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**UNIT CODE OF OPERATIONS
COLLEGE OF EDUCATION
EAST CAROLINA UNIVERSITY**

1. Approved by the tenured faculty of the Unit
Chair, Unit Code Committee: Cheryl McFadden Date: 3-22-2012

2. Submitted to Dean: Linda Patriarca Date: 3-22-2012

3. If changed, reapproved by tenured faculty
Chair, Unit Code Committee: N/A Date: N/A

4. Reviewed/recommended by Unit Code Screening Committee
Chair: Patricia Anderson Date: 04-02-2012

5. Approved by the East Carolina University Faculty Senate
Chair of the Faculty: Marianna Walker Date: 04-17-2012
Faculty Senate Resolution #12-58

6. Approved by the East Carolina University Chancellor/or designee:
Chancellor: Steve Ballard Date: 04-26-2012 **Effective Date**

CODE OF OPERATIONS OF THE COLLEGE OF EDUCATION

PREAMBLE

This Code allows for faculty participation in and establishes procedures for the unit's internal affairs and is consistent with all applicable appendices of the *East Carolina University (ECU) Faculty Manual* and with the *East Carolina University Policy Manual*.

SECTION I: OBJECTIVES/MISSION

The mission of the College of Education is the preparation of professional educators and allied practitioners, including professionals in business information systems, counseling, electronic media, and librarianship. Significant to this mission is a strong commitment to three important related areas, all of which are realized through partnerships and other endeavors. These three areas are the encouragement and nurturing of professional growth for educators and allied practitioners at all levels and in all areas of the educational endeavor; a continuing emphasis on and support for scholarship and research/creative activity; and service in all areas of professional education. Critical to such commitment are the promotion of effective teaching; staff participation in the improvement of schools; and, in concert with other state agencies, the development and creation of educational policy for North Carolina.

SECTION II: ORGANIZATION/COMPOSITION OF THE COLLEGE OF EDUCATION

The academic programs in the College of Education are organized into departments. All Exempt from the State Personnel Act (EPA) faculty members in the College are affiliated with a department. Each department is a separate administrative component of the College of Education, but the college is the code unit.

The officers of the College of Education include the Dean; the Assistant and/or Associate Deans; the Director of Teacher Education; and the Department Chairs.

The departments that make up the College of Education are: Business and Information Technologies Education; Educational Leadership; Elementary Education and Middle Grades Education; Higher, Adult and Counselor Education; Library Science; Literacy Studies, English Education and History Education; Mathematics, Science and Instructional Technology Education; Special Education, Foundations and Research. Each department is led by a department Chair who is appointed by the Dean of the College of Education upon recommendation from the respective departmental faculty.

In addition to academic programs and departments, the College of Education includes centers and institutes established in accordance with policies and procedures of The University of North Carolina General Administration or by legislative mandate. These centers and institutes are established for specific missions related either to research,

training, or service, or a combination of these objectives, as the College of Education determines such a need.

A. Faculty

1. Definition of the Faculty

The faculty of the College of Education consists of all persons with full-time appointments who hold rank in the College as instructor, assistant professor, associate professor, and professor; all persons with full-time fixed-term appointments in the College of Education; and all persons on semester part-time faculty appointments.

2. Definition of the Graduate Faculty

The Graduate Faculty of the College of Education consists of membership in one of four categories as defined by *Appendix F* of the *ECU Faculty Manual*; the four categories are (1) graduate faculty member, (2) associate graduate faculty member, (3) graduate teaching faculty member, and (4) ex-officio graduate faculty member. See *Appendix F* of the *ECU Faculty Manual* for the criteria and qualifications of each category of membership and for a description of the privileges and responsibilities of each category of graduate faculty membership. Membership in one of these categories is determined by application, recommendation by the respective departmental chair, and affirmation of recommendation by vote of a majority of the College of Education graduate faculty. Appointment to any category of graduate faculty is for five years or for the current contracted term or duration of dissertation/thesis service as indicated on the application. All tenure-track faculty members who hold the appropriate terminal degree for their discipline are deemed to be eligible for the graduate teaching faculty category upon their initial appointments; upon evaluation and contract renewal, this faculty may apply for membership in either the graduate or associate graduate category. See *Appendix F* of the *ECU Faculty Manual* for reappointments, membership of those with administrative assignments, waivers, ex-officio membership, and membership consideration of external thesis and/or dissertation committee members.

3. Definition of Voting Faculty

For all matters in the College of Education, not otherwise defined in this Code, a voting faculty member of the College of Education is defined by *Appendix L (Section A)* of the *ECU Faculty Manual*.

For all personnel matters in the College of Education voting faculty member is defined by *Appendix D* of the *ECU Faculty Manual*.

The Graduate Faculty, as defined in subsection 2 above, may participate and vote on all graduate program issues as defined by Appendix F of the *ECU Faculty Manual*.

The Associate Graduate Faculty, as defined in subsection 2 above, may participate and vote on all graduate program issues except those pertaining to University-wide issues.

The Graduate Teaching Faculty, as defined in subsection 2 above, may participate and vote on all graduate program issues except those pertaining to University-wide issues.

The Ex-Officio Graduate Faculty, as defined in subsection 2 above, may participate and vote on all graduate program issues except those pertaining to University-wide issues.

B. Departments

Departments consist of one or more undergraduate and/or graduate academic programs in the College of Education. Each department has a Chair and may have an Associate or Assistant Chair who are the administrators responsible for managing the functions of the department. In departments where more than one program exists, the Chair, after consultation with the faculty, may recommend program coordinators or directors to the Dean. The Dean appoints program coordinators and directors, who report to the department Chair.

In the event of a proposed reorganization of the College of Education, *Appendix L* of the *ECU Faculty Manual* must be followed.

Committees

1. Department Curriculum Committee

Each department must have a standing curriculum committee. This curriculum committee is composed of elected voting faculty members. The size of the committee is determined by each department with a minimum of three member elected by a simple majority vote. Departments may include students as nonvoting members of curriculum committees.

A department curriculum committee functions as follows:

a. reviews all new courses and course revisions and submits recommendations to the departmental faculty for approval before submission to the College of Education Curriculum Committee;

b. reviews new degree programs and program revisions and submits recommendations to the department's voting faculty for approval before submission to the College of Education Curriculum Committee.

2. Other Committees

a. Department Tenure Committee

Each department in the College of Education has a tenure committee that has membership and functions in accordance with *Appendix D* of the *ECU Faculty Manual*. Departments with insufficient tenured faculty to comprise a full Tenure Committee will follow Appendix D of the *ECU Faculty Manual*.

b. Department Promotion Committee.

Each department in the College of Education has promotion committees for each academic rank that have membership and function in accordance with *Appendix D* of the *ECU Faculty Manual*. Departments with insufficient tenured faculty to comprise a Promotion Committee will follow Appendix D of the *ECU Faculty Manual*.

c. Department Personnel Committee

Each department Personnel Committee is elected and functions according to *Appendix D* of the *ECU Faculty Manual*. Departments with insufficient tenured faculty to comprise a Personnel Committee will follow Appendix D of the *ECU Faculty Manual*.

3. Department Search Committees

In addition to the above committees, each department's personnel committee elects faculty search committees in accordance with *Appendix D* of the *ECU Faculty Manual* when a charge to begin a search is received from the Dean of the College of Education. A departmental faculty search committee is composed of a minimum of three and maximum of five faculty a majority of whom shall be voting faculty from the department. One faculty member may be nominated by the Dean in accordance with *Appendix D* of the *ECU Faculty Manual* and established University policies. A faculty search-committee is responsible for coordinating the search with the Department Chair.

A departmental search committee is responsible for creating an acceptable criterion-based advertisement of the position, ensuring that an appropriate advertisement is published, accepting and screening applications, recommending the applicants to invite for interviews, scheduling interviews, and recommending to the departmental personnel committee candidates to employ. The recommendation of the Personnel Committee is forwarded with the Department Chair's concurrence

or non-concurrence to the Dean. If the Personnel Committee does not identify an acceptable candidate, no recommendations are forwarded to the Chair or Dean.

C. Centers and Institutes

As the College of Education assesses the need for research, training, education, public service, and technical assistance for educational institutions, or as legislative bodies mandate attention to one or more of these needs, the Dean, following consultation with department Chairs and faculty, begins the process to establish a center or institute in accordance with established University of North Carolina and East Carolina University policies. After appropriate approvals are received from the University of North Carolina, the Dean forms a search committee composed according to *Appendix L* of the *ECU Faculty Manual* to advertise, screen, interview and nominate candidates for the position of Director.

The appointed Director of a center or institute is responsible for establishing a mission, setting goals, and planning objectives in accordance with the charge given by the College of Education or by a specific legislative mandate. The Director is responsible for hiring staff, managing a budget, and supervising the center or institute's functions. The Director of a center or institute reports to the Dean of the College of Education.

D. Officers of the College of Education

The Dean, Assistant and/or Associate Deans, Director of Teacher Education, and Department Chairs are responsible for carrying out the administrative responsibilities of the College of Education. In supporting the vision, mission, and strategic direction of the College of Education, each administrative officer has responsibilities as set forth below.

Dean

The Dean is appointed according to the policy: *Appointment and Review of Administrative Officers at ECU*. As the code unit administrator of the College of Education, responsibilities are inclusive of, but not limited to, the following:

- In the area of planning, the Dean solicits faculty and staff input through departmental actions, recommendations of the Advisory Council, and work of the Planning Committee in determining the mission, vision, and strategic direction for the College of Education.
- In the area of personnel, the Dean establishes the department assignment of persons to be employed in the College of Education based on input of the faculty search committee; after receiving the recommendation of the appropriate departmental personnel committee and with the concurrence or non-concurrence of the Department Chair, recommends to the Provost and Senior Vice Chancellor for Academic Affairs personnel appointments, reappointments, non-reappointments, promotions, permanent tenure, leaves of absence, emeritus

status, and salaries; and forwards to the Provost and Senior Vice Chancellor for Academic Affairs, personnel recommendations from Department Chairs and the respective departmental committees.

- The Dean supports and facilitates faculty involvement in curriculum development.
- In the area of budget and resources, the Dean, with input from the faculty through the Advisory Council, Department Chairs, Director of Teacher Education, and Assistant and/or Associate Deans, prepares and submits budget requests to the Provost and Senior Vice Chancellor for Academic Affairs; allocates funds for professional travel to departments, and determines appropriate utilization of physical facilities. In a formal meeting, the Dean reports the total budget to the College of Education faculty annually.
- With input from faculty on individual annual reports, Department Chairs, Director of Teacher Education, and Assistant and/or Associate Deans, the Dean prepares and submits an annual report of the College of Education to the Provost and Senior Vice Chancellor for Academic Affairs and makes a copy of the report available to each faculty member of the College of Education.
- In the area of the code unit's administration, the Dean schedules regular and special College of Education faculty meetings during the academic year. At least one meeting in each academic year will include a full report of the budget.
- The Dean acts on recommendations from Department Chairs for reassigned time for faculty.
- The Dean is responsible for convening the Advisory Council, and making minutes of each meeting available to all members of the College of Education.
- After considering recommendations from appropriate Personnel Committee, the Dean shall appoint Department Chairs, and in conjunction with Assistant and/or Associate Deans, conduct the annual performance evaluation of each Department Chair. The Dean evaluates the administrative performance of each Department Chair using procedures required by the University administration and Faculty Senate.
- After considering recommendations from appropriate Personnel Committees, the Dean shall appoint Assistant and/or Associate Deans and the Director of Teacher Education.
- The Dean annually and systematically collects information from the College of Education faculty on the performance of the Assistant and/or Associate Deans and the Director of Teacher Education. The Dean performs annual evaluations on the performance of those persons.

- The Dean appoints directors of special programs, university-approved centers, and institutes, and coordinators of program areas after receiving nominations from appropriate committees.
- In the area of teacher education, the Dean reports directly to the Provost and Senior Vice Chancellor for Academic Affairs for all actions regarding teacher education at East Carolina University; advises the Provost and Senior Vice Chancellor for Academic Affairs of all matters relating to compliance with state, regional, and national accreditation standards; serves in the role of Certification Officer for East Carolina University; and serves as the chief administrator for teacher education at East Carolina University.
- The Dean seeks approval of the unit's major planning documents, assessment documents, and other major reports of unit operations such as evaluations of administrative officials prior to submission in final form to person(s) outside unit. The Dean also seeks approval by asking departments to contribute reports and documents for their respective programs and by having voting faculty members vote by departments their approval of the final report before it is released to person(s) outside the code unit. A report may be released when a majority of departments approve. A report that pertains only to a single program or group of programs within a department may be released when the majority of voting faculty in that program or programs approve.
- The Dean ensures that the code procedures are followed.

The five-year review of the Dean will be conducted in accordance with Implementation Guidelines for Administrative Reviews.

Assistant and Associate Deans

The Assistant/Associate Deans are appointed according to the policy: *Appointment and Review of Administrative Officers at ECU*. Responsibilities of each Assistant and/or Associate Dean are assigned by the Dean, and are inclusive of, but not limited to, the following:

- Coordinates materials, supplies, classroom assignments, and other needs for the academic programs including activities necessary to implement program and curriculum goals established by the departments.
- Administers budgetary functions for the code unit as directed by the Dean.
- Assists in preparing code unit and university reports.
- Advises the Dean about appropriate ways to use facilities and resources to promote faculty teaching, research/creative activity, and service.

- Supervises physical plant facilities planning and management.
- Coordinates summer school.
- Assists in planning, implementing, and evaluating faculty development and outreach programs within the College of Education.
- Administers faculty credentialing process for the College of Education.
- Assists departments in curriculum revision and development.
- Assists departments in program development, including Requests to Plan New Degree Programs and Requests for Authorization to Establish New Programs.
- Supports departments with matters related to faculty searches, employment, reappointment, promotion and tenure procedures.
- Acts as a liaison for graduate programs with the Graduate School as requested by departments.
- Coordinates efforts to increase faculty awareness of and involvement in external support for research, teaching, and service; in grant proposal conceptualization; and pre-award activities, and budget management.
- Coordinates service initiatives within the College of Education.
- Other responsibilities as assigned by the Dean

The five-year review of the Assistant/Associate Dean will be conducted in accordance with Implementation Guidelines for Administrative Reviews.

Director of Teacher Education

The Director of Teacher Education is appointed according to the policy: *Appointment and Review of Administrative Officers at ECU*. The Director of Teacher Education is evaluated on administrative performance by the Dean. As Director of Teacher Education, responsibilities are inclusive of, but not limited to, the following:

- Serves as Chair of the Council for Teacher Education, communicating all actions of the Council to the Dean of the College of Education for approval and further action.
- Advises the Dean of the College of Education regarding needed policies for admission and retention of pre-service teachers.

- Monitors all approved policies regarding admission and retention of pre-service teachers.
- Is responsible for the design, conduct, and analysis of follow-up studies of students who matriculate from graduate and undergraduate teacher education programs, which include all programs approved by the North Carolina Department of Public Instruction.
- Coordinates preparations for and monitors compliance with the standards and guidelines set forth by the North Carolina Board of Education, the Department of Public Instruction, the National Council for Accreditation of Teacher Education, and other appropriate accrediting agencies.
- Acts on all petitions for exceptions to policies and procedures for teacher education approved by the Council for Teacher Education and the Dean of the College of Education.
- Informs students of due process in resolving problems related to teacher education programs and procedures.
- Is responsible for all procedures to maintain an orderly record keeping system for licensure by the Department of Public Instruction and oversees the implementation of alternative procedures.
- Confers regularly with the coordinator(s) of clinical experiences to ensure the development and implementation of sequential coordinated field experiences, including student internships.
- Other responsibilities as assigned by the Dean.

The five-year review of the Director of Teacher Education will be conducted in accordance with Implementation Guidelines for Administrative Reviews.

Department Chair

A Department Chair is appointed according to the policy: *Appointment and Review of Administrative Officers at ECU*. As an administrator of a department in the College of Education, a Chair's responsibilities are inclusive of, but not limited to, the following:

- In accordance with *Appendix D* of the *ECU Faculty Manual* recommends to the Dean of the College of Education qualifications of persons to be employed.
- Conveys to the Dean of the College of Education concurrence or non-concurrence concerning personnel recommendations of the appropriate department personnel action committees.

- In personnel matters, recommends to the Dean leaves of absence, requests for reassigned time, and faculty salaries, and in accordance with *Appendix D* of the *ECU Faculty Manual*, assumes designated responsibilities as the administrator for the department.
- Informs the Dean of class schedules, teaching assignments, and other matters related to curriculum and instruction.
- Requests an annual budget from the Dean and is responsible for managing the departmental budget, including making a full report of the budget to the departmental faculty in at least one departmental faculty meeting in each academic year.
- Provides leadership in improvement of instruction and in curriculum development and implementation.
- Serves as a member of the Advisory Council, appoints departmental *ad hoc* committees (except search committees), and serves as an *ex-officio* nonvoting member of all departmental committees except personnel action committees.
- Recommends departmental Directors of special programs and departmental Coordinators of program areas to the Dean when appropriate to do so and in accordance with the code unit's organizational structure.
- Evaluates each faculty member with a probationary appointment and each permanently tenured faculty member in the areas of teaching, research/creative activity, service and other assigned duties; shares the evaluation with the appropriate faculty member, and forwards the evaluation to the Dean. (See Section IV.)
- Evaluates fixed-term and part-time faculty.
- Assumes other responsibilities as assigned by the Dean.

The Dean annually evaluates the administrative performance of a Department Chair using established University procedures. Additionally, the five-year review of a Department Chair will be conducted in accordance with Implementation Guidelines for Administrative Reviews. These Guidelines will also be used in the event of a search for a department chair.

In the event of a Chair's departure or removal from office, the Dean shall appoint an Acting Chair. The Acting Chair will assume all the duties of the Department Chair as specified in this Code.

SECTION III: COLLEGE OF EDUCATION COMMITTEES

A. Advisory Council

a. Membership: Membership of the Advisory Council consists of one elected voting faculty member from each department in the College of Education and the department chair from each department. *Ex-officio* members without vote include the Dean, the Assistant and/or Associate Deans, the Director of Teacher Education, and Directors of Centers and Institutes. The Chair of the Advisory Council is elected by the faculty representatives on the Advisory Council from the elected membership of the committee.

b. Term and Method of Election: Each department's voting faculty members shall elect by simple majority a representative for a term of two years. An elected representative may not serve more than two consecutive full terms. An unexpired term will be filled by a representative elected by the department.

c. Duties and responsibilities: The Advisory Council of the College of Education is a body that represents departments, centers, and institutes and advises the Dean on matters related to policies and procedures in the College and in that capacity shall:

a. review and make recommendations concerning policy for the College of Education;

b. review and make recommendations for long-range development for the College of Education;

c. assist in the information management of the College of Education;

d. make recommendations on budgeting matters of the College;

e. make the minutes of each meeting available to all members of the College of Education.

The Advisory Council will meet a minimum of seven times a year. The Dean shall be responsible for establishing a schedule of meetings subject to the approval of the Advisory Council. Any member may call for a special meeting of the Advisory Council, if notification of time and purpose of the meeting is provided to the members seven working days in advance of the meeting date.

B. Standing Committees

1. Code Committee

a. Membership: Membership of the Code Committee shall consist of one permanently tenured or probationary faculty member from each department, and the Dean or designee shall serve as an *ex-officio* non-voting member.

b. Term and method of election: Each department shall elect by simple majority its representative for a term of two years.

c. Duties and responsibilities: The Code Committee shall meet at least once a year to:

1. review the Unit Code of Operations and make necessary revisions. Code revisions are forwarded to and voted on by the permanently tenured faculty of the College of Education prior to submission to the University Code Committee, Faculty Senate and Chancellor for approval.
2. interpret the Code upon request of an administrator or a faculty member when an item is submitted in writing and states in detail the specific area of concern. Any party can appeal to the Chair of the Faculty.

2. Curriculum Committee

a. Membership: Membership of the Curriculum Committee shall be composed of one voting faculty member from each department.

b. Term and method of election: Each department shall elect by simple majority its representative for a term of two years.

c. Duties and responsibilities: The Curriculum Committee shall meet at least twice a semester to review department's submissions for curriculum revisions and new proposed curriculum as follows:

1. review all new courses and course revisions and submit recommendations to the Dean of the College of Education, Council for Teacher Education, ECU Undergraduate Curriculum Committee or ECU Graduate Curriculum Committee, depending on level of curriculum.
2. review new degree programs and program revisions and submit recommendations to the Council for Teacher Education;
3. make the minutes of each meeting available to all members of the College of Education.

3. Diversity Committee

a. Membership: Membership of the Diversity Committee shall be composed of one voting faculty member from each department, and the Dean or designee shall serve as an ex-officio non-voting member.

b. Term and method of election: Each department shall elect by simple majority its representative for a term of two years.

c. Duties and responsibilities: The Diversity Committee shall meet at least twice a semester to:

(1) Promote attitudes that affirm, respect and celebrate diversity;

(2) Maintain and implement a multiyear diversity plan that outlines the diversity activities and expected outcomes for the College of Education, faculty, staff, and students;

(3) Initiate and support activities that assist students, faculty, staff, and community partners with self-awareness, understanding, and appropriate interaction with culturally different and diverse individuals;

(4) Provide leadership to support College of Education compliance of diversity standards for accreditations.

4. Library Committee

a. Membership: Membership of the Library Committee shall be composed of one voting faculty member from each department.

b. Term and method of election: Each department shall elect by simple majority its representative for a term of two years.

c. Duties and responsibilities: The Library Committee is responsible for supervising the expenditure of library funds allocated to the College of Education. The Library Committee shall be responsible for making faculty aware of available library services and library personnel aware of faculty needs.

5. Planning Committee

a. Membership: Membership of the Planning Committee shall be composed of one voting faculty member from each department, and the Dean or designee shall serve as an ex-officio non-voting member.

b. Term and method of election: Each department shall elect by simple majority its representative for a term of two years.

c. Duties and responsibilities: The Planning Committee shall:

(1) conduct, on an ongoing basis, an evaluation to assess the external and internal demands and needs of the College of Education;

(2) develop goals, objectives, and strategies for meeting these demands and needs;

(3) keep the faculty informed and involved in the process of meeting the mission, goals, and objectives. The Planning Committee will report to the Dean of the College of Education at least once a year.

6. Research Committee

- a. Membership: Membership of the Research Committee shall be composed of one voting faculty member from each department, and the Dean or designee shall serve as an ex-officio non-voting member.
- b. Term and method of election: Each department shall elect by simple majority its representative for a term of two years.
- c. Duties and responsibilities: The Research Committee shall meet at least twice a year to:
 - 1) Assess the overall mission and vision of the College of Education Research agenda.
 - 2) Encourage and promote research activities throughout the College of Education.
 - 3) Serve as an advisory council to the Associate Dean for Research, Graduate Studies, and Professional Development for research issues and activities related to the College of Education.
 - 4) Provide leadership to support College of Education research efforts.
 - 5) Disseminate research conducted by College of Education faculty and students.

7. Technology Committee

- a. Membership: Membership of the Technology Committee shall be composed of one voting faculty member from each department, a College of Education instructional technology consultant, an educational technology specialist, the Dean or designee serving as an ex-officio non-voting member, and one staff member.
- b. Term and methods of election: Each department shall elect by simple majority its representative for a term of two years.
- c. Duties and responsibilities: The Technology Committee shall meet at least twice a year to:
 1. Establish the vision and mission of the College of Education in regards to the integration of technology in teaching, research, and service;
 2. Assess, plan, anticipate, and address needs of the unit, including faculty and staff professional development in the use of technology and curriculum integration;

3. Make recommendations to the Council for Teacher Education and the Advisory Council for implementation of technology integration.

C. *Ad Hoc* Committees

Ad hoc committees may be established at any regular or special meeting of the Advisory Council. Motions to establish *ad hoc* committees 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. The committee shall make a report at the end of each semester to the Advisory Council.

D. Election/Selection of Standing Committee Members

1. Election of departmental representatives to College of Education standing committees will be made in the first departmental meetings.
2. No faculty member will be required to serve on more than two College of Education committees. An elected representative may not serve more than two consecutive terms.

E. Committee Organization and Procedures

For committees, the chair from the prior year will call an organizational meeting in September. In cases where the former chair is not available, the individual whose name heads the new committee roster alphabetically will call an organizational meeting in September. That person will serve as temporary chair for the purpose of electing a permanent chair for the committee.

SECTION IV: FACULTY PERSONNEL ACTIONS

A. Selection and Appointment of New Faculty

When a department has received approval to search for a new faculty member, a search committee is formed in accordance with Section II-B-3 of this Code. After careful review of candidates' transcripts by the Department Chair for credentialing purposes, the search committee will determine which candidates to invite for interviews. Upon selection of a final candidate (or candidates) by the search committee, that nomination is forwarded to the Department Personnel Committee. The Personnel Committee votes on the recommendation. The recommendation of the Personnel Committee is forwarded with the Department Chair's concurrence or non-concurrence to the Dean. The Dean makes a subsequent recommendation to the Provost and Senior Vice Chancellor for Academic Affairs. If the Personnel Committee does not identify an acceptable candidate, no recommendations are forwarded to the Chair or Dean.

B. Teaching Assignments and Reassigned Time

The Department Chair makes teaching assignments for each faculty member in each term subject to approval of the Dean. These assignments are made in accordance with this Code and the *ECU Faculty Manual*.

Faculty members may request reassigned time from their usual teaching duties for research/creative activity in accordance with established University policies and referenced in the *ECU Faculty Manual*. Written requests including justification should be submitted to the Department Chair at least one full semester in advance. The Chair shall send all requests to the Dean with approval or disapproval indicated. Requests forwarded with approval must show how reassigned time teaching hours will be absorbed through available resources. The Dean, in turn, shall notify the Chair of approval or disapproval of the request.

Procedures for leave of absence without salary shall conform to established University policies.

C. Faculty Evaluation

Each faculty member receives an annual evaluation of performance by the Department Chair according to Appendix C of the *ECU Faculty Manual*. This evaluation is based on the faculty member's performance in the areas of Teaching, Research and/or Creative Activity, Service, and Other Specified Duties. Faculty members on fixed-term appointments shall be evaluated based on the terms of the contract. This contract may exclude some requirements as listed below in criteria for annual evaluation.

1. Procedures for Annual Evaluation

Each faculty member in consultation with the respective Department Chair or Director will select the relative weights to be applied to the criteria (listed below) that are used in the annual evaluation of the faculty member's performance in advance of the completion of the evaluation by the Department Chair (at least seven months for new fall appointees). The faculty member will inform the Department Chair, in conference and in writing, of tentative selection of categories by October 1 of the school year in which the evaluation is to take place. When special opportunities arise, relative weights may be modified but final relative weights must be agreed upon prior to completion of the evaluation. The Chair shall be responsible for scheduling the annual evaluation conference.

2. Criteria for Annual Evaluation

The following criteria, and the corresponding ranges of relative weights, shall be used in the annual evaluation process. The weights must total 100% and may not be below the minimum or above the maximum for any of the categories including the category "Other Specified Duties." At least three of the possible four

categories must comprise the final evaluation. Each of the criteria is followed by a list of possible activities, which shall be considered in the annual evaluation process. The location of an item on any of the four lists does not indicate or imply any ranking or importance, nor are the lists intended to be exhaustive or mutually exclusive. The items on the four lists are not necessarily of equal weight. The weight for Service shall not exceed either the weight for Teaching Effectiveness or for Research/Creative Activity. Exceptions to these weights may be made in writing with mutual agreement of the faculty member and the chairperson when special opportunities in teaching, research, or service arise.

a. Teaching Effectiveness (Weight 20% - 70%)

- Attendance at teaching-related workshops/presentation
- Certification received in professional area
- Course development
- Curriculum design and development
- Innovation in teaching methodology
- Instructional workload
- Supervision of student interns or field experiences
- Special courses
- Student advising
- Student opinion surveys
- Teaching awards
- Case study for use in course instruction
- Peer observation
- Membership on thesis or dissertation committees
- Grant proposals submitted or funded that are related to teaching
- Other activities as negotiated

b. Research/Creative Activities (Weight 20% - 70%)

Faculty research and creative activity will be evaluated and recognized as scholarly activity under three areas: discovery, integration, and application. Discovery involves research and creative activity that creates new knowledge and adds to the body of knowledge in a particular discipline. Discovery can take many forms, from knowledge generated through classical research methods to discoveries generated by artistic experimentation. Its usefulness includes its value to other scholars and practitioners who use the results to solve problems not directly addressed by the original research.

Integration involves research and creative activity that synthesizes existing knowledge into a different approach or application. Integration expands, expounds, and extends discovery activities.

Application involves the employment and practice of discovery and/or integrated research/creative activity. Application uses existing knowledge to solve problems or address specific issues.

The extent to which individual faculty members are expected to demonstrate research and/or creative activity in one or more than one, of these three areas is in the purview of the respective department. Ideally, research and creative activity used for faculty evaluation should include, in part, some measure of observation or external judgment. A primary criterion for evaluating research and creative activity should be the degree to which the activity helps the respective department and the College of Education accomplish their mission.

The following items are samples of products resulting from research and creative activity used in faculty evaluation.

- Article in a journal or other professional publication
- Article in a trade journal or popular press
- Author of service grants and contracts
- Book or chapter in a book
- Book review in journals or other professional publications
- Published case study
- Paper or abstract in proceedings of professional associations
- Paper or abstract presented at meetings of professional associations
- Research grants and development of contracts
- Documentation of ongoing research
- Documentation of action research designed to improve practice
- Paper published
- Published monograph
- Direction of thesis or dissertation
- Documents resulting from technical assistance
- Research grant proposals submitted or funded
- Paper presented at a professional meeting
- Electronic media production
- Computer applications/programs
- Technical and evaluative reports published as a result of applied research
- Electronic publication
- Editor or co-editor of book or journal

c. Service to the University, Profession or Community (Weight 10% - 33 1/3%)

The weight of Service may not exceed the weight of Teaching Effectiveness or Research/Creative Activities

- Editor or co-editor of newsletter or other professional publication
- Technical assistant or consultant to schools, school systems, businesses, and other organizations
- Director of service grants and contracts
- Advisor for student organizations and activities
- Participant at professional meetings, seminars, professional development activities, or comparable meetings as a representative of the College or University
- Member of committee (department, college, university level)
- Volunteer in community service
- Provider of research assistance to colleagues
- Elected public servant
- Officer, reviewer, discussant, chairperson, presenter, board member in professional organizations
- Author of grant proposals submitted or funded that are related to service

d. Other Specified Categories (Weight 0% - 50%)

The weight of Other Specified Categories may not exceed the combined weights of Teaching Effectiveness, Research/Creative Activities, and Professional Service.

- Assignment to administrative duties
- Assignment of responsibilities for alternative licensure
- Reassigned time for work on a major project
- Recognition for exceptional work in any categories listed above
- Further education related to increased performance of job responsibility
- Coordination of a major conference
- Extra program advisement

D. College of Education Criteria for Tenure and Promotion

Criteria for tenure and promotion include the items in the categories and lists described above as "Criteria for Annual Evaluation." Guidelines for using these criteria are approved by the faculty. The College applies guidelines for tenure and promotion as directed by the Provost and Senior Vice Chancellor for Academic Affairs and in *Appendices C and D of the ECU Faculty Manual*. In general, College of Education standards for permanent tenure include: demonstrated professional competence, potential for future contributions, and the institution's needs and resources.

1. Standards for Permanent Tenure

In assessing a candidate for permanent tenure, the College of Education considers the following general qualifications in compliance with *Appendix D* of the *ECU Faculty Manual*.

- a. Effective teaching and advising are essential. Documentation must reflect the high opinion of students and peer observation. A candidate's teaching should support the communication of current knowledge and understanding of their discipline. In addition, the candidate must show carefully prepared course syllabi, appropriate instructional materials, and an active role in curriculum and program development. In addition, the candidate must demonstrate an active role in advising.
- b. Research and/or creative activity must include evidence of refereed publication and/or other appropriate products specific to the particular discipline. The review of research and/or creative activity must take into account both the quantity and quality of the products. A candidate must indicate a clear research, publication, or creative agenda in the particular discipline.
- c. Service must demonstrate involvement in the candidate's professional discipline through work with associations, editorial boards, community organizations, or other professional groups. Equally important is service to the College of Education, the University through membership and leadership on campus committees, and public schools or other appropriate organizations.

2. Standards for Promotion

General qualifications for the ranks of assistant professor, associate professor, and professor are stated in *Appendix C* of the *ECU Faculty Manual*. In addition, the College of Education sets the following standards as minimum qualifications for promotion.

- a. Assistant professor. Qualifications necessary for appointment or promotion to the rank of assistant professor include an appropriate terminal degree, a record of progress toward teaching excellence, evidence of potential for establishing a research or creative agenda, involvement in professional organizations appropriate for the particular discipline, and service to the College of Education, the University, and public schools or other appropriate organizations.
- b. Associate professor. To be recommended for promotion to associate professor, a candidate must have the qualifications of the previous rank, show evidence of teaching excellence, a record of scholarly productivity exhibit leadership in curriculum and program development, and meet the minimum criteria expected for permanent tenure as required by this code (see D1 above).

According to Appendix D of the *ECU Faculty Manual*, the criteria for tenure and promotion to associate professor are nearly the same.

c. Professor. Promotion to full professor requires the qualifications of the previous ranks. In addition, candidates must show an established record of teaching excellence; a record of significant publication, research, or creative activity; evidence of national recognition in the discipline as illustrated by notable publications, creative work or research, invited lectures and keynote addresses, references, reviews, and citations of the candidate's work, or creditable awards bestowed in honor of the candidate's work; and a record of significant service to the profession.

d. Fixed-Term Appointments and Advancements in Rank

Teaching Instructor

- holds, at a minimum, a master's degree appropriate to the area of instruction, or has equivalent professional experience
- has demonstrated potential for effective teaching

Teaching Assistant Professor

- has qualifications of the previous title
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has demonstrated effectiveness in teaching

Teaching Associate Professor

- has qualifications of the previous title
- has demonstrated superior teaching ability
- engages in professional development activities

Teaching Professor

- has qualifications of the previous title
- has demonstrated excellence in teaching
- engages in professional development activities
- has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues
- is qualified and competent in mentoring others (such as graduate students, teaching instructors, etc.)

e. Emeritus status. Upon recommendation by the unit personnel committee and appropriate administrators, the Chancellor may confer the titles "emeritus" or "emerita" upon a retired or permanently disabled faculty member, including a Phased Retirement participant, who has made a significant contribution to the University through a long and distinguished record of scholarship, teaching, and/or service in accordance with *Appendix C of the ECU Faculty Manual*.

E. College of Education Peer Observation Process

College of Education faculty members are required to follow peer observation requirements as explained in Appendix C and D of the *ECU Faculty Manual*.

SECTION V: MEETINGS

College of Education meetings shall be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised*.

Special meetings of the College of Education faculty may be called by the Dean or by petition of two-thirds of the voting faculty members of the College of Education.

Special meetings of departmental faculty may be called by the Dean, by the Chair, or by petition of two-thirds of the voting faculty members of the department.

Special meetings shall require a simple majority and shall address only the specific matter for which the meeting was called.

Section VI. Evaluation of Unit, Unit Administrator(s) and University Administrators

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

The Dean shall enlist faculty participation and cooperation in preparation of 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 unit. Such vote may be taken in a regular or specially called Faculty Organization Meeting or by mail ballot. A majority vote is required for approval.

B. Academic Program Review

A program evaluation shall be conducted in accordance with the timeline and procedures outlined in Appendix L of the *ECU Faculty Manual*.

C. Dean Evaluation

The evaluation of the Dean shall be conducted according to procedures outlined in *Appointment and Review of Administrative Officers at ECU*.

Section VII. Annual Budget and Report

In the area of budget and resources, the Dean, with input from the faculty through the Advisory Council, Department Chairs, Director of Teacher Education, and Assistant

and/or Associate Deans, prepares and submits budget requests to the Provost and Senior Vice Chancellor for Academic Affairs; allocates funds for professional travel to departments, and determines appropriate utilization of physical facilities. In a formal meeting, the Dean and department chairs report the total budget to the College of Education faculty annually.

Section VIII. Procedure for Developing Criteria for Salary Increases

The Dean and the Advisory Council shall meet to discuss priorities and procedures for developing criteria for salary increases and solicit input from the faculty. In accordance with Appendix C of the *ECU Faculty Manual*, the Dean shall report annually to the unit on salary.

Section IX. Enabling

This code shall go into effect upon acceptance by a majority of the permanently tenured faculty members of the College of Education by secret ballot and after approval by the Faculty Senate and the Chancellor.

Section X. Amendment of Code

Code amendment procedures must follow *Robert's Rules of Order, Newly Revised*. Proposed amendments to this Code should be submitted to the College of Education Code Committee. The Code Committee shall submit the proposed amendment in writing to each faculty member at least two weeks prior to its formal consideration for vote at a College of Education Faculty meeting. The unit administrator will not participate in this vote. Amendments become effective upon approval by a majority of the permanently tenured faculty, the Unit Code Screening Committee, the Faculty Senate, and the Chancellor.