

**UNIT CODE OF OPERATIONS  
EAST CAROLINA UNIVERSITY**

School of Art and Design Code Approval

1. Approved by the tenured faculty of the Unit: --
2. If changed, reapproved by tenured faculty: 1-18-06
3. Submitted to the Director for advice: 1-19-06
4. Approved by the Dean of the College: 2-24-06
5. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:  
2-2-06 and 3-7-06 (Chair Review)
6. Approved by the East Carolina University Faculty Senate: 3-21-06  
Resolution #06-16
7. Approved by East Carolina University Chancellor/or designee: 4-18-06  
(Effective Date)

School of Art and Design  
Unit Code of Operations

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 Faculty Manual. In the absence of specific rules adopted by the unit, proceedings will be conducted according to *Robert's Rules of Order, Newly Revised*. The Executive Committee shall evaluate recommendations from its standing committees and may make policy that reflects the responsibilities of its standing committees. The School of Art and Design faculty retains the right, in its general assembly, to review decisions of the Executive Committee and its standing committees. A two-thirds vote of the entire School of Art and Design voting faculty (as defined in Section II.A.1) is necessary to reverse those decisions. The faculty, as a whole, may also exert its influence through the committees and through the evaluation process. The code provides that sufficient time will be allowed for popular action in the event that the School of Art and Design faculty is displeased with policy or procedural changes recommended by the Executive Committee. This code provides for the same form of popular action on the part of the School of Art and Design Graduate Faculty in the event they are displeased by actions taken by the Graduate Committee of the School of Art and Design. This period of time will be not less than ten working days from the distribution of the minutes. All policy recommendations will be forwarded to the Director of the School of Art and Design who must give written notice to the faculty of concurrence or non-concurrence.

Section I. Mission Statement

The School of Art and Design encourages knowledge and understanding of the history and studio practices of the visual arts. We are committed to creating an atmosphere tolerant of diverse views in which personal direction, pertinent technical skills, and critical thinking may converge. Intellectual inquiry and aesthetic expression are pursued through a multidisciplinary curriculum. It is the goal of the faculty for our students to develop abilities to think critically, to communicate effectively, to be competent with new technologies and their chosen media, and to work cooperatively for the benefit of the community. The School of Art and Design will continue its leadership role in the arts and be proactive in establishing eastern North Carolina as a major research center for the visual arts. To achieve these goals the School supports a diverse, professionally active, and engaged faculty sharing its research with local and extended communities.

Section II. Organization/Composition

A. Definitions of voting faculty member:

The Faculty of the School of Art and Design consists of all Professors, Associate Professors, Assistant Professors, Instructors, and those persons with fixed-term appointments.

1. In the School of Art and Design faculty voting status will, at all times, be in compliance with the ECU faculty manual.\*

2. A voting faculty person for matters not covered in Appendices C, D or L of the ECU Faculty Manual, is defined as an individual with academic rank or title and not less than half a normal teaching or research load\* for at least one semester in the School of Art and Design, except for the purposes of evaluation and selection of Unit Administrator.
3. The School of Art and Design graduate faculty will consist of all five types of graduate faculty membership described in Appendix F, of the ECU Faculty Manual. Voting graduate faculty members shall be those persons holding the rank of full graduate faculty or associate graduate faculty. Any representative and/or alternate elected to the Graduate School Administrative Board will be elected in accordance with Appendix F.

\* Definitions of faculty load approved by the faculty of the School of Art and Design include credit hour equivalents as well as guidelines of the school's accrediting agency, National Association of Schools of Art and Design (NASAD), and the College Art Association which indicates studio and art education faculty members in the School of Art and Design do not normally have a reduction of load for research and creative activity.

## B. Administrative Organization

1. Director of the School of Art and Design (Chief Administrative Officer)

The Director of the School of Art and Design is the Chief Administrative Officer and Unit Head of the School 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 will conform with Appendix L of the ECU Faculty Manual.

In accordance with the policies determined by the School, the University Code and the ECU Faculty Manual, the Director shall:

- a. Be responsible for the operation of the School of Art and Design office and staff and insure that student records are kept up-to-date;
- b. Act on recommendations of all School of Art and Design committees/councils and report actions to the committees/councils;
- c. Make an annual written evaluation on the performance of each unit faculty member in accordance with Appendix C of the ECU Faculty Manual;
- d. Make recommendations to the Dean of the College of Fine Arts and Communication regarding persons for appointment, re-appointment, non-reappointment, promotion, permanent tenure, academic leave, faculty and EPA salaries, based on the criteria approved by the permanently tenured faculty;

- e. 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;
- f. Report total annual salary increments to the faculty in accordance with Appendix C of the ECU Faculty Manual;
- g. Conduct negotiations for the hiring of new faculty members;
- h. Administer the budget;
- i. Compile the activities for the School of Art and Design into the Annual Report and make copies of that report available to the faculty;
- j. Recommend to the Chancellor when appropriate, through the Dean of the College of Fine Arts and Communication, persons for the positions of Assistant/Associate Administrators in accordance with policies defined herein;
- k. Be responsible for the utilization of the physical plant and act on recommendations regarding the facility;
- l. Coordinate the teaching schedule;
- m. Promote professional growth and good public relations;
- n. Actively seek public and private funds to support development of the School of Art and Design;
- o. Be responsible for student recruitment;
- p. Coordinate, maintain and publicize a calendar of School of Art and Design events;
- q. Provide the School of Art and Design faculty, at the beginning of each year, with a plan to guide the school in all facets of its operation and development and shall implement this plan;
- r. Be responsible for insuring that the Unit Code is being followed;
- s. Meet annually to discuss with the faculty of the School of Art and Design the annual budget request and annual report.

## 2. Assistant/Associate Directors

Assistant/Associate Directors are administrators in the School of Art and Design who are responsible to and serve at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the scope of the Assistant/Associate Directors non-teaching duties.

Assistant/Associate Directors shall maintain lines of communication with faculty with regard to operation of the School.

### 3. Director of Graduate Studies

The Director of Graduate Studies is appointed by and serves at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the scope of the Director's non-teaching duties. Employing policies established by the School of Art and Design Graduate Faculty and the University Graduate School, the Director of Graduate Studies in Art shall:

- a. Coordinate the policies and procedures established by the School of Art and Design Graduate Faculty and the University Graduate School;
- b. Call meetings, as needed, of the School of Art and Design Graduate Faculty;
- c. Maintain records to include transcripts, letters of recommendation, grade reports and other data of graduate students enrolled in the School of Art and Design, and handle correspondence that pertains to graduate work in the School of Art and Design;
- d. Consult and advise prospective graduate students in art. Prepare and distribute information describing requirements, grants, assistantships, and awards available to graduate students in art;
- e. Submit an annual report to the Chief Administrative Officer and School of Art and Design Executive Committee by the end of April.

### 4. Foundation Coordinator

The Foundation Coordinator is appointed by and serves at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the Coordinator's non-teaching duties. Employing policies established by the School of Art and Design faculty, the Foundation Coordinator shall:

- a. Be responsible for Foundation Program budget;
- b. Be responsible for recommending Foundation Program scheduling to the Chief Administrative Officer;
- c. Implement and coordinate Foundation Program curriculum;
- d. Be responsible for Foundation physical plant maintenance of area facilities;
- e. Be responsible for coordinating the teaching activities of Foundation Program faculty;

- f. In consultation with the Foundations Committee chairperson, submit an annual report to the Chief Administrative Officer and the Executive Committee by the end of April.

#### 5. Gallery Director

The Gallery Director is appointed by and serves at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the Director's non-teaching duties. Employing policies by the School of Art and Design faculty, the Gallery Director shall:

- a. Seek, schedule, receive, and install gallery exhibitions;
- b. Function as a resource for information concerning exhibitions and competitions;
- c. Prepare an annual gallery schedule of exhibitions, speakers, and events that is presented to the School of Art and Design Faculty;
- d. Handle gallery publicity and publications;
- e. Be responsible for the permanent collection;
- f. Actively work to seek funds/grants for the gallery;
- g. Submit an annual gallery budget to the Chief Administrative Officer;
- h. Handle all insurance and security matters that pertain to the gallery through the Dean of the College of Fine Arts and Communication;
- i. Submit an annual report to the Chief Administrative Officer and to the Executive Committee by the end of April;
- j. Work with the School of Art and Design Faculty in matters requiring gallery support for curriculum development.

#### 6. Media Center Director

The Media Center Director is appointed by and serves at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the Director's non-teaching duties. Employing policies established by the School of Art and Design faculty, the Media Center Director shall:

- a. Fulfill responsibilities of the School of Art and Design representative to Joyner Library including submission and follow-up of all orders, budgetary allotments and records, and dissemination of pertinent information to the School of Art and Design Faculty;

- b. Manage and develop the School of Art and Design Media Center inventory (books, slides, periodicals, audio-visual, etc);
- c. Recommend procedures to the Chief Administrative Officer for general usage and security of the School of Art and Design Media Center facilities;
- d. Submit an annual report to the Chief Administrative Officer and to the Executive Committee by the end of April;
- e. Actively seek funds/grants for the School of Art and Design Media Center;
- f. Manage and schedule School of Art and Design Media Center personnel;
- g. Submit an annual Media Center budget to the Chief Administrative Officer;
- h. Work with School of Art and Design Faculty in matters requiring Media Center support for curriculum.

#### 7. Art Education Coordinator

The Art Education Coordinator is appointed by and serves at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the Coordinator's non-teaching duties. The Art Education Coordinator shall meet criteria established by the North Carolina State Department of Public instruction and the University. Employing policies established by the School of Art and Design, the School of Education, the University and the appropriate accrediting agencies, the Art Education Coordinator shall be responsible for the Art Education:

- a. Curriculum;
- b. Assigning and scheduling student teachers;
- c. Correspondence and reports;
- d. Annual Art Education budget submitted to the Chief Administrative Officer;
- e. Annual report submitted to the Chief Administrative Officer and the Executive Committee by the end of April;

#### 8. Digital Arts Center Director

The Director is appointed by and serves at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the Director's non-teaching duties. Employing policies established by the School of Art and Design Faculty, the Digital Arts Center Director shall:

- a. Develop policy for general usage and security of Center;

- b. Be responsible for maintenance of the Center and schedule support personnel for student access;
- c. Schedule classes and personnel;
- d. Advise School of Art and Design Faculty in matters of digital graphic and information technology;
- e. Prepare proposals for funding and staffing;
- f. Submit an annual budget to the Chief Administrative Officer;
- g. Supervise and provide access to training for graduate assistants;
- h. Submit an annual report to the Chief Administrative Officer and to the Executive Committee by the end of April.

#### 9. Area Coordinators

Area Coordinators are appointed by and serve at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the scope of the Coordinators' non-teaching duties. Employing policies established by the School of Art and Design Faculty, Area Coordinators perform administrative tasks at the discipline area level which include:

- a. scheduling of courses;
- b. budget preparation;
- c. maintenance of classroom/studio facilities and maintenance of equipment;
- d. curriculum development;
- e. mentoring of new faculty;
- f. the recommendation of and supervising of graduate assistants in the curricular area;
- g. addressing concerns of faculty and students which may have a direct bearing on the curricular area.

Area coordinators also act as liaisons between the faculty of their curricular areas and the administration, committees, and councils of the School of Art and Design.

## 10. Faculty Chairperson

The Faculty Chairperson is elected for a two-year term elected by a majority vote of the School of Art and Design voting faculty as defined in Section II.A.1. The Faculty Chairperson cannot be an elected member of a standing committee in the School of Art and Design. Employing policies established by the School of Art and Design faculty, the Faculty Chairperson shall:

- a. Call and preside at regularly scheduled faculty meetings at least one per semester;
- b. Keep records/minutes on file of all duties/transactions pertinent to this elected office;
- c. Share with the Chief Administrative Officer the responsibility for the interpretation and implementation of the School of Art and Design Unit Code. When disagreements arise, the Parliamentarian of the Faculty, as described in Appendix A, Sec. VIII. of the ECU Faculty Manual, will advise;
- d. Maintain a voting roster of School of Art and Design Faculty;
- e. Be an advocate of and for the School of Art and Design Faculty;
- f. Update and maintain the School of Art and Design Policies and Procedures book (See Section VII). This book is maintained in the office of the Director of the School of Art and Design.

## 11. Director of Distance Education

Director of Distance Education is appointed by and serves at the pleasure of the Chief Administrative Officer and should be given reassigned time as appropriate to the scope of the Director's non-teaching duties. Employing policies established by the University and The School of Art and Design, the Director of Distance Education shall:

- a. Follow University and School of Art and Design policies for the development, management, and presentation of distance education classes and programs in Art;
- b. Coordinate personnel participating in the program;
- c. Provide correspondence and reports;
- d. Provide Annual Distance Education budget; and
- e. Write the Annual Report submitted to the Chief Administrative Officer and the Executive Committee by the end of April.

### Section III. Committees

Terms of membership on School of Art and Design committees, the Graduate Committee and the Graduate School Administrative Board shall usually be for three years, with staggered terms. At the end of tenure on a committee a member or alternate must take a one-year leave from said committee before being eligible for nomination to serve again. This rule shall apply to all committees found in this code of operations, with the exception of the Nominations Committee, the Tenure Committee, and the Promotion Committees.

All meetings are open to the School of Art and Design faculty except those meetings that fall under the State of North Carolina's law regarding executive sessions. Each committee will elect a chair from among its membership at the beginning of each academic year unless as otherwise noted.

#### A. Nominations Committee

1. The Nominations Committee shall be composed of the Chief Administrative Officer, an Assistant/Associate Director, and three (3) elected members of the Faculty of the School of Art and Design, one of whom will be a full professor, one an associate professor, and one from the voting faculty.
2. The Nominations Committee will be elected in the Spring and installed in the Fall semester of each year. The Committee shall produce a slate of nominees for vacancies on the various committees, standing committees, the position of Faculty Chairperson, the regular and alternate members of the Graduate School Administrative Board who must hold full graduate faculty status. (Nominating procedures for Faculty Senators will be in accordance with Appendix A, of the ECU Faculty Manual). The committee's intent will be to have each eligible faculty member on at least one committee. A list of faculty with no committee assignments shall be presented with the Spring nomination slate no later than mid-February. Nominations should be formed within the guidelines to provide for a policy of balanced representation of the School of Art and Design faculty on the committees. Membership on the committees should be balanced considering the following criteria:
  - a. Area of discipline;
  - b. Rank;
  - c. Time in service;
  - d. Expertise;
  - e. Present membership on other standing committees.

The slate of nominees shall be submitted to the faculty for election during the Spring semester or at other times when vacancies occur.

3. The Nominations Committee shall canvas the faculty on an annual basis to determine individual faculty interests related to various School of Art and Design committees. The Committee should determine that its nominees are willing to serve on a committee before the slate of nominees is submitted to the faculty for elections.

#### B. The Executive Committee

The School of Art and Design Executive Committee shall consist of five (5) elected faculty representatives, and the following ex-officio members, without vote: the Faculty Chairperson, and the Chief Administrative Officer or a representative of the Chief Administrative Officer. Employing policies established by the School of Art and Design Faculty, the Executive Committee shall:

1. Be responsible for developing and recording policy for the School of Art and Design, with the exception of policy related to personnel matters;
2. Receive and act on standing and ad hoc committee reports as appropriate;
3. Periodically review the School of Art and Design Unit Code and make recommendations to the School of Art and Design faculty for its revision;
4. Review standing committee annual reports and make recommendations to the faculty as appropriate;
5. Study and recommend standards for admission to the undergraduate program of the School of Art and Design;
6. Compile an annual report at the conclusion of each academic year and submit it to the Chief Administrative Officer and School of Art and Design faculty at the first meeting of the next academic year.

#### C. Curriculum Committee

The Curriculum Committee is a standing committee of the Executive Committee. Membership will consist of five (5) elected faculty representatives, with the following ex-officio members, without vote: The Art Education Coordinator, the Foundation Coordinator, the Graduate Studies Director, and the Chief Administrative Officer or a representative of the Chief Administrative Officer. Employing policies established by the School of Art and Design faculty, the Curriculum Committee shall:

1. Be responsible for reviewing proposals for changes in the curriculum, proposals for new courses, proposals for new programs and attendant curriculum, and make appropriate recommendations to the Executive Committee;
2. Be responsible for developing policy recommendations relative to degree programs in the School of Art and Design;

3. On Graduate curriculum matters the Curriculum Committee will report to the Graduate Committee of the School of Art and Design;
4. Submit an annual report to the Chief Administrative Officer and the Executive Committee by the end of April.

#### D. Scholarship and Awards Committee

The Scholarship and Awards Committee is a standing committee of the Executive Committee. Membership shall consist of five (5) elected faculty representatives, and the Chief Administrative Officer or a representative of the Chief Administrative Officer (ex-officio, without vote). Employing policies established by the School of Art and Design Faculty, the Scholarship and Awards Committee shall:

1. Conduct proceedings that allow for the selection and the awarding of official scholarships within the School of Art and Design;
2. Recommend policies to the Chief Administrative Officer governing scholarship and award funds.
3. Publish an annual calendar no later than the end of September for scholarship and award actions.
4. Submit an annual report to the Chief Administrative Officer and the Executive Committee by the end of April.

#### E. Foundation Committee

The Foundation Committee is a standing committee of the Executive Committee. Membership will consist of five (5) elected School of Art and Design faculty representatives, with the following ex-officio members, without vote: The Foundation Coordinator and the Chief Administrative Officer or a representative of the Chief Administrative Officer. Employing policies established by the School of Art and Design Faculty, the Foundation Committee shall:

1. Recommend to the Curriculum Committee proposals for changes in the Foundation Program curriculum and proposals for new courses;
2. Recommend to the Executive Committee proposals regarding policies relative to the Foundation Program;
3. Submit an annual report to the Chief Administrative Officer and the Executive Committee by the end of April.
4. Act as advisor to the Foundations Coordinator.

#### F. Gallery Advisory Committee

The Gallery Advisory Committee is a standing Committee of the Executive Committee. Membership will consist of five (5) elected faculty with the following ex-officio members without vote: The Executive Committee Chairperson, the Graduate Council Chairperson, the Gray Gallery Director, and a student representative elected by the Visual Arts Forum. Employing policies established by the School of Art and Design faculty, the Gallery Advisory Committee shall:

1. Act as an advisory group to the Gallery Director to solicit, reflect, and communicate the concerns of the School of Art and Design faculty and students, the University, and the community relative to the operation of Gray Gallery;
2. Recommend to the Executive Committee policy regarding the operation of the Gray Gallery;
3. Submit an annual report to the Chief Administrative Officer and the Executive Committee by the end of April.

#### G. Computer Advisory Committee

The Computer Advisory Committee is a standing committee reporting to the Executive Committee. Membership will consist of five (5) elected faculty representatives demonstrating electronic expertise, with the following ex-officio members without vote: the Chief Administrative Officer or a representative of the Chief Administrative Officer and the Digital Art Center Director. Employing policies established by the School of Art and Design Faculty, the Computer Advisory Committee shall:

1. Act as liaison between School of Art and Design faculty members and the Digital Art Center Director;
2. Screen all proposals relating to curricular technology with the exception of those proposals stated in the School of Art and Design Policy and Procedures Book;
3. Seek and encourage interdisciplinary campus activity relating to electronic environments;
4. Submit an annual report to the Chief Administrative Officer and the Executive Committee by the end of April.

#### H. Assessment Committee

The Assessment Committee is a standing committee of the Executive Committee. Membership will consist of five (5) elected faculty one from each of the three baccalaureate degree programs in the School Of Art and Design and the following ex-officio members without vote: The Chief Administrative Officer or a

representative of the Chief Administrative Officer, the Faculty Chairperson, and the School of Art Faculty Senators.

Employing policies established by the School of Art and Design faculty, the Assessment Committee shall:

1. Be responsible for degree programs assessment in the School of Art and Design.
2. Perform annual assessment reviews of the School of Art and Design degree programs in consultation with the School of Art and Design Administration.
3. Maintain the SACS assessment record book for the School of Art and Design.
4. Submit an annual report of its results to the Chief Administrative Officer and the Executive Committee by the end of April.

I. The Strategic Planning Committee shall be composed of four (4) faculty representatives elected from the faculty at large, the Chief Administrative Officer or a representative of the Chief Administrative Officer who will act as chair, and the following ex-officio members without vote: the Faculty Chairperson and the Executive Committee Chairperson. Employing policies established by the university, the School of Art and Design faculty and accrediting bodies, the Strategic Planning Committee shall:

1. Annually review the School of Art and Design's strategic plan as it pertains to the office of Academic Affairs and the College of Fine Arts and Communication and make recommendations to the faculty;
2. Periodically review the School of Art and Design's strategic plan in reference to goals that may be affected by requirements of and accreditation reports for the Southern Association of Colleges and Schools, the National Association of Schools of Art and Design, the National Council for the Accreditation of Teacher Education Programs, and any other accrediting bodies;
3. Periodically review the School of Art and Design's mission statement and make recommendations to the faculty.

J. Graduate Committee

The School of Art and Design Graduate Committee shall consist of five (5) elected School of Art and Design graduate faculty, with the following ex-officio members, without vote: the Director of Graduate Studies and the Chief Administrative Officer or a representative of the Chief Administrative Officer. Employing policies established by the School of Art and Design Graduate Faculty, and the Graduate School, the School of Art and Design Graduate Committee shall:

1. Be responsible for developing and recording policy relative to the Graduate Program in the School of Art and Design;
2. Be responsible, after notifying the School of Art and Design Curriculum Committee, for developing and reviewing proposals for changes in graduate curriculum and in graduate degree programs, and for making recommendations to the Graduate School;
3. Be responsible for reviewing admission standards, budget, and graduate programs and make recommendations as appropriate;
4. Be responsible for awarding graduate assistantships and tuition waivers in consultation with Area and Program Coordinators;
5. Submit an annual report to the Chief Administrative Officer and the School of Art and Design Graduate Faculty by the end of April;
6. Review graduate applications in consultation with appropriate graduate faculty and send their recommendations to the Director of Graduate Studies;
7. Review and recommend faculty for graduate faculty status in accordance with Appendix F of the ECU Faculty Manual;
8. Review and recommend publicity and recruitment materials for the School of Art and Design Graduate Programs.

#### Section IV. Faculty Personnel Actions

##### A. Personnel Committee

The Personnel Committee will consist of five (5) School of Art and Design faculty members elected by the School of Art and Design Faculty who meet the voting faculty requirement in Appendix D. of the ECU Faculty Manual. Its structure shall be in compliance with Appendix D of the ECU Faculty Manual and it shall execute those duties outlined in Appendix D. The Chair of the Personnel Committee must be permanently tenured and elected annually from the committee membership and, where appropriate, will get release time. In addition, there shall be two permanently tenured alternates elected to the Committee. Alternates shall serve during the annual merit evaluation deliberations and when: (1) a committee member is absent; or (2) when a committee member or a relative to a committee member is being considered individually in any matter within the purview for the committee; or (3) a committee member disqualifies himself/herself. Employing policies established by the School of Art and Design Faculty, the Personnel Committee shall:

1. Forward recommendations regarding appointments (including initial probationary appointments and special fixed-term appointments), academic leaves, creative leaves, merit, faculty awards, and emeritus status to the Chief Administrative Officer and to the individual faculty member concerned.
2. Base personnel recommendations on the following criteria which has been approved by 2/3 of the School of Art and Design voting faculty. (Note: Each of the three criteria is followed by a list of possible activities that might be considered during evaluations. The location of an item on any of the three lists is not intended to imply any ranking or importance, nor are the lists intended to be mutually exclusive. The items on each of three lists are not necessarily of equal weight):

a. Teaching Effectiveness Weight: 34%

Peer Evaluation

Student Opinion Surveys

Attendance at teaching related workshops/presentations/seminars

Course Development

Interdisciplinary Teaching

Certification received in professional area

Curriculum Design and Development

Innovative Teaching

Special Courses

Independent Studies

Graduate Thesis Committees

Student Advising

Teaching Awards

Instructional Work Load

Other related activities.

(The person evaluated is expected to perform well as a teacher in all assigned classes. Student Opinion Polls and classroom observation will be used as partial bases for evaluating this performance).

b. Research and Creative Activity Relative Weight: 33%

Presentations at professional meetings  
Seminars and Workshops presented  
Applied professional activity  
Published articles, chapters in books, and books  
Research grants awarded  
Professional Consultantships, i.e., juror, etc.  
Exhibitions  
Professional Awards and Recognitions  
Other related activities.

(It is always the responsibility of the person being evaluated to report accurately and clearly on these activities. The degree and type of peer review involved in any activity is important and should always be evident. Ultimately, the reviewers must make a determination on the significance of any activity reported).

c. Service Relative Weight: 13%

University and School Committees  
Special Committee assignments  
Area Coordinator  
Program Director  
Advising student organizations and activities  
Community work related to profession  
Public service work related to profession  
Providing research assistance to colleagues, school and university  
Other related activities.

d. The remaining 20% as determined by the Personnel Committee will be allocated in a manner that will benefit the faculty member and maintain Teaching as the highest percentage criteria and Research and Creative Activity as the second highest criteria.

3. Form search committees in consultation with the Chief Administrative Officer according to University procedures.
4. In all cases of personnel action, the Chair of the Personnel Committee:
  - a. Shall inform the concerned faculty member of the pending personnel action, within a minimum of five working days for that faculty member to review and update his/her Personnel Action Dossier. (It is the faculty member's responsibility to inform the Personnel Committee through his/her Personnel Action Dossier of facts pertaining to the approved criteria);
  - b. Shall have each member of the appropriate committee review the Personnel Action Dossier of the faculty member concerned;
  - c. Shall, in executive session, have the appropriate committee evaluate the information in the Personnel Action Dossier and make a recommendation based on that information.
5. Periodically review policies in the School of Art and Design relative to personnel matters and make recommendations for revision or amendment of such policies to the School of Art and Design faculty who meet the voting requirement in Appendix D of the ECU Faculty Manual.

#### B. Promotion Committees

The Promotion Committees shall exist in accordance with the procedures outlined in Appendix D of the ECU Faculty Manual and shall make recommendations based on the essential qualifications for professional advancement as found in Appendix C, of the ECU Faculty Manual, and also based in part on criteria found in Section IV. A. 4. a-c of this unit code.

#### C. Tenure Committee

The Tenure Committee shall exist in accordance with the procedures outlined in Appendix D of the ECU Faculty Manual, and shall make recommendations based on procedures found in Appendix D, of the ECU Faculty Manual, and also based in part on criteria found in Section IV. A. 4. a-c of this unit code.

#### D. Policy for Cumulative Review of Permanently Tenured Faculty

Post-tenure review of all tenured faculty will follow procedures outlined in the ECU Faculty Manual, Appendix D.

### Section V. Meetings

- A. Meetings of the School of Art and Design shall be in conformity with University Policy. Those members of the School of Art and Design having authority to call a special meeting of the entire faculty of the School of Art and Design are: the Chief

Administration Officer, the Faculty Chairperson, and the School of Art and Design Faculty by petition of one-third (1/3) of its members. The spokesperson for the petitioners shall immediately forward the petition to the Faculty Chairperson.

- B. Notice of an agenda for all general meetings of the School of Art and Design Faculty shall be given at least five (5) working days of a regular term prior to the meeting. Items shall be placed on the agenda no later than one month after their receipt by the Faculty Chairperson or the Executive Committee.
- C. At all general School of Art and Design Faculty meetings an actual quorum will be present. A quorum will consist of two-thirds (2/3) of the School of Art and Design Faculty. In the absence of specific rules adopted by the School of Art and Design, proceedings will be conducted according to *Robert's Rules of Order, Newly Revised*.
- D. Minutes of general School of Art and Design meetings will be distributed to the Chief Administrative Officer, all faculty of the School of Art and Design, and the Dean of the College of Fine Arts and Communications. A copy will be kept on file in the School of Art and Design Office.
- E. The quorum for standing committees will be three-fifths (3/5) of the elected members. In the absence of the Chairperson, the secretary will preside until the election of a chairperson pro-tem, which should be done immediately.
- F. Minutes of standing committees will be distributed to the entire School of Art and Design Faculty and a copy will be kept on file in the School of Art and Design Office. In addition, minutes of the Executive Committee will be forwarded to the Vice-Chancellor for Academic Affairs.
- G. The following procedure will be used for elections in School of Art and Design faculty meetings. A nominating ballot will be used. A second vote will be taken to determine the election of an individual except when more than fifty percent of the nominating ballots are cast for an individual, in which case that person is elected.

## Section VI. Selection and Evaluation of Administrator, Directors and Coordinators

### A. Selection of Administrators, Directors, and Coordinators

1. The selection of Chief Administrative Officer (Director), or Associate Director will be in accordance with Appendix L, of the ECU Faculty Manual. A nominee for any of these positions must be acceptable to a majority of the tenured faculty.
2. The selection of Directors and Coordinators: The Chief Administrative Officer appoints all Directors and Coordinators.
  - a. The Chief Administrative Officer will appoint all Directors in consultation with the appropriate constituent faculty.

- b. The Chief Administrative Officer will appoint all Coordinators in consultation with the area or other appropriate constituent faculty.

#### B. Evaluation of Administrators, Directors, and Coordinators

1. The evaluation of the Chief Administrative Officer shall be in accordance with Appendix L of the ECU Faculty Manual.
2. Annually, in the Spring Semester, the School of Art and Design faculty, under the direction of the Faculty Chairperson and using an instrument approved by the School of Art and Design faculty, shall evaluate the Assistant/Associate Directors. The Faculty Chairperson shall present the results to the persons being evaluated and the Personnel Committee of the School of Art and Design. The Chief Administrative Officer should be given the evaluation results and should consider them in annual evaluations in the appropriate category.

#### C. Fifth-Year Unit Program Evaluation and Other Self-Studies

1. The Fifth-Year Unit Program Evaluation shall be conducted in accordance with Appendix L of the ECU Faculty Manual.
2. Evaluations which involve accreditation self-studies, such as those for the Southern Association of Colleges and Schools and the National Association of Schools of Art and Design, shall be in accordance with Appendix L, Sec. E, of the ECU Faculty Manual with the exception that the Chief Administrative Officer, rather than the appropriate Vice-Chancellor, shall give notice to the faculty that they shall meet and elect by secret ballot an evaluation committee.

### Section VII. Policy on Merit Raises

1. Each of the seven members (including alternates) of the Personnel Committee reviews the annual report of every faculty member who submits a report with the exceptions that a committee member may not evaluate herself/himself, a relative, or any other individual toward whom some partiality is deemed to exist or be implied. The Administration of the School of Art and Design reviews the annual reports separately. All faculty members are rated in each of the categories: Teaching, Research/Creative Activity and Service.

The ratings are made on a scale of 1 to 5 and must be made in half unit increments (...2.00, 2.50, 3.00, etc.) Any rating over 2.50 is considered to be meritorious with 5 the top rating possible in any category. Ratings below 2.50 indicate some degree of less than meritorious performance in quality and/or extent of effort.

2. After having ample time to study the submitted materials and prepare ratings, the Personnel Committee members turn in all ratings to the Chair for tabulation except for the ratings of the Chair. Ratings of the Chair are given to the Secretary for tabulation.
3. Using all the rating numbers but his/her own, the Chair of the committee will list and average the scores of each individual for each category. Following the proviso that teaching must always be weighted more highly than either research/creative activity or service, the categories are weighted thus:

Teaching – 34%, Research/Creative Activity – 33%, Service – 13%

The remaining 20% will go to the category where it will most help the faculty member (category with the highest score) or when “research/creative activity” is the highest rated category, an extra 10% will go there and an extra 10% to “teaching.” This keeps “teaching” always the most heavily weighted category of the three.

After the weighting of categories for an individual is determined, a final “overall” merit rating is calculated and listed. The ratings from each committee member and the “overall” rating for each faculty member are listed.

4. A “merit evaluation” meeting is held at which all the rating information listed above is presented without the names of either faculty being reviewed or the reviewers. A committee member will be told only which column of figures he/she submitted.

At this meeting the committee seeks to deal with aberrant ratings. Any rating for an individual (no name) which is more than one unit away from the average in a category is pointed out and if a majority of the committee feels that rating unfairly skews the result, that rating is dropped or changed and the individual’s score again tabulated.

5. A final list of the Personnel Committee’s ratings including each faculty member’s name, his/her average rating for each category, and his/her overall merit rating is produced. This list is submitted to the Director’s office. The Director compiles all scores into a spreadsheet that includes the ratings from the School of Art and Design Administration and from Personnel Committee.
6. The Personnel Committee and the Administration meet and attempt to resolve any differences that exist between the two scores. When a decision has been made, the resulting score will be used to determine each faculty member’s portion of the School of Art and Design’s allotted monies for merit raises. A merit unit is each one hundredth of a point above a score of 2.50. The total number of “merit units” earned by the faculty is divided into the allotted “merit money” to determine the worth of each unit.

## Section VIII. Budget

At the beginning of each school year all faculty are informed of issues pertinent to the unit budget. The prior year is reviewed and concerns for the current year are addressed. At all times throughout the school year, The School of Art and Design Administration works with the Unit's Area Coordinators on matters pertaining to the budget to keep them informed and request information when required. Area Coordinators solicit input concerning area needs from the faculty within their area of responsibility.

## Section IX. School of Art and Design Policies and Procedures Book

The Policies and Procedures Book is a record of policies and procedures that have been put into practice or effect by the School of Art and Design Faculty or appropriate committees. Following the recommendation on policy by the Executive Committee or the Graduate Committee and with the Chief Administrative Officer's concurrence with such policy, the Faculty Chairperson is charged to record this final action in the Policies and Procedures Book, which is kept on file in the main School of Art and Design office.

## Section X. Enabling

This code of Operations shall go into effect upon acceptance by a majority of the permanently tenured School of Art and Design faculty and ratification by the ECU Faculty Senate and the Chancellor.

## Section XI. Amendment

This code may be amended at any general meeting of the School of Art and Design faculty by the vote of a three-fifths (3/5) majority of all the voting faculty members in residence, provided that fifteen days notice of the specific proposed action has been given. All amendments to the Code must be ratified by the ECU Faculty Senate and the Chancellor.