedures and Criteria for Initial Appointment of New Faculty

When a new faculty position becomes available in either Philosophy or Religious Studies, the relevant Personnel Committee shall by majority vote determine an area of specialization. The department chair shall then solicit applications for the position and shall forward the files of all applicants to the chair of the relevant Personnel Committee. That Personnel Committee shall review the applications

and vote to recommend applicants for appointment in accordance with the policies and procedures of the *Faculty Manual*, [Part IX](#).

4. Procedures and Criteria for Reappointment, Promotion, and Tenure Evaluation in Philosophy

Reappointment, promotion, and tenure in Philosophy are granted by East Carolina University on the recommendation of the Philosophy Tenure and Promotion Committees, the Department chair, the dean of the College, the University provost, and the University chancellor. The following criteria express multiple specific requirements for positive recommendations by the Philosophy Tenure and Promotion Committees. The Committees' positive recommendations are neither necessary nor sufficient for the University's granting reappointment, promotion, or tenure.

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 Promotion Committee should follow the provisions of [Part IX](#) of the *Faculty Manual*.

Personnel review processes 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, namely, 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.

Reappointment for probationary faculty shall be recommended by the Tenure Committee based on the candidate's record of timely progress toward satisfying the criteria for tenure and promotion to associate professor described below.

a. Teaching

Effective teaching in philosophy is one of the requirements for a positive recommendation for tenure and promotion.

i. Evaluation of Teaching

The teaching of all faculty members is evaluated annually by the Department chair. The chair reviews student opinions of the quality of instruction, instructional materials, innovations in teaching and advising, and improvement of the quality of instruction (see this code Section VI.A.1 above). For probationary faculty members, teaching is evaluated also in the annual progress toward tenure letter. The progress toward tenure letter is prepared by the chair in consultation with the tenured faculty members of the relevant discipline, whose evaluation of the teaching of probationary faculty members is based on the chair's annual evaluations and on peer observations.

ii. Tenure and Promotion to Associate Professor

To receive a positive recommendation for tenure and promotion to Associate Professor, the candidate must demonstrate consistent achievements of high quality in teaching. Criteria include:

- Annual evaluations from the Department chair that demonstrate an overall high quality of instruction
- Satisfactory overall results from peer observations
- Course objectives, requirements, procedures, grading policies, student surveys, and instructional materials that demonstrate an overall high quality of instruction

iii. Promotion to Professor

Criteria for effective teaching for promotion to the rank of Professor include:

- Annual evaluations from the Department chair for the three years preceding the Committee's recommendation that demonstrate an overall high quality of instruction
- Course objectives, requirements, procedures, grading policies, student surveys, and instructional materials that demonstrate an overall high quality of instruction
- Demonstration of an active and effective role in the development of the curriculum and programs of the Department where academically qualified. Examples include: re-working and improving existing courses, creating or aiding in the creation of new courses, recruitment of new majors, and participation in College- or University-wide efforts to implement new programs or initiatives. [See Section IV of this code for additional information regarding curriculum oversight and program coordination.]

b. Research

Research productivity in philosophy is one of the requirements for a positive recommendation for tenure and promotion. Overall positive external reviews of the quality of research are an additional requirement for a positive recommendation for tenure and promotion. External reviewers must have a publication record that demonstrates expertise in the candidate's area of specialization. Potential external reviewers will be disqualified if there is evidence of a personal or professional connection that would result in bias.

i. Permanent Tenure

The candidate's publications, which are the primary indicator of research productivity, must reflect a significant and developing research agenda in the areas of specialization. The publications must be of high quality in content, and reveal consistent research efforts. They should take the form

of articles published in the discipline's reputable refereed journals; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, University presses, scholarly societies, or other presses held in high regard by the scholarly community. Success in the acquisition of extramural research funding will receive consideration.

Papers read at professional meetings and their associated published abstracts shall warrant less consideration. Scholarly activities that are completed while a member of ECU, and in rank, will afford more consideration than those produced prior to appointment. A substantial portion of this work should have been conducted primarily while the candidate was in rank as a member of ECU. The relative role of the candidate in particular scholarly activities will be considered. Evaluation of the quality and quantity of the candidate's corpus by specialists at other institutions shall be used in the evaluation, as may other indications of quality such as citations and prestigious awards

ii. Promotion to Professor

The research productivity criteria for promotion to Professor include the substantial and continuing productivity described above for permanent tenure. In addition: The candidate must have earned sustained national recognition in the discipline or specialization, principally through articles published in the discipline's refereed journals; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, University presses, scholarly societies, or other presses held in high regard by the scholarly community. In addition to the evidence of the publications themselves, evidence of such recognition includes grants received, references to the candidate's work in the research publications of peers, favorable reviews published in learned periodicals, or prestigious awards bestowed in honor of the candidate's work. Evaluation of the quality and quantity of the candidate's corpus by specialists at other institutions shall be used in the evaluation. Candidates for promotion to the rank of Professor will normally have held the rank of Associate Professor for five or more years. Candidate evaluation is the responsibility of the Promotion Committee (see *Faculty Manual* [Part IX](#)).

c. Service

Effective service to any or all of the Department, the Philosophy Club, the College, the Faculty Senate, the University, or external professional organizations, is one of the requirements for positive recommendations for tenure and promotion.

5. Procedures and Criteria for Reappointment, Promotion and Tenure Evaluation in Religious Studies

Reappointment for probationary faculty shall be recommended by the Tenure Committee based on the candidate's record of timely progress toward satisfying the criteria for tenure and promotion to associate professor described below. A positive recommendation for tenure shall be accompanied by a positive

recommendation for promotion to the rank of associate professor in religious studies.

Personnel review processes 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, namely, 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 candidate's overall trajectory at a given stage of their development is of greatest significance.

a. Teaching

Effective teaching in religious studies is required for positive recommendations for tenure and promotion.

i. Evaluation of Teaching

The teaching of all faculty members is evaluated annually by the Department chair. The chair reviews student opinions of the quality of instruction, instructional materials, innovations in teaching and advising, and improvement of the quality of instruction (see above, VI.A.1). For probationary faculty, teaching is also evaluated in the annual progress toward tenure letter. The progress toward tenure letter is prepared by the chair in consultation with the tenured faculty members of the relevant discipline, whose evaluation of the teaching of probationary faculty members is based on the chair's annual evaluations and on peer reviews.

ii. Tenure and Promotion to Associate Professor

A positive recommendation for tenure requires that candidates have become effective instructors, as measured by peer evaluations, students' evaluation of instruction, the chair's assessment of instructional materials, and other evidence.

iii. Promotion to Professor

The teaching and advising criteria for promotion to Professor include those for promotion to Associate Professor (see above). Additional criteria include, but are not limited to, the following: a) Leadership achievements in curriculum and program development, when academically qualified. b) Leadership achievements in the enhancement of teaching effectiveness. c) Leadership achievements in the enhancement of advising effectiveness. d) Mentoring role with probationary-term faculty regarding advancement of teaching and advising effectiveness, and e) Leadership in promoting student success

b. Research

A positive recommendation for tenure and promotion requires strong research productivity in religious studies and positive external reviews of the quality of research.

i. Research Productivity

Research in religious studies is expected to result in publication of articles, chapters, books, or other scholarly products, as specified above in the religious studies section of Research/Creative Activities under the Annual Evaluation section. Further considerations, not necessarily in order of importance, for measuring scholarly excellence include the following:

- The candidate must demonstrate ongoing research productivity with peer-reviewed publications, scholarly presentations, and other works communicating new knowledge.
- The candidate's research must be published in peer-reviewed academic venues—journals, edited volumes, multi-authored volumes—that are reputable and of high quality or, in the case of digital scholarship, must be subjected to standardized peer review processes such as those defined by the American Academy of Religion or the American Historical Association.
- Since religious studies is intrinsically interdisciplinary, candidates may publish scholarship that employs diverse approaches and methodologies and engages in cross-disciplinary inquiry; thus, they may publish in venues associated with a range of academic fields depending upon the disciplinary focus of a particular piece of research.
- Respected forms of scholarship include analysis of sacred texts, critical studies of religious history or biography, translations, critical editions, descriptions and analyses of religious practices, ideas, interdisciplinary studies of the relationship between religion and diverse areas of culture, analysis and revisions of theories in the discipline, the development of new theories about religious phenomena, and the creation and maintenance of digital databases and websites that create and communicate new knowledge about religious themes.
- Faculty members in religious studies routinely publish scholarly monographs, refereed single-authored books. If the book is based on the candidate's PhD dissertation, it should show significant revisions with respect to the dissertation.
- Extramural grant funding and fellowships provide an important indication of the quality of a scholar's research agenda.
- Candidates will present their research at regional, national, and international conferences and through invited lectures.
- Candidates may contribute entries to encyclopedias or dictionaries.
- Credit for co-authored or co-edited works will be proportional according to the scholarly contribution to the project.
- Candidates may edit or co-edit volumes or journals.

ii. Tenure and Promotion to Associate Professor

Candidates for tenure and promotion to associate professor must demonstrate strong achievement in research by establishing a body of published scholarship in academic journals, presses, or peer-reviewed

platforms and making significant efforts to apply for extramural funding. No fixed number of publications will entitle a candidate to a positive recommendation for tenure and promotion to the rank of associate professor. Instead, candidates must publish an array of peer-reviewed works as listed above in reputable venues that in the judgment of the Tenure Committee balances quantity and quality and demonstrates that the candidate is clearly on a trajectory to maintain an active and successful research program. The totality of a scholar's productivity should be considered in the evaluation of their research record.

External reviewers shall be selected by the religious studies Personnel Committee in accordance with the *Faculty Manual*, [Part IX](#). External reviewers must have a publication record that demonstrates expertise in the candidate's area of specialization. Potential external reviewers will be disqualified if there is evidence of a personal and/or professional connection that could result in bias.

iii. Promotion to Professor

Candidates for promotion to professor must demonstrate excellence in research by establishing a body of published scholarship in academic journals, presses, and other peer-reviewed platforms and achieving success in extramural funding and/or prestigious fellowships. The candidate for promotion to professor must demonstrate ongoing research activity in religious studies that exceeds the volume and quality of scholarship created during the candidate's probationary period. They should have established and sustained a national and/or international reputation as a leading authority in a field of the discipline. No fixed number of publications will entitle a candidate to a positive recommendation for promotion to the rank of professor. Instead, candidates must publish an array of peer-reviewed works as listed above in reputable venues that in the judgment of the Promotion Committee balances quantity and quality and demonstrates the likelihood that the candidate will maintain an active research program. The totality of a scholar's productivity should be considered in the evaluation of their research record.

External reviews shall be selected by the religious studies Personnel Committee in accordance with the *Faculty Manual*, [Part IX](#)). External reviewers must have a publication record that demonstrates expertise in the candidate's area of specialization. Potential external reviewers will be disqualified if there is evidence of a personal connection that would result in bias.

c. Service

Effective service to the Department, the Religious Studies Club, the College, the Faculty Senate, the University, or external organizations, is one of the requirements for positive recommendations for tenure and promotion. While service expectations beyond the department are limited for tenure, effective contributions beyond the department are expected at the time of promotion to Professor.

B. Fixed-term Faculty Members

This section includes procedures and criteria for both philosophy and religious studies regarding: (1) annual evaluations of fixed-term faculty members; (2) all personnel actions and performance evaluations related to new appointment; and (3) evaluations for advancement in title.

1. Procedures and Criteria for Annual Evaluation

The procedures and criteria for annual evaluations of fixed-term faculty members are the same as for tenure and probationary (tenure-track) faculty members (see V.A.1. above), with the following exceptions: part-time fixed-term faculty members with no research assignments are evaluated solely in the category of instructional/advising effectiveness, unless an agreement for evaluation of service is contained in the fixed-term faculty member's contract. Full-time fixed-term faculty members with no research assignments are evaluated in the categories of instructional/advising effectiveness and service, as reflected in their contracts. The workload assignments of fixed-term faculty members will be specified in their employment letters.

2. Procedures and Criteria for New Appointment

The respective disciplines' Personnel Committees shall hold timely meetings in the spring semester to vote on their recommendations concerning the new appointment of fixed-term faculty members. If requested by the relevant Personnel Committee, fixed-term faculty member should submit a portfolio to the Personnel Committee and the unit administrator prior to the unit administrator and the Personnel Committee considering a new appointment. The portfolio should contain information that demonstrates the effectiveness of the fixed-term faculty member in fulfilling the responsibilities specified in the letter of appointment. The contents of the portfolio should include information related to the job duties of the fixed-term faculty member. Advice will be solicited from the chair concerning performance and departmental needs. For each fixed-term faculty member, the committee shall recommend either subsequent appointment or that the Department chair request permission from the dean of the College and the Vice Chancellor for Academic Affairs to advertise the position for the coming year. The primary criteria for new appointment shall be the considerations listed above for instructional/advising effectiveness and, where appropriate, service. The faculty member's positive research progress in recently preceding years may be considered also, though only as supporting a positive recommendation for new appointment.

3. Procedures and Criteria for Advancement in Title

Only full-time fixed-term faculty who have served at least five years with the title of Teaching Assistant Professor are eligible to be considered for advancement in title. Eligible fixed-term faculty will be considered for advancement in title at the time of their new appointment if nominated by a member of the relevant Personnel Committee. Fixed-term faculty members under consideration for advancement in title shall be evaluated on the basis of the duties specified in their contracts. Advancement in title for fixed-term faculty does not require research activity when fixed-term faculty have no contractual requirement to engage in research activities.

Criteria for advancement in title to Teaching Associate Professor include:

- Annual evaluations from the Department chair from the five years preceding the committee's recommendation that demonstrate an overall high quality of instruction and service
- Course objectives, requirements, procedures, grading policies, student surveys, and instructional materials that demonstrate a high quality of instruction

Activities that further the mission of the Department or the University that fall outside the specified contractual duties of the faculty member shall also count favorably toward advancement in title.

Criteria for advancement in title to Teaching Professor include:

- Annual evaluations from the Department chair from the five years preceding the committee's recommendation that demonstrate an overall high quality of instruction and service
- Course objectives, requirements, procedures, grading policies, student surveys, and instructional materials that demonstrate a high quality of instruction
- Demonstration of an active and effective role in the development of the curriculum and programs of the Department, where academically qualified. Examples include: re-working and improving existing courses, creating or aiding in the creation of new courses, recruitment of new majors, and participation in College- or University-wide efforts to implement new programs or initiatives

Activities that further the mission of the Department or the University that fall outside the specified contractual duties of the faculty member shall also count favorably toward advancement in title.

C. Procedures and Criteria for Performance (Post-Tenure) Review Evaluations

Performance (Post-Tenure) Review will be conducted in accordance with the approved departmental policies as stated in *Faculty Manual*, [Part IX](#) and *Philosophy and Religious Studies Performance Review of Tenured Faculty* (approved December 2017 and available in the Department main office).

Section VII PROCEDURES FOR MEETINGS WITHIN THE UNIT

Faculty meetings shall conform to University policies. The chair shall announce all regular faculty meetings at least seven calendar days before the meeting. Faculty members are required to attend departmental faculty meetings unless excused by the chair. Special meetings require two business days' notice. The Department chair, the chairs of the respective Personnel Committees, the director of undergraduate studies for philosophy, the director of religious studies, or a majority of the members of the faculty may call regular or special meetings of the faculty. The chairs of any committee or a majority of the members of any committee can call a meeting of that committee. In all cases, the party calling for a faculty meeting or a special faculty meeting will make a reasonable effort to accommodate the scheduling conflicts of faculty members. If no faculty member objects, a mail or electronic mail vote in lieu of a formal meeting can be conducted (excluding personnel actions and unless otherwise specified or prohibited by the [Faculty Manual](#)).

The chair (or a designated representative) shall preside at all regular and special departmental faculty meetings. A quorum shall consist of a majority of full-time members of the Department's faculty who are not on leave. The most recent edition of *Robert's Rules of Order* will determine the operation of Department meetings, unless the [Faculty Manual](#) states otherwise.

The chairs of the standing committees shall announce meetings to the members at least five business days before the meeting. In the absence of the chair of a standing committee, the faculty member senior in years of service to East Carolina University shall preside. Committee chairs or a designated committee member shall keep the minutes of standing committee meetings.

Section VIII VOTING BY FACULTY MEMBERS

Faculty vote of approval or disapproval of the Department's Southern Association of Colleges and Schools (SACS) reports, program evaluations, major planning documents, and all other assessments of unit or university operations, for example evaluation of administrative officials, shall be conducted according to the [Faculty Manual](#). Voting faculty, as defined in this code Section II.B., shall be eligible to vote on all matters, with the following exceptions: personnel matters; unit code revisions; graduate matters; and other areas explicitly restricted by the [Faculty Manual](#) to specific subsets of the faculty. All votes in personnel processes will be conducted by secret ballot.

Votes will be conducted in accordance with the most recent edition of *Robert's Rules of Order* and the *Faculty Manual*, where appropriate. Any voting member can request that a vote be conducted by secret ballot. A majority vote of approval will be required for any motion to be approved.

Section IX BUDGET AND ANNUAL REPORT

A. Annual budget request

The chair shall prepare and manage the departmental budget and all other funds assigned to or belonging to the unit. The chair allocates funds for professional travel and determines the utilization of resources, including physical facilities. Provided that the department has received its budget for the year, at the beginning and at the end of the academic year, and within a working day of its being requested by a tenured or probationary (tenure-track) member of the department, the chair will present the department budget to the faculty for discussion.

B. Annual report

The chair shall prepare an annual report and present it to the dean and to the faculty members of the Department.

Section X AMENDMENT PROCEDURES

Proposed amendments to this Code may be offered by any permanently tenured member of the Department. Such proposals must be submitted in writing at least 30 calendar days before consideration in a meeting of the permanently tenured members of the Department. Approval requires a majority vote of the permanently tenured members of the Department. Amendments will become effective when ratified by the Unit Code Screening Committee of the Faculty Senate, the Faculty Senate, and the Chancellor of East Carolina University, according to the Faculty Manual, Part IV. Code amendment procedures must follow the most recent edition of Robert's Rules of Order.

This code will become effective when ratified by the majority of the permanently tenured faculty members of the Department, the Unit Code Screening Committee of the Faculty Senate, the Faculty Senate, and the Chancellor of East Carolina University, according to the Faculty Manual, Part IV.

Revised: October 24, 2018

Approved by the tenured faculty of the Department of Philosophy and Religious Studies:
November 9, 2018

Submitted to dean: December 14, 2018

If changed, reapproved by tenured faculty: -----

Reviewed/recommended by Faculty Senate Unit Code Screening Committee:
February 19, 2020

Approved by the East Carolina University Faculty Senate:

Approved by East Carolina University Chancellor/or designee:

Criteria for Graduate Faculty Appointments
Department of Philosophy and Religious Studies
Harriot College of Arts and Sciences

The ECU Faculty Manual, Part II, Section IV, the ECU Faculty Manual defines the policies relating to five types of membership to the graduate faculty. They are: (1) graduate faculty member, (2) associate graduate faculty member, (3) graduate teaching faculty member, (4) ex-officio graduate faculty member, and (5) adjunct graduate faculty member. That document suggests each code unit may define additional discipline-specific criteria for appointment to the relevant ranks, if the code unit elects to do so. This policy defines specific criteria for Graduate Faculty Member status and Associate Graduate Faculty Member status in the Department of Philosophy and Religious Studies.

Graduate Faculty Members: Faculty recommended for appointment as Graduate Faculty Members will meet the following criteria:

- For philosophy, a PhD in Philosophy; for religious studies, a PhD in Religious Studies or an appropriate terminal degree in related disciplines.
- Have a record of five years or more of continuing research activity of sufficient quality and quantity as indicated by (but not limited to) publications in appropriate refereed journals, books, proceedings, etc., presentations at relevant professional meetings, internal and external grants, or other appropriate products of discovery.
- Have a record of five years or more of continuing teaching effectiveness and supervision of discovery at the graduate level as indicated by (but not limited to) the following: student SOIS scores, student products as presentations, publications, and grants, supervision of student research and/or teaching, and service on or direction of student thesis or dissertation committees.
- Have a record of five years or more of continuing participation in the department, college, university, and the profession as indicated by (but limited to) service on committees and task forces related to graduate studies; participation in graduate curriculum development; and student recruitment.

Associate Graduate Faculty Members: Faculty recommended for appointment as Associate Graduate Faculty Members will meet the following criteria:

- For philosophy, a PhD in Philosophy; for religious studies, a PhD in Religious Studies or an appropriate terminal degree in related disciplines.
- Have a record of continuing research activity of sufficient quality and quantity as indicated by (but not limited to) publications in appropriate refereed journals, books, proceedings, etc., presentations at relevant professional meetings, internal and external grants, or other appropriate products of discovery.
- Have a record of continuing teaching effectiveness and supervision of discovery at the graduate level as indicated by (but not limited to) the following: student SOIS scores, student products as presentations, publications, and grants, supervision of student research and/or teaching, and service on student thesis or dissertation committees.

- Have a record of a continuing participation in the department, college, university, and the profession as indicated by (but limited to) service on committees and task forces related to graduate studies; participation in graduate curriculum development; and student recruitment.

The current graduate faculty members of the Department of Philosophy and Religious Studies at any time will assess the qualification of other faculty members who apply for status as Graduate Faculty Members and Associate Graduate Faculty Members.

Privileges corresponding to each status, such as the ability to teach graduate courses, serve on thesis and dissertation committees, chair such committees, etc., are defined in Appendix F. Any issue not resolved by this policy will be settled in terms of Appendix F.

Appointments are for five years. To hold, change or retain graduate faculty status, a faculty member should meet the criteria outlined above and submit an "Application for Graduate Faculty Membership" and a current *curriculum vita* to the Chair of the Department of Philosophy and Religious Studies. Other supporting documentation may be submitted for consideration. The Chair will then place the completed application in the main departmental office for review by all Associate Graduate and Graduate Faculty members. All Associate Graduate and Graduate Faculty members who meet the requirements of voting faculty as defined in Section A, Appendix L of the ECU Faculty Manual, minus the candidate, will vote by secret ballot on recommendation for the nomination. Upon recommendation of the graduate faculty of the code unit, the Chair will forward the nomination to the dean of the graduate school.

Religious Studies Program
Governance

Thomas Harriot College of Arts and Sciences, East Carolina University

Approved by the Religious Studies Committee (11/07/2018)

Approved by the Dean, THCAS (11/14/2018)

The Religious Studies Program is an interdisciplinary program in the Thomas Harriot College of Arts and Science. It offers a structured concentration program through the Multidisciplinary Studies degree program leading to a Bachelor of Arts degree. The program encourages research in the field of Religious Studies by faculty members and students and promotes collaborations across disciplines. It also serves the university community and the region by providing public lectures and promoting civil dialogue about issues relating to religion.

The program is designed to promote an understanding of religion as a historical and cultural phenomenon. Program offerings and events neither exclude nor promote any religious tradition or viewpoint. The courses offered will explore religion in its various dimensions—aesthetic, anthropological, ethical, historical, literary, philosophical, political, psychological, and sociological.

I. GOVERNANCE OF THE PROGRAM:

The dean of the College of Arts and Sciences will appoint the director from among the faculty of the College, after receiving a recommendation voted on by the Religious Studies Committee. The director shall:

- Serve as chair of the Religious Studies Committee and provide both leadership and vision for the program,
- Call meetings of the Religious Studies Committee at least once each semester or more often as deemed necessary,
- Propose a semester schedule of courses in collaboration with the faculty members teaching the RELI prefixed courses and in consultation with the department chair,
- Be responsible for the administration of the program to achieve its goals,
- Address student problems with registration,
- Ensure excellence in advising,
- Lead the Religious Studies Advisory Council,
- Promote fundraising and community outreach and engagement,
- Annually, recommend to the unit administrator the appointment of faculty to ad hoc committees, deemed necessary to enhance the program, including curriculum development, strategic planning, student recruitment, assessment, and the organization of any lecture or public event, to ensure an equitable balance of duties.
- Liaise with the dean (including at least one annual meeting), the associate dean for undergraduate studies, the unit administrator of the department in which core Religious Studies faculty members are located, and other constituencies on all relevant matters,
- Manage program budgets under the supervision of the unit administrator,
- Coordinate the work of the program's administrative support,

- Oversee committee and other activities to ensure the efficient operation of the program.” Exercise oversight of the necessary duties of the program and work to ensure equitable balance of duties,
- Maintain records necessary for the smooth operation of the program, and
- Submit an annual report to the College of Arts and Sciences.

II. ORGANIZATION AND OPERATION OF THE RELIGIOUS STUDIES

EXECUTIVE COMMITTEE:

The Committee is made up of faculty members of the Thomas Harriot College of Arts and Sciences, including both core and associated Religious Studies faculty members. The core Religious Studies faculty members have earned PhDs in relevant disciplines and are assigned to teach the RELI prefix as their regular teaching assignment. All core faculty members will be nominated as members of the Religious Studies Committee and appointed by the dean. Associated Religious Studies faculty members may occasionally teach courses with an RELI prefix, but their primary teaching assignments lie elsewhere. Associated members of the committee are faculty members in the College of Arts and Sciences with a professional interest and expertise in the academic study of religion. They can be nominated to join the committee by a majority vote of the existing committee members and appointment by the dean.

The dean of the College of Arts and Sciences, or a representative, shall serve as an ex-officio member with a vote. All the members of the Religious Studies Executive Committee shall have a vote in matters of curriculum development, the program’s sponsorship of events, program policies, planning, assessment documents, and other relevant matters.

Each year, the Committee shall select one student, who is majoring or minoring in Religious Studies, to attend Committee meetings. The student will not have a vote.

III. SECRETARY:

A secretary shall be elected annually by the Committee from among its members to record and distribute the minutes and to conduct such correspondence as the Director shall indicate.

VI. AMENDMENT:

This governance document may be amended by a majority of the members of the Religious Studies Executive Committee present at its announced meeting and final approval of the Dean of the College of Arts and Sciences. Governance procedures should be reviewed and amended, as needed, every five years.