REVISED UNIT CODE OF OPERATIONS
UNIT NAME: School of Art and Design
COLLEGE OF FINE ARTS AND COMMUNICATION
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

1. Approved by the tenured faculty of the unit on 10/5/2015
   Chair, Ad-Hoc Code Committee [Signature] Date: 10/6/15

2. If changed, reapproved by tenured faculty
   Chair, Ad-Hoc Code Committee __________________________ Date: _______

3. Submitted to Next Highest Administrator for advice:
   Director [Signature] Date: 10-6-15
   Dean [Signature] Date: 10-3-15

4. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:
   Chair, Unit Code Screening Committee [Signature] Date: 4/11/16

5. Approved by the East Carolina University Faculty Senate:
   FS Resolution #16-32
   Chair of the Faculty [Signature] Date: 4-19-16

6. Approved by East Carolina University Chancellor/or designee:
   Chancellor: [Signature] Date: 6-1-16

Effective Date of Unit Code is the date of the Chancellor’s Signature:

Effective Date of Code: 6-1-16

* Any changes to the code that are made after the original approval by a majority of the tenured faculty of the unit must be approved again by a majority of the tenured faculty of the unit.
I. PREAMBLE
This code allows for faculty participation in and establishes procedures for the School of Art and Design's internal affairs and is consistent with the *East Carolina University Policy Manual*, the *East Carolina University (ECU) Faculty Manual*, and all established university policies.

II. FACULTY

A. Definition
The word “faculty” in this code means anyone under current contract to teach in the School of Art and Design. Those serving with administrative appointments under faculty contracts are faculty.

B. Voting Faculty
All faculty voting shall be consistent with the *East Carolina University Policy Manual*, the *ECU Faculty Manual* (see Part IV and Part IX), and all established university policies.

Except where specified otherwise in this code, in the *ECU Faculty Manual*, or by other East Carolina University or University of North Carolina regulation, all probationary (tenure track) and permanently tenured faculty and all probationary (tenure track) and permanently tenured faculty on approved non-medical leave are eligible to vote. All faculty who have a contract of over a year are eligible to vote. Faculty with one-year fixed-term contracts are eligible to vote at the start of their second consecutive appointment.

C. Graduate Faculty
The phrase “graduate faculty” in this code means all faculty with graduate faculty membership, associate graduate faculty membership, or graduate teaching faculty membership, or other faculty as determined by the Graduate School. (See *ECU Faculty Manual, Part II* for information about graduate faculty status.)

In addition to serving on the School of Art and Design Graduate Committee, graduate faculty of all levels may teach graduate classes as appropriate for their background, certification, and experience.

As specified by the *ECU Faculty Manual, Part II*, graduate faculty members, associate graduate faculty members, and graduate teaching faculty members shall hold the highest degree in their field except when extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Graduate faculty members must have demonstrated evidence of success in research/creative activity as reflected by Appendix 2 of this code and demonstrated evidence of successful graduate-level teaching. Associate graduate faculty members, and graduate teaching faculty members shall have such evidence or show clear potential for success in research/creative activity as reflected by Appendix 2 of this code and show clear potential for successful graduate-level teaching.

Graduate faculty members and associate graduate faculty members are eligible to be members of or to chair graduate thesis committees, associate graduate faculty members are eligible to be members of graduate thesis committees, and graduate teaching faculty members are eligible to
be the fourth member of a graduate thesis committee upon certification of appropriate experience or expertise by the unit administrator.

All levels of graduate faculty status will be recommended by the Graduate Committee. The Graduate Committee’s recommendation will be forwarded to the deans of the College of Fine Arts and Communication and of the Graduate School by the Graduate Programs Director.

D. Emeritus Faculty
Emeritus status is an honor for those who have made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service and especially those who, through research or creative activities, will continue a relationship with East Carolina University and the School of Art and Design. Retiring, retired, permanently disabled, or deceased faculty may be nominated for consideration for emeritus status by any member of the faculty. By a simple majority vote, emeritus status can be recommended to the Director by the Personnel Committee. Emeritus status shall be consistent with the *East Carolina University Policy Manual*, the *ECU Faculty Manual (see Part VIII)*, and all established university policies.

III. ADMINISTRATIVE ORGANIZATION
A. Director of the School of Art and Design (Chief Administrative Officer/Unit Head)
The Director of the School of Art and Design is the chief administrative officer and unit head of the School of Art and Design and is responsible to and serves at the pleasure of the Dean of the College of Fine Arts and Communication. The selection of the Director and tenure in office shall conform to established university policies. (See the *ECU Faculty Manual, Part II*.)

In accordance with established university policies, and the *ECU Faculty Manual*, the Director shall:

1. act on recommendations of all School of Art and Design committees and, when appropriate, report actions to the committees and to the faculty as a whole;

2. meet annually with faculty members regarding expectations, as specified in the *ECU Faculty Manual, Part IX* and the School of Art and Design evaluation standards;

3. meet annually with faculty members regarding evaluations, as specified in the *ECU Faculty Manual, Part IX*;

4. complete an annual written evaluation on the performance of each unit faculty member in accordance with the *ECU Faculty Manual, Part IX* and the School of Art and Design evaluation standards (Appendix 1);

5. report to the faculty in a timely manner statistical information on faculty merit scores as specified in Part V of this code;

6. report to the Personnel Committee any merit scores that deviate from the specifications in Appendix 1 of this code;

7. make recommendations to the Dean of the College of Fine Arts and Communication regarding persons for academic leave, faculty and EHRA salaries, based on the criteria outlined in the School of Art and Design evaluation standards;

8. forward to the Dean of the College of Fine Arts and Communication all appropriate recommendations from the appropriate committees for appointment, reappointment, promotion, and permanent tenure with concurrence or non-concurrence;
9. report to the faculty regarding the availability and allocation of money for raises in accordance with the *ECU Faculty Manual*;

10. report to the faculty regarding requests for and the distribution and availability of new faculty positions;

11. conduct negotiations for the hiring of new faculty members;

12. recommend to the Provost when appropriate, through the Dean of the College of Fine Arts and Communication, persons for the positions of assistant/associate administrators in accordance with established university policy;

13. assign space in consultation with faculty representatives;

14. assign teaching loads and set the teaching schedule in consultation with faculty representatives;

15. visit classes of probationary (tenure track) faculty to help ensure teaching progress and provide help for the development of faculty teaching skills;

16. promote professional growth and good public relations;

17. actively seek public and private funds to support development of the School of Art and Design and report to the faculty at least annually on the methods and results;

18. be responsible for student recruitment and report to the faculty at least annually on the methods and results;

19. promote the School of Art and Design including the coordination and dissemination of a calendar of School of Art and Design events;

20. call at least one faculty meeting per semester plus any additional meetings requested by the Executive Committee or by faculty members under provisions of this code;

21. chair faculty meetings based on the agenda as set in consultation with the Executive Committee and/or the Chair of the Executive Committee; in the event the Director is unable to preside over meetings, the Director will, in consultation with the Executive Committee, appoint an alternate chair for the meeting;

22. lead accreditation processes;

23. provide the School of Art and Design faculty, at the beginning of each year, with a plan incorporating any accreditation, strategic, or other planning documents to guide the school in all facets of its operation and development and shall implement this plan;

24. except as otherwise specified in this code, administer the budget and meet annually to discuss with the faculty of the School of Art and Design the annual budget request and annual report;
25. ensure communication with the faculty regarding School of Art and Design policies and activities; and

26. be responsible for ensuring that this code is being followed.

B. Assistant/Associate Directors
Assistant/Associate Directors serve in administrative roles in the School of Art and Design who are appointed by, responsible to, and serve at the pleasure of the Director and may receive reassigned time as appropriate to the scope of the Assistant/Associate Directors' non-teaching duties, as permitted by established University of North Carolina and East Carolina University policies.

C. Graduate Programs Director
The Graduate Programs Director is appointed by and serves at the pleasure of the Director and serves as the budget administrator for all School of Art and Design graduate programs and is the school’s liaison with the East Carolina University Graduate School.

In accordance with established university policies, and the ECU Faculty Manual, the Graduate Programs Director shall:

1. have graduate faculty status;

2. maintain the budgets for the graduate programs;

3. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, oversee program assessments and reviews;

4. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, oversee standards for theses;

5. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, oversee graduate faculty status standards and applications;

6. in consultation with the Director of the School of Art and Design, the faculty, and/or representatives of areas, solicit needs for graduate assistantships;

7. in consultation with the Director of the School of Art and Design and the Graduate Committee of the school, track assistantship use to assure appropriate use of assistantship time;

8. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, assign and award graduate assistantships;

9. in consultation with the Director of the School of Art and Design and the Graduate Committee of the School, make any other financial awards to graduate students;

10. coordinate the School of Art and Design graduate program activities with the East Carolina University Graduate School;

11. advocate for the School of Art and Design graduate program with the East Carolina University Graduate School;
12. notify graduate students of faculty and committee meetings and other opportunities to participate in and/or observe school governance, as appropriate.

D. Other Directors and/or Coordinators
The Director of the School of Art and Design may appoint Directors and/or coordinators and specify their duties. Examples may include Gallery Director, Media Center Director, and/or Area Coordinators. Directors and coordinators report to and serve at the pleasure of the Director of the School of Art and Design. Reassigned time may be given as appropriate for faculty members appointed to such positions, as permitted by established University of North Carolina and East Carolina University policies.

E. The Chair of the Executive Committee
The Chair of the Executive Committee shall:

1. with the Director and the Executive Committee, set a clear agenda for at least one regularly scheduled faculty meeting per semester and notify the Director to call such meetings;

2. keep records/minutes on file of all duties/transactions pertinent to this elected office, and all policies enacted by the faculty;

3. ensure that such records are available for inspection by the faculty;

4. maintain a voting roster of School of Art and Design faculty; and

5. be an advocate of and for the School of Art and Design faculty.

The Chair of the Executive Committee shall be elected by a majority vote. The voting faculty as defined in II.B of this code is eligible to vote for the Chair of the Executive Committee who shall serve for two years unless removed by a 2/3 vote. A removal vote will take place at the request of any ten voting faculty. If the vote will take place at a regularly scheduled meeting, the vote to remove the Chair of the Executive Committee must be announced at least seven calendar days before the meeting. If ten voting faculty members request a removal vote and there is not a regularly scheduled meeting scheduled in the next four weeks, they may also ask that the Director schedule a special meeting where the vote will be held. The seven calendar day notice applies to such special meetings also. The voting faculty as defined in II.B of this code is eligible to vote in an election to remove a Chair of the Executive Committee.

The Chair of the Executive Committee shall not also be the Chair of Personnel, Curriculum, or Graduate committees. The Chair of the Executive Committee shall not serve more than one consecutive term.

F. Parliamentarian
The Parliamentarian of the School of Art and Design shall be nominated by the Chair of the Executive Committee and approved by a majority vote of the faculty. The voting faculty as defined in II.B of this code is eligible to vote in the election of the parliamentarian. The Parliamentarian will interpret procedural aspects of this code and advise on meeting procedures guided by the most recent edition of Robert’s Rules of Order, Newly Revised. The Parliamentarian serves at the pleasure of the Director, and his or her term ends at the same time as the end of the term of the Chair of the Executive Committee.

G. School of Art and Design Faculty Ombudsman
The School of Art and Design faculty Ombudsman advises faculty regarding the viability and best procedures for the resolution of problems, complaints, and issues. Examples include informal mediation of early-stage complaints when appropriate as well as the direction of faculty to appropriate persons, offices, committees, and rules and regulations up to and including reviewing procedures for official grievances and/or other actions.

The role of the Ombudsman is independent of the operation of the School of Art and Design and the Ombudsman shall not also be the Chair of the Executive Committee, a Chair of a standing committee, or the Chair of the Personnel Committee. The Ombudsman is not an advocate for the faculty, for the School of Art and Design, or for the university and shall act in a neutral and even-handed manner and shall maintain confidentiality where permitted by law and university policy and regulations. The Ombudsman may also look into procedural irregularities and systemic problems.

Meetings with the Ombudsman will be informal and off the record. The Ombudsman does not make binding decisions or participate in university hearings but instead listens, facilitates the exchange of information, and identifies and reframes problems. Confidentiality shall not be maintained where there is imminent risk of serious harm or in cases of illegal activity or any matters that legally require reporting.

The Ombudsman shall be a tenured member of the School of Art and Design faculty elected to a three-year term or until removed by a 2/3 vote. A removal vote will take place at the request of any ten voting faculty. The vote will take place at a regularly scheduled meeting and must be announced along with the agenda at least seven calendar days before the meeting. The voting faculty as defined in II.B of this code is eligible to vote in an election to remove the Ombudsman.

IV. COMMITTEES OF THE UNIT
A. Standing Committees
Voting faculty are eligible to serve as voting members of any School of Art and Design standing committee except as specified. Standing committee members are elected by the voting faculty as defined in II.B of this code except as specified. The term for elected committee members is a maximum of two years and their terms will be staggered so that all members do not end their terms at the same time. When a term is complete, the member may stand for reelection.

The Director of the School of Art and Design and the Chair of the Executive Committee or their appointed representatives are ex officio non-voting members of all standing committees except when precluded by university regulations.

All committee meetings shall be conducted according to Roberts Rules of Order, Newly Revised. Notice of times and locations of committee and subcommittee meetings must be publicly announced five calendar days in advance or as soon as is practicable.

Any committee can appoint a subcommittee to make recommendations to that committee. Any committee of more than seven members can, by a 2/3 vote, appoint a subcommittee to make decisions with the full authority of the full committee unless not permitted by the ECU Faculty Manual.

Any subcommittee can be disbanded by a majority vote of the full committee. Any subcommittee will dissolve when its specific charge is completed. Any subcommittee will dissolve after one year unless reauthorized by the committee that formed it.

Committee meetings (including subcommittee’s meetings) can be called by that committee’s chair, by the Director of the School of Art and Design, the Chair of the Executive Committee, or by any two committee members. A quorum for all committees and subcommittees is a majority of that committee unless otherwise specified in this code or in the ECU Faculty Manual.

1. Executive Committee
The Executive Committee consists of the Chair of the Executive Committee (see III.D. of this code.), the Chair of Personnel Committee, the Chair of the Graduate Committee, the Graduate Programs Director, one member elected from the faculty at large, the Director or the Director’s assignee as non-voting ex-officio member, a Faculty Senator, chosen by the faculty at large,
and one member appointed by the Director of the School of Art and Design for a two year term. The Director of the School of Art and Design shall endeavor to make appointments that will allow balanced representation of faculty interests. Upon objection by ten faculty members, any appointment to the Executive Committee made by the Director can be vetoed by a 2/3 vote of the faculty. The voting faculty as defined in II.B of this code is eligible to vote on such a veto. If the Graduate Programs Director is also the Chair of the Graduate Committee, an additional member of the Executive Committee shall be elected from the faculty at large to bring the total voting membership to seven.

The Executive Committee reviews and makes recommendations to the faculty and Director regarding internal affairs of the School of Art and Design. In this capacity, the Executive Committee will:

a) discuss pertinent School of Art and Design matters presented by any member of the Committee, faculty, or Director;

b) review and make recommendations to the faculty and Director concerning policy for the School of Art and Design;

c) review and make recommendations to the faculty and Director for long-range development for the School of Art and Design;

d) make recommendations to the faculty and Director on budgeting matters of the School of Art and Design;

e) disseminate information discussed to faculty members through appropriate channels;

f) resolve any disputes regarding the meaning of this code and shall report all such disputes and resolutions to the faculty.

The Executive Committee may appoint ad hoc committees and/or working groups as needed. Members of ad hoc committees and/or working groups will serve no more than one year unless reappointed. All ad hoc committees and/or working groups will dissolve when their charge is completed or after one year if not reauthorized.

2. Curriculum Committee
The Curriculum Committee is responsible for the undergraduate programs in the School of Art and Design. The Curriculum Committee is responsible for reviewing and voting on curriculum changes, new courses, and proposals for new programs and attendant curriculum before they are voted on by faculty and it is elected by the voting faculty as defined in II. B of this code and reviews curriculum change proposals before final approval by the voting faculty. The Curriculum Committee consists of five faculty members elected by the voting faculty as defined by II.B of this code for two-year terms plus the University Curriculum Committee liaison as an ex officio non-voting member. The terms shall be staggered so not all members’ terms will expire at the same time. Faculty from each School of Art and Design undergraduate degree program shall be included on the Curriculum Committee.

The Chair of the Curriculum Committee shall be elected annually by the members of the Committee.

3. Graduate Committee
The Graduate Committee is responsible for the graduate programs in the School of Art and Design. The Graduate Committee consists of all graduate faculty (including the Graduate
Programs Director) plus the Director or the Director’s assignee as non-voting ex-officio member. The Chair of the Graduate Committee shall not also be the Chair of the Executive Committee or the Chair of the Personnel Committee.

The Chair of the Graduate Committee shall be elected annually by the members of the Committee.

**B. Personnel, Tenure, and Promotion Committees**

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

1: Personnel Committee

The Personnel Committee is responsible for recommending personnel actions in the School of Art and Design. The Personnel Committee consists of all probationary (tenure track) faculty and all faculty with permanent tenure who are in at least the twelfth consecutive calendar month in a probationary (tenure track) or permanently tenured teaching position, provided that at least two-thirds of the Committee members are permanently tenured voting faculty as prescribed in **ECU Faculty Manual Part IX**. If the permanently tenured faculty do not make up the required two-thirds, the Personnel Committee will consist of all permanently tenured faculty plus as many probationary (tenure track) faculty as possible, not to exceed 1/3 of the Committee. In such a case, voting faculty as defined by II.B of this code is eligible to vote in the election of probationary (tenure track) members to the Personnel Committee.

The Chair of the Personnel Committee shall be elected annually by the Personnel Committee and must be a permanently tenured member of the faculty.

A quorum for the Personnel Committee is 3/5 of its membership unless the committee has fewer than 21 members, in which case a quorum is 3/4 of the committee’s membership.

When permissible by the **ECU Faculty Manual Part IX**, subcommittees may be formed as stated in IV.A “Standing Committees” in this code.

2. Tenure and Promotion Committees

The Tenure and Promotion Committees consist of all eligible faculty and operate as specified in the **East Carolina University Policy Manual** and the **ECU Faculty Manual**. Procedure and quorums will conform to the requirements of the **ECU Faculty Manual (see Part IX)** and all procedures will be consistent with the **East Carolina University Policy Manual** and the **ECU Faculty Manual**.

**V. Evaluation of the Faculty**

The Director shall assure that an anonymized statistical summary of faculty performance under this section is distributed to the faculty and will announce to the faculty any deviations from the standards listed in this section and in the evaluations standards in the appendices to this code.

**A. Guidelines for evaluation of tenured and probationary (tenure track) faculty**

1: Annual Evaluations

In consultation with the Personnel Committee, the Director shall prepare a written evaluation of each faculty member based on the standards in Appendix 1 of this code and the provisions of the **ECU Faculty Manual, Part VIII**.

2: Raises

In the event of the availability of funds specified for merit raises, the raises shall be calculated based on the standards in Appendix 1 of this code.
3: Standards for faculty tenure and promotion

a. Tenure
As a general rule, the research and creative activities expectations for tenure are the same as those for an associate professor and the standards in V.A.3.b.ii. (below) apply. Additionally, faculty members are expected to have a consistent record of service and demonstrated excellence in teaching. Evaluation standards in Appendix 1 of this document define the values of different creative and research activities, the value of different teaching activities, and the value of different service activities. These values should be the central factor in consideration of both tenure and promotion.

b. Promotion
Qualifications for all ranks include those as listed in the ECU Faculty Manual, Part VIII.

i. to assistant professor
An assistant professor is expected to show the potential to make contributions to his or her field in research/creative activities.

ii. to associate professor
An associate professor is expected to have made contributions to his or her field in research/creative activities and is expected to show the potential for a national and/or international reputation for excellence in those endeavors. Although there is no numerical formula for excellence, it is expected that a candidate for promotion to associate professor would have consistent strong scores in the research and creative activities units as delineated in evaluation standards in Appendix 1 of this document.

iii. to professor
A professor is expected to have made contributions to his or her field in research/creative activities and is expected to have a national and/or international reputation for excellence in those endeavors. Although there is no numerical formula for excellence, it is expected that a candidate for promotion to professor would have consistent strong scores in the research and creative activities units as delineated in evaluation standards in Appendix 1 of this document.

B. Standards for performance review of permanently tenured faculty (post tenure review)
Performance reviews of tenured faculty will conform to the requirements of the ECU Faculty Manual (see Part IX.)

C. Guidelines for evaluation of fixed term faculty
Fixed term faculty are expected to fulfill their contractual obligations for teaching and other activity. Exceeding contractual obligations should be considered in evaluation of fixed term faculty.

Evaluation and promotion standards for fixed term faculty are parallel to those for tenured and probationary/tenure track faculty. In any cumulative averaging of research/creative activities, teaching, and service scores, the Director of the School of Art and Design will consider the faculty member’s obligations as stated in that person’s contract.

Fixed term faculty may apply for advancement in title.

VI. MEETINGS
There will be at least one meeting of the faculty of the School of Art and Design each semester of each academic year. Meetings may be called by the Director of the School of Art and Design, by the Chair of the Executive Committee, and/or the Executive Committee. Additionally, the Director shall call a meeting at a request of at least eight members of the faculty.

The Director shall distribute the agenda to the faculty at least seven calendar days before any meeting. Meetings shall be conducted using Robert's Rules of Order, Newly Revised. A quorum for faculty meetings is a majority of voting faculty as defined in II.B of this code.

VII. VOTING BY FACULTY
The Director of the School of Art and Design shall present drafts of major planning and assessment documents for approval/disapproval by the faculty. Seven calendar days will be allowed after dissemination to the faculty before a vote is required. The Director of the School of Art and Design shall also present drafts of assessment documents, academic program reviews (see ECU Faculty Manual, Part IV), and other major reports before being submitted outside the School of Art and Design. Seven calendar days will be allowed after dissemination to the faculty before a vote is required.

VIII. BUDGET
A. Annual budget request
The Director of the School of Art and Design will accept budget requests from any faculty member and may require specific requests/reports from areas and/or degree programs.

B. Annual report
The Director of the School of Art and Design will meet with the faculty early each academic year to discuss the preceding year's unit annual report and will meet with the faculty to provide ongoing reports as appropriate.

IX. RATIFICATION AND AMENDMENTS
This code may be amended by a majority vote of the permanently tenured faculty as prescribed by Part IV of the ECU Faculty Manual. (See Robert’s Rules of Order, Newly Revised.) The Director shall notify the faculty at least ten calendar days in advance of a vote on any proposed changes.

To take effect, this code must be approved by a majority vote of faculty with permanent tenure who are in at least the twelfth consecutive calendar month in a teaching position with the School of Art and Design and who have at least a 50% teaching load in the School of Art and Design as specified in the ECU Faculty Manual, Part IV.

Appendix 1 delineating separate evaluation standards and Appendix 2 containing graduate faculty standards must be approved by a majority vote of faculty with permanent tenure who are in at least the twelfth consecutive calendar month in a teaching position with the School of Art and Design and who have at least a 50% teaching load in the School of Art and Design as specified in the ECU Faculty Manual Part IV at the same meeting for the code and the appendices to take effect.

The Evaluation Standards and/or Graduate Faculty Standards can be amended by a majority vote of the permanently tenured faculty as prescribed by Part IV of the ECU Faculty Manual.

APPENDIX 1: Evaluation Standards

APPENDIX 2: Graduate Faculty Standards
APPENDIX 1: Evaluation

This appendix to the School of Art and Design code specifies the criteria for faculty annual merit scores. The same criteria shall apply to the allocation of merit raises if available and not in conflict with University policy except that merit raises shall be based on the mean average of the most recent five-year period for each faculty member's service in the School of Art and Design. If a faculty member's service with the School of Art and Design is less than five years, the faculty member's entire time of service will be averaged instead and shall conform to University policies and procedures.

I. WEIGHING THE FACTORS

Annual meetings held at the beginning of each academic year, between individual faculty and the Director, will determine the relative weight of research/creative activity, teaching, and service for evaluation totals. In no case, however, shall service be weighed more heavily than either teaching or research/creative activity. The following percentages represent minimum and maximum percentage possibilities in 3 categories of teaching loads.

Teaching weights may range between:
25–50% (four courses per year—2/2, 1/3, or 3/1)
30–55% (five courses per year—2/3 or 3/2)
35–60% (six courses per year—3/3)
40–65% (seven courses per year—3/4 or 4/3)
45–70% (eight courses per year—4/4)

Research/creative activity weights may range between:
15%–70%

Service weights may range between:
5–33%

Those with a teaching load less than 2/2 or equivalent may make special arrangement with the Director of the School of Art and Design (see Part VIII of the East Carolina University Faculty Manual). In case of disputes over weights of the categories, the parties shall seek the advice of the Personnel Committee but the final decision rests with the Director.

The score received based on the evaluation standards in part II, III, and IV of this Appendix and will be multiplied by the relative weights established at the beginning of each academic year. The sum of these measures will equal a value not less than 1.0 and no greater than 5.0 and shall be the overall score.

The Director shall bring statistical information on the distribution of research/creative, teaching, and service ratings to the personnel committee for agreement.
## II. TEACHING

### CHART T: Teaching

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<th>Complete curriculum development/redesign for a concentration</th>
<th>Teaching Award (external)</th>
<th>Teaching Grant funded $10k+</th>
<th>Teaching 1 class (earned per course and not including summer)</th>
<th>Certification in teaching area (per academic year)</th>
<th>Supervision of student teaching interns (earned per student)</th>
<th>Attend an academic workshop or training session</th>
<th>Graduate thesis committee member (earned per committee)</th>
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<td>Course creation (new)</td>
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<td>Graduate thesis committee Chair (earned per committee)</td>
<td>Writing intensive course (per course earning)</td>
<td>Internship supervisor (earned per student)</td>
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<td>Teaching Award (internal)</td>
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<td>Course redesign (per course) existing course</td>
<td>Participating in the faculty exhibition</td>
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<td>6 or more graduate students in an undergraduate course</td>
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<td>Supervising an Honor's Project</td>
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<tr>
<td>1-2 graduate students in an undergraduate course.</td>
<td>26</td>
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<tr>
<td>Guest Lecture (hosting)</td>
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<td></td>
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</tr>
<tr>
<td>20 Units Outstanding for 2 years</td>
<td>12 Units</td>
<td>9 Units</td>
<td>7 Units</td>
<td>6 units</td>
<td>4 Units</td>
<td>3 units</td>
<td>2 Units</td>
</tr>
</tbody>
</table>

49 50 units or above, Outstanding (5)
50 40-49 units Exceeds Expectations (4)
51 30-39 units Meets Expectations (3)
52 20-29 units Minimal Required Level of Productivity (2)
53 19-0 units Below Minimal Required Level of Productivity (1)
A. Teaching Matrix—Definitions and Descriptions

This form is to be used for the purposes of annual evaluation of teaching productivity. The unit values are established with the University 8-box system in mind.

1. Each course taught in the academic year will earn 6 units. Summer session courses are not included as unit earning courses. Independent studies, honor’s projects, and other special type courses are valued separately.

   a) Stacked classes (multiple courses offered at the same time/class period) are not unit earning occurrences.

   For example ART 2311 Enameling I and ART 3321 Enameling II are taught concurrently (11am–1:50pm) in the same studio by the same instructor. This counts as one course.

2. Graduate students in an undergraduate course. These categories are to provide additional units for faculty that teach graduate sections “piggybacked” into undergraduate courses. Graduate thesis committees, thesis research, and independent studies with graduate students do not fall into these categories and earn their own units. Faculty can earn additional units based on the following:

   a) 1–2 graduate students earns 1 unit
   b) 3–5 graduate students earns 2 units
   c) 6+ graduate students earns 3 units

   Additional units earned shall not exceed 3 units per course.

3. Hosting a guest lecture involves scheduling and bringing to a class (or a student group) a speaker for the purposes of a verbal presentation only.

4. Hosting/Organizing a Visiting artist and/or workshop involves scheduling and bringing to campus an individual who will conduct a workshop, participate in studio visits/portfolio reviews, give a talk to the community or small student groups, and any combination of multiple activities over the duration of 1+ days.

5. Teaching grants earn units based on the funded amount, regardless of the sponsoring institution (i.e., internal or external).

6. Course redesign units are earned for the complete redesign of a pre-existing course. Documentation illustrating the course changes may be requested.

7. Course creation refers to the development of a new course. This is not the same as curriculum development in the area.
### III. RESEARCH AND CREATIVE ACTIVITY

#### CHART R: Grants & Awards (Including Residencies)

<table>
<thead>
<tr>
<th>Major National Award (e.g. Fulbright, Guggenheim, etc.)</th>
<th>Film award</th>
<th>Fellowship</th>
<th>Primary Investigator Internal grant $10k+</th>
<th>Regional artist / designer residency</th>
<th>International Best of Show/ First Place in juried exhibition</th>
<th>Regional Best of Show/ First Place in juried exhibition</th>
<th>International award (other than Best of Show/ First Place) in juried exhibition</th>
<th>Regional award (other than Best of Show/ First Place) in juried exhibition</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td>Primary Investigator External research grant $500,000+</td>
<td>Award or induction into honorary society national/ International</td>
<td>International artist/ designer residency</td>
<td>Primary Investigator External research grant less than $10k</td>
<td>Award or induction into honorary society regional/local</td>
<td>National Best of Show/ First Place in juried exhibition</td>
<td>Writing a grant proposal for the NEA, NSF, NIH, or similar national funding agency (not funded)</td>
<td>National award (other than Best of Show/ First Place) in juried exhibition</td>
<td>Local award (other than Best of Show/ First Place) in juried exhibition</td>
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<td>4</td>
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<td>7</td>
<td>10</td>
<td>13</td>
<td>16</td>
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<td>21</td>
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<tr>
<td>Primary Investigator External research grant $100K+</td>
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<td>8</td>
<td>11</td>
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<td>17</td>
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<tr>
<td>Outstanding for 2 years</td>
<td>30 Units</td>
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<td>25 Units</td>
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<tr>
<td>Invited keynote/featured speaker international or national</td>
<td>Organized panel or chaired a session at an international professional conference</td>
<td>Paper or panelist/discussant at international conference</td>
<td>Paper presented or panelist/discussant at national conference</td>
<td>Paper presented or panelist/discussant at regional conference</td>
<td>Workshop/visiting artist regional/local (1 week)</td>
<td>Regional Artist talk/presentation/lecture</td>
<td>Local Community lecture/artist talk</td>
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<td>38</td>
<td>41</td>
<td>43</td>
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<tr>
<td>Organized panel or chaired a session at a national professional conference</td>
<td>Organized panel or chaired a session at a national professional conference</td>
<td>Organized panel or chaired a session at a national professional conference</td>
<td>Organized panel or chaired a session at a national professional conference</td>
<td>Organized panel or chaired a session at a national professional conference</td>
<td>Organized panel or chaired a session at a national professional conference</td>
<td>Organized panel or chaired a session at a national professional conference</td>
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<td>39</td>
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<tr>
<td>Panel convener national/international</td>
<td>International Artist talk/presentation/lecture</td>
<td>International Artist talk/presentation/lecture</td>
<td>International Artist talk/presentation/lecture</td>
<td>International Artist talk/presentation/lecture</td>
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<td>34</td>
<td>35</td>
<td>36</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Workshop/visiting artist international/national (2+ weeks)</td>
<td>Workshop/visiting artist international/national (2+ weeks)</td>
<td>Workshop/visiting artist international/national (2+ weeks)</td>
<td>Workshop/visiting artist international/national (2+ weeks)</td>
<td>Workshop/visiting artist international/national (2+ weeks)</td>
<td>Workshop/visiting artist international/national (2+ weeks)</td>
<td>Workshop/visiting artist international/national (2+ weeks)</td>
<td>Workshop/visiting artist international/national (2+ weeks)</td>
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<td>36</td>
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<tr>
<td>Outstanding for 2 years</td>
<td>30 Units</td>
<td>25 Units</td>
<td>16 Units</td>
<td>12 Units</td>
<td>9 Units</td>
<td>7 Units</td>
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Chart R: Visual Communication & Commissioned Projects

<table>
<thead>
<tr>
<th>Film festival international</th>
<th>Film festival national</th>
<th>Film/video broadcast nationally/syndicated for national broadcast</th>
<th>Commissioned project national (1 component)</th>
<th>Commissioned project local (2+ components)</th>
<th>Commissioned project local (1 component)</th>
</tr>
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<tbody>
<tr>
<td>44</td>
<td>46</td>
<td>48</td>
<td>53</td>
<td>56</td>
<td>61</td>
</tr>
<tr>
<td>Film release by established distributor (2+ components)</td>
<td>Commissioned project international (1 component)</td>
<td>50</td>
<td>Video distribution &lt;$10k</td>
<td>55</td>
<td>Film/video in festival local/regional</td>
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<tr>
<td>45</td>
<td>47</td>
<td>49</td>
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<td>54</td>
<td>57</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Film/video broadcast local/regional</td>
<td>58</td>
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<td>59</td>
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<td>Script optioned</td>
<td>Community outreach project</td>
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<td>52</td>
<td>60</td>
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<tr>
<td>Outstanding for 2 years</td>
<td>30 Units</td>
<td>25 Units</td>
<td>16 Units</td>
<td>12 Units</td>
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<td>2 Units</td>
</tr>
<tr>
<td>Chart R: Publications</td>
<td></td>
<td>Writing included in a critical anthology</td>
<td>Work in progress towards a book, chapter, or article. (Not to exceed 5 years for books or 1 year for articles &amp; chapters)</td>
<td>Work featured (article by or about) in book, journal, or professional magazine</td>
<td>Work reproduced/mentioned in a book</td>
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</tr>
<tr>
<td>Book published (authored)</td>
<td>63</td>
<td>65</td>
<td>72</td>
<td>75</td>
<td>81</td>
</tr>
<tr>
<td>Technical / textbook book (authored)</td>
<td>64</td>
<td>66</td>
<td>Technical / textbook book (single author)</td>
<td>Book chapter (multiple authors)</td>
<td>Refereed or invited paper published in national conference proceedings</td>
</tr>
<tr>
<td>New edition of book (±20 additional units if ≥50% or more of the book is re-worked)</td>
<td>67</td>
<td>68</td>
<td>73</td>
<td>76</td>
<td>82</td>
</tr>
<tr>
<td>Book translated</td>
<td>68</td>
<td>69</td>
<td>74</td>
<td>77</td>
<td>Writing &amp; publishing a critical review (of a book or exhibition)</td>
</tr>
<tr>
<td>Book edited</td>
<td>69</td>
<td>70</td>
<td>78</td>
<td>79</td>
<td>Refereed journal article (multiple authors)</td>
</tr>
<tr>
<td>Journal edited</td>
<td>70</td>
<td>71</td>
<td>72</td>
<td>84</td>
<td>Trade magazine article authored</td>
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<tr>
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<td>70</td>
<td>71</td>
<td>72</td>
<td>84</td>
<td>Trade magazine article authored</td>
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<td>30 Units</td>
<td>25 Units</td>
<td>16 Units</td>
<td>12 Units</td>
<td>9 Units</td>
<td>7 Units</td>
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<tr>
<td>Chart R: Exhibitions</td>
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<tr>
<td><strong>1 Large scale sculpture / Public Art project in international venue</strong></td>
<td></td>
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</tr>
<tr>
<td>94</td>
<td>1-3 pieces in exhibition in museum / art institute</td>
<td>4+ pieces in curated / juried show international</td>
<td>1-3 pieces in curated / juried show national on display in excess of 1 year</td>
<td>Work included in international / national collection</td>
<td>Documented progress toward completion of a long-term work or portfolio (not to exceed 1 year)</td>
</tr>
<tr>
<td>98</td>
<td>102</td>
<td>106</td>
<td>113</td>
<td>119</td>
<td>125</td>
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<tr>
<td><strong>2 Large scale sculptures / Public Art projects in national venue</strong></td>
<td></td>
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<td></td>
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<tr>
<td>95</td>
<td>1 Large scale sculpture / Public Art project in national venue</td>
<td>1 Large scale sculpture / Public Art project in regional venue</td>
<td>1-3 medium scale sculptures in regional or national group show</td>
<td>1-3 pieces in curated / juried show national</td>
<td>1-3 pieces in curated / juried show regional</td>
</tr>
<tr>
<td>99</td>
<td>103</td>
<td>107</td>
<td>114</td>
<td>120</td>
<td>126</td>
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<tr>
<td><strong>Solo international exhibition</strong></td>
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<tr>
<td>96</td>
<td>Solo show national</td>
<td>Solo show regional</td>
<td>4+ pieces in curated / juried show national</td>
<td>Jurying an international exhibition</td>
<td>Jurying a national exhibition</td>
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<tr>
<td>100</td>
<td>104</td>
<td>108</td>
<td>115</td>
<td>121</td>
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<tr>
<td><strong>Retrospective exhibition</strong></td>
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<tr>
<td>97</td>
<td>2-Person show international</td>
<td>2-Person show national</td>
<td>Work included in museum collection</td>
<td>Curating a national exhibition</td>
<td>Curating a regional exhibition</td>
</tr>
<tr>
<td>101</td>
<td>105</td>
<td>109</td>
<td>116</td>
<td>122</td>
<td>128</td>
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<tr>
<td><strong>Outstanding for 2 years</strong></td>
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<td>30 Units</td>
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<td>7 Units</td>
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<tr>
<td></td>
<td>Engaged scholarship project with 500+ students (per year)</td>
<td>Engaged scholarship project with 5+ organizations (per year)</td>
<td>Engaged Scholarship project with 2-4 organizations (per year)</td>
<td>Engaged scholarship project with 20-150 students (per year)</td>
<td>Engaged Scholarship project with 1 organization (per year)</td>
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<td>135</td>
<td>136</td>
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<tr>
<td>133</td>
<td>Engaged scholarship project with 151-500 students (per year)</td>
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<td>134</td>
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<tr>
<td>Outstanding for 2 years</td>
<td>30 Units</td>
<td>25 Units</td>
<td>16 Units</td>
<td>12 Units</td>
<td>9 Units</td>
</tr>
</tbody>
</table>
A. Research and Creative Activity—Definition and Descriptions

Juried and invitational group exhibitions shall be defined by prospectus and/or reputation of juror or venue, rather than location.

For exhibitions that are invitational or that an artist is curated into, the units for an equivalent juried exhibition shall be used.

Curating an exhibition refers to the selection of works and organization of an exhibition in which the curator is not participating as an artist.

Jurying an exhibition refers to selecting the participating artists and/or any corresponding awards for an exhibition organized by another hosting entity.

A museum of national caliber (i.e., has national level collection/exhibitions) shall be considered a national venue, even if located in the state of North Carolina or surrounding region.

The Gray Gallery and Greenville Museum of Art shall be considered regional institutions except for group faculty shows, which are non-juried local shows.

Electronic books released by established publishers are treated the same as paper books but this does not include self-publishing/self-distribution.

Editing of a special issue of a journal is the equivalent of editing a book. Regular editorship of a single journal with multiple issues per year is also the equivalent of editing one book.

Online journals are treated the same as paper journals.

Online/virtual exhibitions are treated the same as traditional physical exhibitions.

All travelling shows receive normal points for the first venue and four additional points for additional venues with a maximum of twelve additional points.

1. Exhibitions

*International Solo Exhibition*
A one-person exhibition held outside the United States at a public institution such as a national gallery, a national museum, a public gallery, an internationally recognized private gallery, a commercial gallery of peer level, or a university art museum of international standing.

*International Two-Person Exhibition*
A two-person exhibition held outside the United States at a public institution such as a national gallery, a national museum, a public gallery, an internationally recognized private gallery, a commercial gallery of peer level, or a university art museum of international standing.
International Group Exhibition
An exhibition of work by three or more artists and designated by the prospectus as being international in scope at a public institution such as a national gallery or museum, a public gallery or museum, an internationally recognized private gallery, a university art museum, or an exhibition selected by a juror/curator of international reputation.

National Solo Exhibition
A one-person exhibition held in the United States beyond the region of North Carolina, South Carolina, Tennessee, and Virginia at a public gallery or museum, a nationally recognized private gallery, or a university art museum or gallery of peer level.

National Two-Person Exhibition
A two-person exhibition held in the United States beyond the region of North Carolina, South Carolina, Tennessee, and Virginia at a public gallery or museum, a nationally recognized private gallery, or a university art museum or gallery of peer level.

National Group Exhibition
An exhibition of work by three or more artists and designated by the prospectus as being national in scope at a public institution such as a national gallery or museum, a public gallery or museum, an nationally recognized private gallery, a university art museum, or an exhibition selected by a juror/curator of national reputation.

Regional Solo Exhibition
A one-person exhibition held in North Carolina, South Carolina, Tennessee, or Virginia at a municipal gallery or museum, a university art museum/gallery, or commercial gallery of peer level. Faculty may state a case for an exhibition that is regional in geographical location, but should warrant national or International status (due to the reputation of the institution, curator, scope of the exhibit, etc.) by providing ample evidence to the Personnel Committee (brochure, prospectus, curator's bio, catalog of the exhibition, etc.).

Regional Two-Person Exhibition
A two-person exhibition held in North Carolina, South Carolina, Tennessee, or Virginia at a municipal gallery or museum, a university art museum/gallery, or commercial gallery of peer level. Faculty may state a case for an exhibition that is regional in geographical location, but should warrant national or International status (due to the reputation of the institution, curator, scope of the exhibit, etc.) by providing ample evidence to the Personnel Committee (brochure, prospectus, curator's bio, catalog of the exhibition, etc.).
Regional Group Exhibition
An exhibition consisting of work by three or more artists held in North Carolina, South Carolina, Tennessee, or Virginia at a municipal gallery or museum, a university art museum/gallery, or commercial gallery of peer level. Faculty may state a case for an exhibition that is regional in geographical location, but should warrant national or International status (due to the reputation of the institution, curator, scope of the exhibit, etc.) by providing ample evidence to the Personnel Committee (brochure, prospectus, curator’s bio, catalog of the exhibition, etc.).

Local Solo Exhibition
A one-person exhibition held in Pitt County at a municipal gallery, museum, a university art museum/gallery, or commercial gallery of peer level. Faculty may state a case for an exhibition that is local in geographical location, but should warrant regional, national or International status (due to the reputation of the institution, curator, scope of the exhibit, etc.) by providing ample evidence to the Personnel Committee (brochure, prospectus, curator’s bio, catalog of the exhibition, etc.).

Local Two-Person Exhibition
A two-person exhibition held in Pitt County at a municipal gallery, museum, a university art museum/gallery, or commercial gallery of peer level. Faculty may state a case for an exhibition that is local in geographical location, but should warrant regional, national or International status (due to the reputation of the institution, curator, scope of the exhibit, etc.) by providing ample evidence to the Personnel Committee (brochure, prospectus, curator’s bio, catalog of the exhibition, etc.).

Local Group Exhibition
An exhibition consisting of work by three or more artists held in Pitt County at a municipal gallery, museum, a university art museum/gallery, or commercial gallery of peer level. Faculty may state a case for an exhibition that is local in geographical location, but should warrant regional, national or International status (due to the reputation of the institution, curator, scope of the exhibit, etc.) by providing ample evidence to the Personnel Committee (brochure, prospectus, curator’s bio, catalog of the exhibition, etc.).

Large Scale Sculpture / Public Art Project
A large scale sculpture or public art project includes creative endeavors that may require long-term planning, coordinating with municipalities, multiple phases of the jurying process, grant money or awarded funds for successful proposal, overseeing a team of staff to bring the project to fruition, will reach a significant audience, etc. These activities are not merely big in physical size.

Documented work in progress
The effort required for a long-term work or completed portfolio/body of work requires a substantial time commitment. It is only fair that the faculty member receive credit for productivity during this time frame of creation by presenting evidence of progress toward a finished body of work. Evidence can be submitted to
the Director/ with the annual report in the form of photo documentation with a very
brief narrative of the activities accomplished. Credit for works in progress is not to
exceed one year per project.

2. Commissioned Projects
Commissioned activities can include illustrations, art direction, design/production,
web authoring/management, animation, storyboard development, typography,
packaging, the creation of a uniquely crafted item for a client, etc.

To be designated international it must be work created for an international
company or international distribution.

To be designated national, it must be work created for a national company or
national distribution.

Designated regional, state, and local would follow the same description.

A situation may arise where a client may request that a designer/ illustrator/ artist
complete a set of projects. If the projects are unique (i.e. a logo, an annual report,
etc.), they can be awarded separate and unique units. If the set takes on a less
significant design problem (i.e. a logo, a t-shirt, stationery), the director of the
School of Art will negotiate the unit total with the faculty member.

3. Credit For Progress Toward Publication and for Publication

A Book
Since the effort required for the research, writing and publication of a book will
usually take a number of years (the American Historical Association has said that
the average time is ten years), it is only fair that the faculty member receive credit
for productivity during these years by presenting evidence of progress toward a
finished publication.

Therefore, a faculty member may declare ongoing research for a book on the
annual evaluation for a maximum period of five years, with the understanding that
demonstration of progress is made.

Once the project is published, an additional two years of credit at the level of
Outstanding may be awarded.

The term book means a scholarly publication in the faculty member’s area of
expertise. Bibliographies—annotated or not—will not be counted as books, nor will
publications from vanity presses.

Faculty members may begin to claim credit for published research anytime
between the year of acceptance and one year after it appears in print.

An Article or Chapter
Credit for work in progress on an article or a chapter in a book is given for one year
only.
Credit for acceptance or publication of an article or a chapter in a book is given for one year only.
<table>
<thead>
<tr>
<th></th>
<th>Chart S: Service</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Chair of a professional conference / track/ program</td>
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<tr>
<td>2</td>
<td>Editor (Academic PRJ, associate editor, book/textbook, conference proceedings)</td>
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<tr>
<td>3</td>
<td>Hosting a professional conference</td>
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<tr>
<td>4</td>
<td>Reviewer (book/textbook)</td>
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<tr>
<td>5</td>
<td>Reviewer (grant proposal related to expertise)</td>
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<td>6</td>
<td>Reviewer (external tenure)</td>
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<tr>
<td>7</td>
<td>Reviewer (ad hoc reviewer for a journal)</td>
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<tr>
<td>8</td>
<td>Reviewer (conference paper)</td>
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<tr>
<td>9</td>
<td>Reviewer (article/manuscript)</td>
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<tr>
<td>10</td>
<td>SOAD Faculty Chair</td>
</tr>
<tr>
<td>11</td>
<td>Chair of professional committee/ task force</td>
</tr>
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<td>12</td>
<td>Officer of a professional organization/ association</td>
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<td>13</td>
<td>Area coordinator</td>
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<tr>
<td>14</td>
<td>College search committee (chair)</td>
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<tr>
<td>15</td>
<td>University committee (chair or secretary)</td>
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<tr>
<td>16</td>
<td>Professional Organization advisory board member</td>
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<td>17</td>
<td>Member of professional committee/ task force</td>
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<tr>
<td>18</td>
<td>Faculty Senator</td>
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<tr>
<td>19</td>
<td>Chair of a community committee</td>
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<tr>
<td>20</td>
<td>Search committee chair</td>
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<tr>
<td>21</td>
<td>Advising student organizations (official Faculty Advisor or Mentor)</td>
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<tr>
<td>22</td>
<td>College committee (chair or secretary)</td>
</tr>
<tr>
<td>23</td>
<td>College search committee (member)</td>
</tr>
<tr>
<td>24</td>
<td>University committee (member)</td>
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<tr>
<td>25</td>
<td>Search committee member</td>
</tr>
<tr>
<td>26</td>
<td>SOAD committee (chair or secretary)</td>
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<tr>
<td>27</td>
<td>Academic conference (discussant, panelist, etc.) non-peer reviewed</td>
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<tr>
<td>28</td>
<td>College committee (member)</td>
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<tr>
<td>29</td>
<td>Reviewer of publishers of books in preparation</td>
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<tr>
<td>30</td>
<td>Community work related to the profession</td>
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<tr>
<td>31</td>
<td>Presentation (non-peer reviewed)</td>
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<tr>
<td>32</td>
<td>Member of a community committee</td>
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<tr>
<td>33</td>
<td>Studio fabrication, maintenance, and repair (1 unit per 5 hours worked)</td>
</tr>
<tr>
<td>34</td>
<td>Youth Arts Festival participant</td>
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<tr>
<td>35</td>
<td>SOAD committee (member)</td>
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<tr>
<td>36</td>
<td>Student Exhibition (organizing/setting-up)</td>
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<tr>
<td>37</td>
<td>Recruiting activity for SOAD (per activity)</td>
</tr>
<tr>
<td>38</td>
<td>SOAD sub-committee/ad hoc committee (member)</td>
</tr>
<tr>
<td>39</td>
<td>Memberships in Professional Associations/Organizations (1-3)</td>
</tr>
<tr>
<td>40</td>
<td>Studio fabrication, maintenance, and repair (2 units per 10 hours worked)</td>
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<tr>
<td>16 Units</td>
<td>14 Units</td>
</tr>
</tbody>
</table>

294 25 units or above, Outstanding (5)
295 17-24 units Exceeds Expectations (4)
296 11-16 units Meets Expectations (3)
298 5-10 units Minimal Required Level of Productivity (2)
299 0-4 units Below Minimal Required Level of Productivity (1)
A. Service Matrix—Definitions and Descriptions
This form is to be used for the purposes of annual evaluation of service productivity.
Faculty are expected to participate in the following activities as part of their regular duties.
Attend faculty meetings
- Participate in 1 School of Art and Design committee
- Attend openings (students, peers, School sponsored, etc.)
- Participate in Open House events
- Write letters of recommendation

Service activities will not be used in the University 8-box system. Only teaching and research activities will be used to fill the boxes.

Studio fabrication, maintenance, and repair:
- This does not include basic studio custodial duties.
- Faculty must document the projects, hours spent, and how the hours were spent to earn these units.
- 2 units of service credit will be earned per 10 hours spent fabricating, maintaining, and repairing studio spaces, equipment, and tools.

V. PROCEDURE FOR ADDITIONS OR CHANGES TO THE MATRIXES
These documents are intended to grow and change as the research, service, and teaching aspects of the faculty evolve. It is recommended that the faculty present edits to any of the matrixes or definitions to the Personnel Committee. The Personnel Committee will work with faculty to find appropriate unit values and language for edits to maintain continuity of the system.

Suggestions can be submitted to the Personnel Committee via email.
Faculty initiating changes may attend the next scheduled Personnel Committee meeting to work with the committee on establishing appropriate unit values and wording of the new/ altered items.
With the support of the Personnel Committee revisions will be presented to the faculty at the next faculty meeting for discussion and vote by the faculty.
APPENDIX 2: Criteria for Appointment to Graduate Faculty

Appointments to the graduate faculty in the School of Art and Design will follow the procedures and policies as outlined in Part II of the *East Carolina University Faculty Manual*. Faculty members requesting consideration as Graduate Faculty or Associate Graduate Faculty should submit a complete resume and narrative that justifies the request to the SOAD Graduate Committee. Evaluation will be based on the criteria below as evidenced in the previous 5 years of research/creative activity and graduate teaching experience.

I. Associate Graduate Faculty Status

Faculty recommended for appointment to associate graduate faculty status will:

A. have a terminal degree in the field or a related field;

B. have evidence of building a record of teaching effectiveness and supervision of discovery at the graduate level as indicated by (but not limited to) the following: student surveys; student products as exhibitions, presentations, publications, and grants; supervision of student research/creative activity and/or teaching; and/or serving on student thesis/dissertation committees;

C. have evidence of building a record of creative or research activity as indicated by (but not limited to) exhibitions, commissions, design practice, presentations, publications in appropriate refereed journals, books, and/or proceedings, internal and/or external grants; and

D. have evidence of building a record of ability and willingness to participate in department, college, and 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, student recruitment, and/or community engagement.

II. Graduate Faculty Status

Faculty recommended for appointment to Graduate Faculty Status will:

A. have a terminal degree in the field or a related field;

B. have evidence of a continuing record of teaching effectiveness and supervision of discovery at the graduate level as indicated by (but not limited to) the following: Student surveys; student products as exhibitions, presentations, publications, and grants; supervision of student research/creative activity and/or teaching; and/or serving on/or directing student thesis/dissertation committees;
C. have evidence of a continuing record of creative or research activity as indicated by (but not limited to) exhibitions, commissions, design practice, presentations; publications in appropriate refereed journals, books, and/ or proceedings; internal and/or external grants; and

D. have evidence of a continuing record of ability and willingness to participate in department, college, and 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; student recruitment; and/or community engagement.