

**UNIT CODE OF OPERATIONS
COLLEGE OF ALLIED HEALTH SCIENCES
EAST CAROLINA UNIVERSITY**

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**COLLEGE OF ALLIED HEALTH SCIENCES
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COLLEGE OF ALLIED HEALTH SCIENCES

PREAMBLE

THIS CODE ALLOWS FOR FACULTY PARTICIPATION IN AND ESTABLISHES PROCEDURE FOR THE UNIT'S INTERNAL AFFAIRS AND IS CONSISTENT WITH ALL APPLICABLE PROVISIONS OF THE EAST CAROLINA UNIVERSITY FACULTY MANUAL.

In order to establish governance of the East Carolina University College of Allied Health Sciences the faculty and administration adopt the following code:

Section I. Objective/Mission of the College

The Objective of the College of Allied Health Sciences (CAHS) is to educate and prepare students for a variety of roles within the allied health sciences. The College's most recently adopted Mission Statement can be found in each academic unit [hereafter referred to as department(s)] Departmental Offices and the Office of the Dean. The current version of the College of Allied Health Sciences Unit Code of Operation is located on the College's web site.

Section II. Organization/Composition of the College of Allied Health Sciences

The faculty shall be the legislative body of the College of Allied Health Sciences subject to the East Carolina University Code and the regulations of the University of North Carolina. The faculty acts upon matters of concern to the College. All business of the faculty, the Faculty Council, and committees shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

A. The Legislative Role of the Faculty is to:

1. Formulate and maintain educational policies for the College that are consistent with University policies.
2. Express, through the Faculty Council and/or by formal resolution, opinions and recommendations on matters relating to the administration or policies of the College of Allied Health Sciences.

B. Faculty:

1. Definition of the Faculty

The faculty of the College of Allied Health Sciences and the respective departments consist of all persons who hold full-time fixed term, probationary and permanently tenured faculty appointments as specified in Appendix D of the ECU Faculty Manual. All faculty are eligible to serve on College or department committees except as stipulated in Appendix D of the ECU Faculty Manual and as defined in Section III. C.(CAHS Committee Descriptions) of the College of Allied Health Sciences Code.

2. Definition of the Graduate Faculty

- a. The graduate faculty consists of those College of Allied Health Sciences faculty who hold membership in the East Carolina University Graduate School as a Graduate Faculty Member, Associate Graduate Faculty Member, Graduate Teaching Faculty Member, Ex-Officio Graduate Faculty Member, or Adjunct Graduate Faculty Member (cf. *ECU Faculty Manual*, Appendix F).

- b. The Graduate Faculty Member, Associate Graduate Faculty Member, and Graduate Teaching Faculty Member may participate and vote on all graduate program issues, except that only those holding status as a Graduate Faculty Member may vote on university-wide issues.
- c. Each department shall establish procedures and criteria for the appointment of graduate faculty to each of the types of membership per the guidelines as established in the *ECU Faculty Manual*, Appendix F. The criteria for each department must be approved by the University Graduate School Administrative Board.
- d. The CAHS representative to the Graduate School Administrative Board and an alternate shall be elected at the last spring CAHS faculty meeting by faculty holding a graduate faculty appointment. If the representative is unable to serve the full term of three years, the alternate will assume the position. If neither the representative nor the alternate can serve, the position shall be filled by a voting graduate faculty member appointed by the Chair of the CAHS Faculty (hereafter referred to as the Faculty Chair) and approved by a majority of the Faculty Council until the next regular election. The representative, alternate and appointee must hold graduate faculty appointment as defined in Appendix F of the *ECU Faculty Manual*.

3. Voting Membership

A voting member in the College of Allied Health Sciences and in its respective departments is defined as those faculty who hold full-time fixed term, probationary and permanently tenured appointments as defined in II. B. 1. above except for those specific matters defined in Appendix D and Appendix L of the *ECU Faculty Manual*. The designation for voting membership is not based on the length of time employed at East Carolina University.

C. Officers of the Faculty:

- 1. The officers of the faculty shall consist of a Chair and a Secretary.
- 2. The Chair of the CAHS Faculty shall preside at meetings of the faculty and Faculty Council, establish meeting dates and agenda for faculty and Faculty Council meetings, communicate recommendations of the faculty and/or Faculty Council to the Dean, Faculty Senate, or others as appropriate, and represent Faculty at campus meetings as appropriate. The Faculty Chair shall negotiate with the Dean appropriate faculty representation on Administrative Committees.
- 3. The Secretary shall keep minutes of all CAHS Faculty and Faculty Council meetings, submit copies of the approved minutes for posting to the college website, access lists of the voting faculty, and perform such other duties as may be designated by the Faculty Chair.
- 4. If a vacancy occurs in the position of the Faculty Chair, that position shall be temporarily assumed by the Secretary until the next regular election.
- 5. If a vacancy occurs in the position of Secretary of the Faculty, a Faculty Council member shall be appointed by the Chair to hold the office of Secretary until the next regular election.

D. Faculty Council:

The Faculty Council shall:

1. Be the representative body of the faculty and shall be composed of five members at large, plus the Secretary and the Chair. The Faculty Chair shall serve as the Chair of the Faculty Council. The Chair and Secretary are voting members of the Faculty Council.
2. Meet monthly or more frequently as determined by its members to conduct the business of the faculty. A simple majority of the members will constitute a quorum for the conduct of business. A schedule of regular meetings of the Faculty Council will be posted on the college website at the beginning of each semester. Any faculty member may submit an agenda item to the chair of the Council at least five (5) working days before a scheduled meeting.
3. Advise the Dean on matters pertaining to planning, policy, organizational, and budgetary issues as they impact on the operation of the College.
4. Have the authority to establish a committee, as necessary, which will review the Code of the College of Allied Health Sciences. This Code Committee will make recommendations to the faculty for the amendment of the Code in part or in total as specified in section XI of this Code.
5. Interpret the Code upon request from an administrator or a faculty member when an item is submitted in writing and states in detail the area of concern.
6. Perform other duties delegated by the Dean.
7. Report to the faculty on a regular basis.
8. Reconsider any decision or recommendation it has made when twenty percent of the faculty appeal such a decision in writing to the Chair of the Council. The Council will then set a date for a full faculty meeting at which a vote on the issue will be taken by the faculty, and recommendations may be overridden by a two thirds vote of the faculty.

E. Eligibility for Faculty Council and Faculty Officers:

1. The five at-large members of the Faculty Council must be voting members of the College of Allied Health Sciences who have been on the faculty for at least one year. No department shall have more than one at-large member on the Faculty Council.
2. The Chair and Secretary of the Faculty Council must have been a voting member of the faculty for at least one year.

The Dean, Associate Dean(s), Assistant Dean(s), and Department Chairs shall be ineligible to serve as a Faculty Officer or as a member of the Faculty Council.

F. Election procedure for Faculty Council and Faculty Officers:

1. Elections shall be held annually by secret ballot at the last scheduled Faculty meeting held prior to the conclusion of the spring semester of each academic year.
 2. Election shall be by plurality of votes cast for a particular office or vacancy. In case of ties, a drawing from the tied candidates will determine the election.
 3. Terms of office for at-large members of the Faculty Council shall be staggered three-year terms. Members may serve no more than two consecutive terms.
 4. Terms of office for the Chair and the Secretary of the Faculty shall be one year, and neither may serve more than three consecutive terms.
 5. A vacancy in the at-large membership of the Faculty Council shall be filled by a voting faculty member appointed by the Chair and approved by a majority of the Faculty Council. This individual must meet the eligibility criteria stated in I.E.1 and shall serve until the next regular election. Serving during this period shall not count toward the "Consecutive Terms" limitation stated in IIF3.
- G. Election procedures for Faculty Senators, Alternates, and Library Representatives:
1. Faculty Senators and Alternates shall be elected for a term of two years by the unit faculty following procedures in the *ECU Faculty Manual*, Appendix A. The Elections Committee shall be responsible for the election procedures.
 2. Laupus Library Representative shall be elected by the unit faculty. If there are no candidates for an election, the Representative shall be appointed by the Dean after negotiation with the faculty member. The representative serves as a liaison between the unit and the Laupus Library in matters pertaining to the selection and acquisition of books, periodicals and other materials.
- H. Administrative Organization of the College:

The College of Allied Health Sciences is composed of departments, which function as academic units for the purpose of personnel matters in accordance with Appendix D of the *ECU Faculty Manual*, with departmental chairs serving as unit administrators. (Departments are included in Appendix A of this code).

1. The Dean of the College of Allied Health Sciences is the chief administrative officer. The selection and evaluation of the Dean shall conform with established university policies.

Duties of the Dean shall include but are not limited to:

- a. Carry out the duties described in the *ECU Faculty Manual* The Dean of the College of Allied Health Sciences ensures that code procedures are followed.
- b. Serve as ex-officio member of all Standing and Ad Hoc Committees of the College, with the exception of the Faculty Council and departmental personnel committees.
- c. Meet with the Faculty Council when requested by the Faculty Council.
- d. Forward the recommendations reviewed and processed by the various departments' personnel committees and departmental chairs regarding

appointment, reappointment, permanent tenure, and promotion to the next higher administrative level along with the Dean's recommendations.

- e. Obtain, allocate, and supervise disbursement of College funds and resources.
- f. Perform any other duties assigned by the CAHS.

2. Administrative Staff:

The Dean of the College of Allied Health Sciences may appoint Associate and Assistant Deans to aid in the administration of the College and its activities. However, appointment of administrators (i.e., Associate and Assistant Deans) whose direct concern is with academic matters must follow established university policies and procedures.

3. Department Chair(s):

The department chair is the administrative officer of the department. The procedure for selection of a department chair shall conform to established university policies. The departmental evaluation of the chair shall conform to established university policies and procedures, and as further defined in Section VI of this code.

Duties of the Department Chair shall include:

- a. Serve as administrative officer of the department.
- b. Process personnel actions in accordance with the *ECU Faculty Manual*.
- c. Ensure that CAHS code procedures are followed.
- d. Evaluate annually, faculty members' performance in teaching, research/creative activity, and service.
- e. Maintain up-to-date administrative records as appropriate.
- f. Other duties as defined in the *ECU Faculty Manual* or as assigned by the Dean.
- g. Implement the Department's Mentoring Program or if none exists implement the CAHS Mentoring Program posted on the college website.

4. Administrative Council

The Administrative Council consists of the Dean, Associate Dean(s), Assistant Dean(s), Department Chairs, and the Faculty Chair. The role of the Administrative Council is to serve in an advisory capacity to the Dean.

Section III. Committees

A. Classification:

There shall be the following committees:

1. Standing Committees:

- a. Undergraduate Affairs and Curriculum
- b. Graduate Affairs and Curriculum
- c. Elections
- d. Student/Faculty
- e. Honors and Awards
- f. Research and Scholarly Activities
- g. Diversity

2. Ad Hoc Committees or special task forces shall be appointed as needed by the Faculty Council with input by the Dean.

B. General Policies and Procedures for Committees:

1. Policies:

- a. A simple majority of the faculty members' committee membership shall constitute a quorum. The Dean serves as an ex-officio non-voting member of all committees except for Faculty Council and departmental personnel committees.
- b. The chair of each standing committee shall report regularly to the Faculty Council and shall give:
 - 1. A brief Annual Report presentation at the Spring Faculty Meeting.
 - 2. A written Annual Report to the Faculty Council by May 1.
- c. Minutes from each committee meeting shall be filed with the Secretary of the Faculty Council within one week of being approved by that committee chair.
- d. Terms of Committee Members:
 - 1. Committee membership terms shall begin May 15 and end May 14 of the elected term.
 - 2. Faculty members of each committee shall be elected for three-year terms and shall be eligible for a maximum of two consecutive terms (six years).
 - 3. Each committee shall have staggered terms with election of some members occurring each year.
 - 4. Student representatives shall serve a one-year term and shall be eligible for reappointment.

2. Procedure for Committee Elections:

- a. The Elections Committee shall request nominees for committees from the faculty of the College of Allied Health Sciences at the beginning of the Spring Semester.

- b. A slate of nominees shall be circulated to all faculty by the end of March and ballots shall be prepared by April 1 in accordance with criteria established by this Code for composition of the committee(s).
- c. Elections will be held during the last scheduled meeting of the faculty held prior to the conclusion of spring semester of each academic year.
- d. Any full-time faculty member (as defined in II.B.3) shall be eligible to serve as a member of a College committee with the exception of the Graduate Affairs/Curriculum Committee. No one may be elected to serve more than two consecutive terms on a given committee.
- e. Majors from the CAHS will be represented in the composition of the Student/Faculty, and Research and Scholarly Activities Committees. Student representatives to these committees will be selected by departments on a rotating basis according to guidelines adopted by each department.
- f. In the event of a vacancy on any committee, the vacancy shall be filled through appointment by the Faculty Chair from recommendations by the Elections Committee.

3. Procedure for Election of Committee Chairs

- 1) The chair of each committee shall be a voting faculty member as defined II.B.3.
- 2) The chair shall be elected at the initial meeting of the committee members to be convened no later than May 30 by the senior member of the committee (generally, the member whose name is first on the membership list). The term shall be for one year and that person shall be eligible for re-election.

C. CAHS Committee Descriptions

1. Undergraduate Affairs and Curriculum Committee:

- a. Membership: Five faculty members to include one member from each department with an undergraduate degree program and at least three holding either permanent tenure or probationary-term appointments.
- b. Responsibilities:
 - 1) The Chair of the Undergraduate Affairs and Curriculum Committee shall serve as the resource person to the University Curriculum Committee.
 - 2) Provide assistance to departments developing new course proposals and/or curriculum changes requiring University Curriculum Committee approval.
 - 3) Make recommendations to the department submitting proposed new undergraduate courses and other proposed undergraduate degree program changes.
 - 4) Consider other issues related to undergraduate education.
 - 5) Perform other duties delegated by the Faculty Chair.

2. Graduate Affairs and Curriculum Committee:

- a. Membership: Graduate Administrative Board Representative, and a Graduate Faculty or Associate Graduate Faculty representative from each department having a graduate program.
- b. Responsibilities:
 - 1) The Chair of the Graduate Affairs and Curriculum Committee shall serve as the resource person to the ECU Graduate Curriculum Committee.
 - 2) Provide assistance to departments developing new course proposals and/or curriculum changes requiring University Graduate School approval.
 - 3) Make recommendations to the requesting department on proposed new graduate courses and other graduate degree program changes.
 - 4) Consider other issues related to graduate education.
 - 5) Perform other duties delegated by the Faculty Chair.

3. Elections Committee:

- a. Membership: Three members, elected from the voting faculty as defined in II.B.3.
- b. Responsibilities:
 - 1) Solicit nominations and develop a slate of candidates for each elective office and committee vacancy at the beginning of Spring Semester and no later than March 1.
 - 2) Prepare a written slate of nominees for each office and committee vacancy by March 30 and circulate to every voting member of the faculty (as defined in II.B.3.).
 - 3) Prepare a written ballot for distribution at the last Faculty Meeting scheduled prior to the end of spring semester. The ballot will provide room for nominations made from the floor. The committee will collect and tabulate ballots immediately after the meeting.
 - 4) Maintain a file of ballots and election results for one month after the election results are announced.
 - 5) Notify those individuals elected and announce election results to all faculty in written memo within two weeks of the election.

4. Student/Faculty Committee:

- A. Membership: Five faculty elected from the voting faculty (as defined in II.B.3) and four student members selected by their respective departments, all of whom may vote.

- a. Responsibilities
 - 1) Advise Faculty Council and the Dean regarding issues that affect student interests in the College.
 - 2) Plan and coordinate the CAHS recognition ceremonies.
 - 3) Conduct other activities as appropriate to increase awareness of health and science careers.
 - 4) Perform other duties delegated by the Faculty Chair.
5. Honors and Awards Committee:
 - a. Membership: Five faculty elected from the voting faculty of the College (as defined in II.B.3).
 - b. Responsibilities:
 - 1) Review nominations from the College for the Board of Governor's Distinguished Professor for Teaching Awards and make recommendations to the Dean.
 - 2) During Spring semester, solicit nominations for the Dean's Awards. Select and present the candidates to the Dean with accompanying nomination documents. The awards will be announced during the fall opening meeting of the College.
 - 3) Solicit nominations, determine recipients and recommend the College's candidates for other awards or scholarships being requested.
 - 4) Perform other duties as requested by Faculty Council.
6. Research and Scholarly Activities Committee:
 - a. Membership: One faculty representative from each department elected from the voting faculty of the College. A student representative selected by each designated department.
 - b. Responsibilities:
 - 1) Organize the annual seminar series.
 - 2) Organize the faculty and student poster presentation sessions (yearly or biennially).
 - 3) Other activities as appropriate to promote research in the College.
 - 4) Perform other duties delegated by the Faculty Chair.
7. Diversity Committee:

- a. Membership: One faculty representative from each department elected from the voting faculty of the College. No two faculty representatives will be from the same department.
- b. Responsibilities:
 - 1) Advise Faculty Council and the Dean regarding cultural diversity issues that affect students, staff, and faculty.
 - 2) Facilitate greater awareness of and sensitivity to cultural diversity.
 - 3) Plan and coordinate activities whose goal is to enhance cultural diversity.
 - 4) Provide assistance to departments seeking to increase cultural diversity among their faculty and students.
 - 5) Disseminate the committee publication (*The Connect*) to provide faculty and staff with continuing education on diversity related topics.
 - 6) Coordinate implementation and evaluation of the CAHS's Diversity Action Plan.
 - 7) Other activities as appropriate to promote diversity in the College.
 - 8) Perform other duties delegated by the Faculty Chair and/or Dean.

D. Departmental Committee Descriptions.

1. Each department will form, at a minimum, those committees necessary to implement the ECU and College of Allied Health Sciences Codes.
2. Departmental Personnel Action Committees: Each department shall have at least three committees to deal with personnel actions: Tenure, Promotion, and Personnel as defined in the *ECU Faculty Manual*, Appendix D. Each department will develop its own criteria for membership on their Personnel Committees in accordance with Appendix D. In addition, each Tenure Committee decides whether the Tenure Committee acts as a whole or may establish subcommittees with assigned tasks.

Responsibilities: The various departmental Personnel Action Committees shall function under the guidelines as established by the *ECU Faculty Manual*, Appendix D. In addition, the committees, as appropriate, will:

- a. Provide support and information to faculty involved in the tenure and/or promotion process. (Tenure and Promotion Committees).
- b. Review candidates' Personnel Action Dossiers relative to requests for tenure and/or promotion. (Tenure and/or Promotion Committees).
- c. Screen and set initial employment qualifications and rank for initial fixed-term appointments and new appointments of fixed term faculty at the expiration of the current term and submit appropriate recommendations to

the department chair. (Personnel Committee and/or Promotion Committee as appropriate).

- d. Screen and set initial probationary term appointments and submit appropriate recommendations to the department chair. (Personnel Committee and/or Promotion Committee as appropriate).
- e. Perform other duties delegated by the Dean and/or Department Chair.

Section IV. Faculty Personnel Actions

A. For Faculty with Academic Rank, the procedures for Conferral of Permanent Tenure, Promotion and Cumulative Review shall be in accordance with those procedures outlined in Appendices C and D of the ECU Faculty Manual. According to Appendix C, all guidelines are approved by the Chancellor.

B. Permanent Tenure

Permanent tenure is a privilege and may be conferred only by action of the Board of Trustees of East Carolina University, and is always held with reference to employment by East Carolina University rather than to employment by The University of North Carolina. Meeting or exceeding school criteria or departmental guidelines does not ensure the conferral of permanent tenure. Conferral of permanent tenure is based on the faculty member's demonstrated professional competence in teaching/advising, research/creative activity, professional service, and, for some clinical faculty members, patient care and related clinical activities; potential for future contributions; and the institution's needs and resources. Permanent tenure is independent of promotion but sound academic practice supports the concept that an assistant professor eligible for tenure should qualify for promotion to associate professor.

C. Promotion

Each department in the College of Allied Health Sciences shall establish guidelines expressing departmental expectations regarding achievement for professional advancement. Each department's published guidelines are filed in the departmental office.

D. General Guidelines

1. Departmental guideline documents shall include separate guidelines for the conferral of permanent tenure and for promotion to each academic rank above instructor.
2. Annual performance evaluation and evaluation for reappointment, promotion, conferral of permanent tenure, and cumulative review shall take into consideration the assignments in the three traditional areas of teaching/advising (including clinical teaching), research/creative activity, and service (including patient care).
3. Departmental guidelines require approval by a majority of the permanently tenured faculty of the department. In cases where there are fewer than three permanently tenured faculty of appropriate rank in the department, the Dean will appoint additional faculty members to participate.
4. Departmental guidelines shall include a procedure for revision. Revisions must be approved by a majority of the permanently tenured faculty of the department. In

cases where there are fewer than three permanently tenured faculty of appropriate rank in the department, the Dean will appoint additional faculty members to participate.

E. Cumulative Review of Permanently Tenured Faculty

Cumulative review of all tenured faculty members will follow procedures outlined in the *ECU Faculty Manual*, Appendix B. Specific criteria approved by tenured faculty and procedures from each department are available from the Chair of the Department Personnel Committee.

F. The College of Allied Health Sciences' Departmental procedures for appointment and subsequent appointments of fixed-term faculty shall be as follows:

1. Special faculty appointments with specific titles shall be made according to the general provisions as outlined in *the ECU Faculty Manual*, Appendix D.
2. Criteria for appointment shall be as set forth in the *ECU Faculty Manual*, Appendix C and D.
3. The credentials required for the appointment must be clearly delineated in the position advertisement.
4. Titles for initial appointment and subsequent appointments (i.e., Clinical or Research Instructor, Clinical/Research Assistant Professor, Clinical/Research Associate Professor, Clinical/Research Professor) shall be based upon #2 & #3 above as well as the applicant's credentials and experience.
5. Minimum standards for each title are defined below with the recognition that each department may impose additional standards, as they deem appropriate for a specific appointment.

a. Clinical Fixed-Term Appointments

Clinical Instructor – Evidence of qualities which contribute decidedly to the professional advancement of the well-trained person; evidence of a sound educational background and clinical experience for the specific position, including as a minimum the master's degree or equivalent as established by the faculty of the academic unit and affirmed by the appointing officer, and evidence of clinical teaching capacity.

Clinical Assistant Professor – Qualifications of the previous title; evidence of potential for continued professional growth, which shall be in part measured by clinical and/or didactic teaching effectiveness, and membership and professional activity in professional organizations.

Clinical Associate Professor – Qualifications of the previous title; evidence of quality clinical and/or didactic teaching at the university level; a minimum of 6 years experience in the delivery of clinical services and/or clinical instruction in association with an academic institution; a record of creative activity or research or a record of participation in professional organizations and effective service to the profession.

Clinical Professor – Qualifications of the previous title; an established record of excellence in clinical teaching; a minimum of 12 years experience in the delivery of clinical services and/or clinical instruction in association with an

academic institution; and a record of significant creative/research activity or significant service to the profession.

b. Research Fixed-Term Appointments

Research Instructor – Evidence of qualities which contribute decidedly to the professional advancement of the well-trained person; evidence of a sound educational background and research experience for the specific position, including as a minimum the master's degree or equivalent as established by the faculty of the academic unit and affirmed by the appointing officer.

Research Assistant Professor – Qualifications of the previous title; evidence of potential for continued professional growth, which shall be measured by research and creative activities and/or didactic teaching effectiveness.

Research Associate professor – Qualifications of the previous title; evidence of quality research and/or didactic teaching at the university level; a minimum of 6 years professional experience in research or in an academic setting; a record of creative activity or research or a record of participation in professional organizations.

Research Professor – Qualifications of the previous title; an established record of excellence in research and teaching; a minimum of 12 years of experience in research or in an academic setting; and a record of significant creative/research activity.

6. Recommendations for the appropriate title for initial appointments and subsequent appointments will be made by the Departmental Personnel Committee. (cf. ECU Faculty Manual, Appendix D) Fixed-term faculty wishing to apply for a change in title for subsequent appointments will write a letter requesting consideration of the change in title to the Department Chair. Upon receipt of the letter, the Departmental Administrator shall notify the Departmental Personnel Committee.
7. The candidate shall provide the Departmental Personnel Committee with a portfolio that provides evidence of his or her activities and supports the change in title. Each Departmental Personnel Committee shall determine the contents and format of the portfolio.
8. The Departmental Personnel Committee shall review the portfolio and by secret vote determine if the committee supports or does not support the change in title for the subsequent appointment. The chair of the Departmental Personnel Committee forwards in writing the recommendation of the committee to the Departmental Administrator. The Departmental Administrator considers the change in title request and considers the recommendation of the Departmental Personnel Committee. If the administrator concurs, the decision is communicated in writing to the Dean with copies to the candidate and the Departmental Personnel Committee. If the Departmental Administrator does not concur, he or she will meet with the Departmental Personnel Committee to discuss the appointment. After the meeting the Departmental Administrator shall make a decision and communicate the decision in writing to the Dean with copies to the candidate and Personnel Committee. These decisions must comply with the procedures identified in *ECU Faculty Manual, Appendix D*.

G. Teaching Assignments and Reassigned Time. Refer to *ECU Faculty Manual, Appendix C* and established university policies.

H. Faculty Evaluation

1. Procedures for annual evaluations.

- a. Each faculty member, in consultation with the Department Chair, will select relative weights (percentage of commitment) to be applied to the criteria that are used in the annual evaluation of the individual's performance in advance of the completion of the annual evaluation by the Department Chair (at least seven months for new Fall appointees). The individual will inform the Department Chair, in writing, of the selection no later than September 1 for continuing faculty or within one month of the initial date of employment for new faculty. The percentage of commitment is reviewed and evaluated in January for the faculty member in consultation with the departmental chair and adjustments are renegotiated, as appropriate.
- b. Relative weights for percent of commitment must fall within the following guidelines for probationary term and tenured faculty (cf. ECU Faculty Manual, Appendix C):
 - 1) Teaching: 20% - 70%
 - 2) Research/Creative Activities: 10% - 70%
 - 3) Service: 5% - 25%; not to exceed teaching or research/creative activities.
 - 4) "Other": 0 – 50%; negotiated with Department Chair.

2. Criteria for annual evaluation of faculty

Criteria shall be available to enable the faculty member to be aware of expectations upon which academic achievement, professional progress, and performance will be judged. These criteria by which the performance of the faculty of the College of Allied Health Sciences should be assessed are found below. (NOTE. Each of the four areas which may be considered in the annual evaluation process are represented by lists of possible activities. The location of an item on any of the lists is NOT intended to imply any ranking or importance, nor are the lists intended to be exhaustive or mutually exclusive. The items on each of the lists are not necessarily of equal weight.) *Any faculty member employed in a fixed-term position shall be evaluated annually in accordance with the provisions of the employment contract (per ECU Faculty Manual, Appendix D).*

- a. Teaching: Evaluation of teaching must include peer review according to departmental plans for new and probationary-term faculty and of graduate teaching assistants. Such peer review must include direct observation of the classroom teaching. Use and consideration of results from the Student Opinion Survey of Teaching are required for all faculty in accordance with established university policies.

Teaching in the College should reflect the efforts and ability of a faculty member to provide each student with quality instruction. Such instruction should contribute to the knowledge, skills, and competencies required by the student (both graduate and undergraduate). The following criteria are representative, but not exclusive:

- 1) Teaching Skills

- a) Demonstrates grasp of theory, practice, and significant research.
- b) Displays knowledge of contemporary policies and issues in field of practice.
- c) Creates classroom environment that challenges, encourages participation, and stimulates student creativity.
- d) Offers highly specialized instruction at sophisticated levels of expertise.
- e) Provides students with access to relevant historical and contemporary literature and reference resources appropriate to course offerings.
- f) Demonstrates knowledge and use of appropriate community resources.
- g) Uses appropriate instructional resources and aids.
- h) Enables students to relate theory to practice.
- i) Up-dates course content or develops new courses in the light of developing knowledge.
- j) Develops learning material (e.g., manuals, audio-visuals, self-instructional modules, study guides, computer assisted instruction, etc.)
- k) Develops and applies objective and subjective measures to evaluate student competencies.
- l) Clearly communicates course objectives and expectations to the student.

2) Related Professional Teaching Responsibilities

- a) Demonstrates sensitivity and appropriate responses to students with special problems and needs (e.g., students with disabilities who experience communication problems or require referral to other services).
- b) Provides academic and/or career advisement.
- c) Consults with students on research or developmental activities.
- d) Supervises students in preparation of theses, major papers, and professional papers and projects.
- e) Supervises, instructs, or monitors student activities in a variety of settings at differing levels of complexity (classroom, laboratory, field education placement, internship).
- f) Develops or expands clinical or field education resources.
- g) Engages in inter-departmental teaching activities.
- h) Is available for guest teaching.

3) Faculty Professional Educational Achievements

- a) Attends professional or academic conferences for academic enhancement.
- b) Meets professional requirements of continuing education, recertification, or licensure.

b. Research/Creative Activity

Creative Activity occurs in many forms and reflects the diverse interests, skills, and opportunities of the various professions represented in the College. No one form of creative activity is considered superior to another

as long as it meets the standards of the profession or discipline. Creative Activity includes but is not limited to:

- 1) Conduct of original or applied research/creative activity
 - a) Refereed journal articles
 - b) Books or chapters of books
 - c) Monographs
 - d) Reports in proceedings of sponsored meetings
 - e) Presentations to international, national, regional or state meetings
 - f) Editor for refereed journal
 - 2) Development of grant proposals
 - 3) Other noteworthy similar activities as appropriate
- c. Faculty Service: (Must not exceed research/creative activity or teaching, cf. ECU Faculty Manual, Appendix C).

Service is that activity which contributes to the welfare of the University, the faculty, the students, the profession, or the community, and is equally valuable and noteworthy. Its relationship to departmental, College and university goals and objectives is important. It may include:

- 1) Administration and Management
 - a) Serves on administrative or standing committees of the University, College, department, or program.
 - b) Serves on Faculty Senate.
 - c) Participates in task groups at various levels of the University.
- 2) Student Life
 - a) Serves as advisor, coordinator, monitor, or faculty representative for student life program(s).
 - b) Contributes to special student programs (e.g., career days, recognition ceremonies, orientation, academic course registration, etc.).
 - c) Assists students in career planning and job placement.
 - d) Demonstrates willingness and ability in handling special assignments.
- 3) Professional Service: evidenced by activity as an officer, committee chair, task force member or governing board member in a professional organization.
- 4) Community Service
 - a) Participates in non-partisan community programs and activities related to human welfare.
 - b) Contributes to community education and understanding of issues related to human service programs.
 - c) Offers consultation and/or technical assistance to community organizations concerned with human needs.

- d) Is available as speaker, discussion leader, or resource person in public discussion related to human problems.
 - e) Provides the services of one's profession in the community to enhance the profession, aid the community, and maintain one's skills.
- d. Other: (negotiated with administrative superior) Activities include but are not limited to:
- 1) Directing the activities of a department or program (e.g., Chairperson).
 - 2) Advising General Education students.
 - 3) Grant Administration (External).
 - 4) Special departmental, College, or university assignments.

Section V. Meetings

- A. The faculty shall hold at least one meeting during each semester of the academic year. the Faculty Council shall determine the time for meetings. A spring meeting shall include election of the Faculty Council and committee members from the slate presented by the Elections Committee and candidates nominated from the floor. These meeting dates will be announced to the faculty no later than the end of the first month of the respective semester. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised (ECU Faculty Manual, Appendix L).
- B. The prerogative of the Dean of the College of Allied Health Sciences to assemble the faculty as desired for administrative purposes is duly recognized.
- C. Special meetings of the faculty may be called by the Faculty Chair by:
 - 1. A petition of twenty percent of the voting faculty.
 - OR
 - 2. Upon resolution of any standing committee and approval by the Faculty Council.
- D. The Secretary shall notify each member in writing at least five teaching days prior to a regular or special meeting concerning the time, place, and agenda of a meeting.
- E. Items may be placed on the agenda by the Faculty Council or a faculty member.
 - 1. Any member of the faculty shall be entitled to place an item on the agenda if it pertains to the business of the College and if it is presented in writing to the Chair of the Faculty prior to distribution of the meeting notice. Two weeks prior to this meeting, the chair shall issue to the faculty a call for agenda items.
 - 2. Proposals from the floor regarding new business will be honored upon consent of a two-thirds vote of the voting faculty (II.B.3) present.
- F. Voting in all faculty meetings may be by voice vote, show of hands, or by secret ballot. A secret ballot may be requested by any member of the faculty and must be honored.

Section VI. Evaluation of University Administrators, Unit Administrators, and Department Chairs

- A. Annual Evaluation:
 - 1. University Administrators

University administrators shall be evaluated in accordance with established University policies.

2. Unit Administrators:

Unit administrators shall be evaluated in accordance with established University policies. Eligible faculty members within each Department in the College of Allied Health Sciences shall be provided an opportunity to evaluate the Dean on an annual basis. The instrument(s) developed by the University will be used for this purpose.

3. Department Chairs:

All faculty members within each department shall be provided an opportunity to evaluate their respective Department Chair on an annual basis. The instrument(s) developed by the University will be used for this purpose. In addition, evaluation of the Chair shall consist of an annual conference of the Dean and the department faculty with the chair not present.

B. Five-Year Administrator Evaluation:

The Five-Year Administrator Evaluation of the Dean and Chairs will be conducted in accordance with established university policies and procedures.

C. Seven-Year Unit Program Evaluation

The College of Allied Health Sciences shall complete a unit program review as outlined in the established university policies and procedures.

Section VII. Procedures for Faculty Input into the Annual Budget Request and Annual Report.

The Dean shall submit an annual budget request and Annual Report to the faculty for review and input. Copies shall be made available to each Department Chair to share with all faculty in the respective departments. Faculty are encouraged to provide input directly to the Dean or through their Department Chair relative to these documents immediately upon receipt.

Section VIII. Procedure for Developing Criteria for Salary Increases

The Dean of the College of Allied Health Sciences shall meet annually with the Administrative Council and the CAHS Faculty Council to develop priorities and procedures for salary increases. The CAHS faculty members may submit suggestions to their Department Chair or to a Faculty Council member. The salary increase criteria implemented will be in general accordance with Appendix C of the *ECU Faculty Manual* and the guidelines set forth by UNC General Administration and the ECU Administration.

Section IX. Other Policies and Documents

The Dean shall make available to the faculty copies of evaluation reports allowing ten working days for faculty review. The Faculty Council will provide ballots for faculty to vote their approval or disapproval of the report(s). A simple majority of the vote from voting faculty will be required for a report to be designated as approved by the faculty.

Section X. Enabling

The Code and subsequent amendments shall be enabled upon the approval by a two-thirds vote of the permanently tenured faculty members of the College of Allied Health Sciences as described in Section V. E. 2. and after approval by the Faculty Senate and the Chancellor. (Refer to *ECU Faculty Manual, Appendix L.*)

Section XI. Procedure for Amending the College of Allied Health Sciences Code

- A. Proposals recommending changes in the College code are to be submitted to the Faculty Chair. These changes may be initiated by not less than twenty percent of the College's voting faculty or by the committee established by the Faculty Council specified in II. D. 4 of this code. If the proposal is initiated by twenty percent of the faculty, the proposal should include the signatures of the faculty making the request, the location of the proposed amendment in the code as well as any words to be added or deleted. If the proposal is initiated by the committee, the proposal should include the location of the proposed amendments(s) in the code as well as any words to be added or deleted. The Faculty Council will circulate the proposal to all faculty. Following a fifteen-day review period, the Faculty Chair Council will call for a vote of the permanently tenured faculty. The revised Code MUST be approved by a majority (two-thirds) of the permanently tenured faculty members of the College. (Refer to *ECU Faculty Manual, Appendix L.*)
- B. Proposals recommending code unit changes of the sort described in Appendix L, shall follow the procedures as outlined in the *ECU Faculty Manual*.

APPENDIX A

College of Allied Health Sciences Departments

Biostatistics

Clinical Laboratory Science

Communication Sciences and Disorders

Health Services and Information Management

Occupational Therapy

Physical Therapy

Physician Assistant Studies

Rehabilitation Studies