

UNIT CODE OF OPERATION  
DEPARTMENT OF ANTHROPOLOGY  
COLLEGE OF ARTS AND SCIENCES  
EAST CAROLINA UNIVERSITY

Initial Code Approval

1. Approved by the tenured faculty of the Unit:

Chair, Unit Code Committee: John R. Bort Date: 2/9/2009

2. If changed, reapproved by tenured faculty:

Chair, Unit Code Committee: John R. Bort Date: 2/12/2010

3. Submitted to Dean for advice: Alan R. White Date: 11/30/2009

4. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:

Chair: Timm Hackett Date: 2/19/2010

5. Approved by the East Carolina University Faculty Senate:

Chair of the Faculty: Marianna Walker (FS Resolution #10-21) Date: 3-30-10

6. Approved by East Carolina University Chancellor/or designee:

Chancellor: Steve Ballard Date: July 1, 2010  
(Effective date)

Revision of Code: Complete Review

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3 **DEPARTMENT OF ANTHROPOLOGY**  
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6 THIS CODE ALLOWS FOR FACULTY PARTICIPATION IN AND ESTABLISHES PROCEDURES  
7 FOR THE UNIT'S INTERNAL AFFAIRS AND IS CONSISTENT WITH ALL APPLICABLE  
8 APPENDICES OF THE *EAST CAROLINA UNIVERSITY FACULTY MANUAL (ECU/FM)*.  
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11 **Section I. Objectives/Mission**  
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13 The purpose of the Department of Anthropology is to further the attainment  
14 of the University's objectives by providing instruction, research, and  
15 service in the anthropological study of primate evolution and behavior,  
16 and human evolution, behavior, social structure, and culture. In pursuing  
17 this task, the Department will strive to maintain high academic standards,  
18 retain faculty, provide guidance and instruction to students, and support  
19 scholarly research.  
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22 **Section II. Organization of the Department**  
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24 **A. Definition of the Faculty**  
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26 The Faculty of the Department of Anthropology consists of persons with  
27 University appointments who hold regular academic rank or title in the  
28 Department as teaching assistant and associate professors, assistant  
29 professors, associate professors and professors, adjunct faculty, and  
30 persons who hold fixed-term appointments.  
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33 **B. Definition of Voting Faculty**  
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35 The voting faculty is comprised of all permanently tenured, and  
36 probationary term (tenure track) faculty members with at least one-half of  
37 their appointment in the Department (except when on leave) who have been  
38 at the university for more than 12 months and who hold full-time faculty  
39 appointments, except when defined otherwise in Appendix D and L of the  
40 *ECU/FM*. (When a vote of the Faculty is required, the vote is by the voting  
41 faculty unless otherwise specified.)  
42

43 Only members with designated status as "graduate faculty" may vote on  
44 applications for graduate faculty status.  
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47 **C. Definition of Graduate Faculty**  
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49 All faculty members, upon award of tenure, are accorded graduate faculty  
50 membership as outlined in the *ECU/FM*. All appointments are for five  
51 years. To hold, change or retain graduate faculty status, a faculty  
52 member should submit an "Application for Graduate Faculty Membership" and  
53 a current *curriculum vita* to the Chair of the Department by March 1st of  
54 the fifth year of one's appointment. Other supporting documentation may  
55 be submitted for consideration. The Chair of the Department will then  
56 place the completed application in the main departmental office for

57 review by all Associate Graduate and Graduate Faculty members at least  
58 one week prior to the next regularly scheduled faculty meeting. At said  
59 meeting, all Associate Graduate and Graduate Faculty members who meet the  
60 requirements of voting faculty as defined in the ECU/FM, minus the  
61 candidate, will vote by secret ballot on recommendation for the  
62 nomination. A positive vote as determined by a simple majority will  
63 grant the candidate graduate faculty status.

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#### 66 D. Definition of Adjunct Faculty

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68 Adjunct faculty status is an honorary non-teaching distinction that is  
69 conferred only for those individuals not directly affiliated with a  
70 department in the College who have made or are expected to make  
71 substantial contributions to the department.

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- 73 1. Appointments as an adjunct faculty member are for a term of one to  
74 three years. Any member of the faculty may nominate a person for  
75 appointment as adjunct faculty. A positive vote by the majority of  
76 the Personnel Committee is required to forward a recommendation of  
77 adjunct faculty status to the Department Chair. If concurring with  
78 the recommendation, the Department Chair forwards the recommendation  
79 to the Dean of the College. Non-concurrence at any level with a  
80 recommendation for appointment as adjunct faculty terminates the  
81 appointment process.
- 82
- 83 2. The faculty rank or title of appointment (Teaching assistant and  
84 associate professors, assistant professor, associate professor, or  
85 professor) is commensurate with the individual's current academic  
86 appointment outside the College. In cases where the individual holds  
87 no academic appointment, rank is conferred in accordance with the  
88 individual's achievements and highest academic degree attained.
- 89
- 90 3. Adjunct faculty status is an unsalaried, non-tenure appointment with  
91 no voting privileges.
- 92
- 93 4. Although adjunct members of the faculty do not receive benefits  
94 normally associated with full-time employment, they are regarded as  
95 members of the East Carolina University community.
- 96
- 97 5. Any appointment of an adjunct faculty to assume teaching  
98 responsibilities is separate from adjunct status. Such appointments  
99 must be done in accordance with Appendix C and D of the *ECU/FM*.

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#### 101 E. Definition of Fixed Term Faculty

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103 Fixed Term faculty are those faculty hired to teach for a contracted  
104 period of time. They are non-tenure track who are hired on a multiple  
105 year, yearly or on a semester by semester basis.

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- 107 1. Full-Time Fixed Term faculty hired on a yearly or multiple year basis  
108 shall have all the protections accorded probationary term and tenured  
109 faculty during the term of their appointment, except where  
110 specifically noted in the *ECU/FM*.

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- 112 2. Except in extreme financial emergencies, full-time fixed term faculty  
113 will have access to all Department services including the use of  
114 photocopying, supplies, equipment, and travel, as well as staff  
115 support.  
116
- 117 3. Fixed Term faculty hired on buy-outs or on a semester to semester  
118 basis shall have all the protections accorded probationary term and  
119 tenured faculty during the term of their appointment, except where  
120 specifically noted in the *ECU/FM*.  
121
- 122 4. At the discretion of the Chair and Chair of the Personnel Committee,  
123 fixed term faculty hired on a semester to semester basis will have  
124 access to Departmental services including the use of photocopying,  
125 supplies, equipment, and travel, as well as staff support.  
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128 F. Administrative Officers  
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- 130 1. The Chair of the Department is the administrator of the Department and  
131 provides leadership, support, and guidance to the total functioning  
132 of the Department. The selection and term of office of the Chair shall  
133 conform with the established University policies and procedures.  
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- 135 2. Duties of the Chair  
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- 137 a. serve as the Departmental representative to the Dean and other  
138 departments within the College, other units and departments within  
139 the University, and other agencies, organizations, and institutions,  
140 unless where otherwise specified in this code;  
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- 142 b. communicate official actions and proceedings of the Department to  
143 the requisite University officials, offices, and units;  
144
- 145 c. plan and administer the affairs of the Department in accordance with  
146 the policies and procedures determined by University, College, and  
147 Department;  
148
- 149 d. determine teaching assignments, reassigned time, and other duties  
150 for both faculty and graduate students, and after obtaining input  
151 from the undergraduate and graduate program directors, schedule  
152 Departmental course offerings;  
153
- 154 e. supervise selection, employment, and performance evaluation of  
155 Departmental staff;  
156
- 157 f. mentor and/or facilitate the professional development of all faculty  
158 in terms of teaching effectiveness, research and other scholarly  
159 activities, and service to the Department, College, University,  
160 community and profession, respond to travel requests by faculty, and  
161 assist with new faculty orientation;  
162
- 163 g. manage Departmental operations, including the Departmental office  
164 and staff; maintain personnel files, student files, current course  
165 syllabi, and other administrative records in accordance with the *ECU*  
166 *General Records Retention and Disposition Schedule*; inventory  
167 records; inventory and maintain equipment; and respond to  
168 Departmental equipment requests;

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- h. after obtaining input from the faculty, establish personnel needs and oversee the proper utilization of faculty and staff positions, space, and all other resources allocated to the Department by the Dean;
- i. prepare the Department budget allowing for input from the faculty; manage and be responsible for the budget and all other funds assigned or belonging to the Department, work with the Department to establish policies with regard to grants, contracts, and other revenues generated by the Department and its programs;
- j. maintain a file of the vitae of applicants for advertised positions for review by the Search Committee;
- k. in consultation with the Faculty, establish on a yearly basis such ad hoc committees as are necessary;
- l. in consultation with the Faculty, negotiate the hiring of new faculty members;
- m. forward personnel recommendations of the appropriate Departmental Faculty committees along with the Chair's concurrence or non-concurrence to the Dean of the College in accordance with Appendix D of the *ECU/FM*;
- n. call and preside over Departmental Faculty meetings and supervise the writing and distribution of Departmental Faculty meeting minutes;
- o. maintain or authorize a designee to maintain the Department website;
- p. perform other organizational duties including;
  - (1.) at the first faculty meeting of the Academic year, call for the election of Departmental representatives to pertinent College/University committees;
  - (2.) at the first faculty meeting of Departmental Faculty, call for the election of members to standing committees of the Department.
- q. Work with the Department Curriculum Committee to approve curriculum and catalog changes, and ensure changes are presented to appropriate College and University committees;
- r. in consultation with the Tenure Committee, write a progress toward tenure letter to each faculty member having a probationary appointment and distribute the letter according to the mandates of Appendix D of the *ECU/FM*;
- s. inform the Faculty of administrative decisions or actions affecting the Faculty;
- t. recommend to the Dean of the College a member of the Faculty to carry out the duties of the Chair during brief temporary absences of the Chair;

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- u. ensure that the Department's annual budget and annual report are discussed with the Faculty;
- v. ensure that unit faculty members are provided opportunities to indicate in a timely fashion and vote their approval or disapproval of the Department's major planning documents and other assessments of unit operation (excluding 5-year unit evaluation) prior to submission to person(s) outside of the unit;
- w. forward his/her recommendation, in accordance with the procedures specified in the *ECU/FM*, on personnel actions along with the recommendations of the appropriate personnel committee;
- x. perform other duties as delegated by the Dean of the College; and
- y. ensure that unit code procedures are followed.

G. Special Unit of the Department

1. Archaeology Laboratory

- a. The Director of the Archaeology Laboratory is responsible to the Chair regarding the administration of the laboratory.
- b. The Chair, in consultation with the Faculty, will appoint the director of the laboratory. The appointment of the faculty member who will serve as a director will adhere to Appendix C and D of the *ECU/FM*.
- c. The director of the laboratory will administer the Laboratory: state continuation account, receipts account, foundation accounts, grants in which the Director is Principal Investigator, and graduate assistantships assigned to the Laboratory.
- d. The Director of the Laboratory will schedule all activities in facilities assigned to the Laboratory. Instructional scheduling of academic classes using laboratory facilities will be done in consultation with the Director of the Laboratory.
- e. The Director of the Laboratory will provide annual reports of the activities of the Laboratory to the Chair of the Department.

2. Global Understanding Program

The following provisions of section G.(2. Global Understanding Program) apply as long as the Departmental agreement with the Global Academic Initiatives Program remains in force.

Under agreement with the head of the Global Academic Initiatives, the anthropology program is obligated to teach six ANTH 1050 classes a semester as long as there are at least two faculty members in the Department of Anthropology assigned to the program: the Coordinator of the Global Understanding Program and the teaching assistant/associate professor, assigned to the Global Understanding Program.

283 The Chair of the Department, in consultation with the Chair of the  
284 Personnel Committee and the head of the Global Academic Initiatives,  
285 will appoint the Coordinator of the Global Understanding Program. The  
286 Coordinator of the Global Understanding Program will be appointed for  
287 three-year renewable terms.  
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289 a. The Coordinator of the Global Understanding Program shall:

- 290 (1.) Schedule and be responsible for the successful facilitation  
291 of all Global Understanding classes offered through the  
292 Department of Anthropology.  
293
- 294 (2.) Train and aid faculty involved in the Global Understanding  
295 Program.  
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- 297 (3.) Aid Department of Anthropology faculty interested in  
298 incorporating Global Classroom components in their courses.  
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- 300 (4.) When funds are available, administer the Global Understanding  
301 Summer Scholarship.  
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- 303 (5.) Serve as liaison to the Global Classroom, Global Academic  
304 Initiatives and International Affairs.  
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307 b. The teaching assistant/associate professor shall be responsible to  
308 the Coordinator of the Global Understanding Program and appointed  
309 for three-year renewable terms by the same procedure as the  
310 Coordinator.  
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#### 312 313 H. Director of Graduate Studies 314

315 1. The Director of Graduate Studies will be nominated biannually by the  
316 Faculty and elected by a majority of the graduate faculty at a scheduled  
317 faculty meeting. The Director must possess voting graduate faculty  
318 status. The Director shall receive a reduction in teaching load of one  
319 course per year but if not feasible, every other year.  
320

321 2. The Director of Graduate Studies shall:

- 322 a. call and chair meetings of the graduate faculty to seek input on  
323 activities necessary to implement program curriculum goals including  
324 selection of graduate assistants, curriculum development, and  
325 administration of comprehensive examinations;  
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- 327 b. serve as the interim adviser for graduate students and assist  
328 graduate student thesis advisers in the timely completion of degree  
329 requirements;  
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- 331 c. conduct a Departmental program of recruitment, including advising and  
332 answering emails from prospective graduate students, preparing and  
333 distributing information describing requirements, grants,  
334 assistantships, and awards available to graduate students in the  
335 Department;  
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- 337 d. make recommendations to the Department Chair regarding scheduling of  
338 graduate courses by the Chair;  
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341 e. monitor and approve the completion of M.A. degree requirements as  
342 specified in the *Graduate Catalog*, including administration and  
343 recording of comprehensive examinations, and approving student course  
344 exemptions and substitutions;  
345  
346 f. recommend graduate program procedural and curriculum changes to the  
347 Faculty for approval by the majority vote of the graduate faculty;  
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349 g. maintain graduate student records to include transcripts, letters of  
350 recommendation, grade reports and other data of graduate students  
351 enrolled in the Department, and respond to inquiries that pertain to  
352 graduate work in the Department;  
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354 h. perform other graduate program related duties as assigned by the  
355 Chair;  
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357 i. recommend to the Chair a member of the Departmental Graduate Faculty  
358 to act on graduate matters in consultation with the Departmental  
359 Chair during a brief temporary absence of the Departmental Director  
360 of Graduate Studies; and  
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362 j. represent the Department to the Graduate School and to the Graduate  
363 Assembly.  
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366 **Section III. Standing Committees, Other Committees, and Departmental**  
367 **Representatives:**  
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369 The standing committees and representatives of the Department are the  
370 following: 1) Curriculum Committee, and 2) Library Representative.  
371 Committee members and Departmental Representatives, will serve two-year  
372 terms and may not serve consecutive terms. A member elected to fill an  
373 unexpired term shall serve the duration of the term. A quorum for standing  
374 committee meetings shall be a majority of the elected membership. The  
375 Department Chair may serve as an ex-officio member of the Curriculum  
376 Committee. Members of the Curriculum Committee shall be elected at the  
377 first faculty meeting at the beginning of the academic year. The Chair of  
378 the Committee shall be elected at the first faculty meeting of the  
379 academic year. With the exception of the Tenure Committee, Promotion  
380 Committee, and the Personnel Committee when dealing with personnel  
381 matters, the committee chairs shall forward committee actions to the  
382 Faculty for approval by a majority of the Faculty at a faculty meeting and  
383 then to the Departmental Chair. Consistent with North Carolina law,  
384 standing committee meetings shall be open meetings.  
385

386 Other committees are the Promotion Committee, Tenure Committee, Personnel  
387 Committee, Performance Review Committee, and Policy and Faculty Assignment  
388 Committee. These committees will operate in accordance with Appendices B  
389 and D of *ECU/FM*. Only tenured faculty members who meet the eligibility  
390 criteria in Appendix D are eligible to serve on the Personnel Committee  
391 and the Tenure Committee. All tenured faculty members shall constitute  
392 the Personnel Committee. The Chair of the Personnel Committee shall be  
393 elected by a majority vote at the first committee meeting at the beginning  
394 of each academic year.  
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396 Faculty Senators shall be elected at the time specified in the East  
397 Carolina Faculty Senate Constitution.

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401 The Promotion Committees shall be constituted and function according to  
402 Appendix D of the *ECU/FM*.

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406 The Tenure Committee shall be constituted according to Appendix D of the  
407 *ECU/FM*.

408 The Personnel Committee shall consist of all tenured faculty members who  
409 meet the eligibility criteria in Appendix D, excluding the Departmental  
410 Chair. The Chair of the Personnel Committee shall preside over committees  
411 making personnel recommendations, unless the chair of the Personnel  
412 Committee holds a rank lower than the rank of Professor. The Chair of the  
413 appropriate committee shall forward committee actions to the Departmental  
414 Chair.

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418 The Performance Review Committee shall be elected by the Tenure Committee  
419 and constituted once every five years for a one-year term according to  
420 Appendix B of *ECU/FM*.

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424 Actions of the Promotion, Tenure Committee, Personnel Committee and the  
425 Promotion Committees shall be conducted in accordance with Appendix D of  
426 the *ECU/FM*.

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430 The Policy and Faculty Assignment Committee shall consist of three  
431 permanently tenured faculty members.

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435 The Policy and Faculty Assignment Committee shall:

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439 1. review the annual evaluation files submitted by faculty members each  
440 Spring Semester and provide the Chair with a written report evaluating the  
441 performance of each faculty member in accordance with the annual  
442 performance evaluation procedures;

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446 2. review requests for released time each November and advise the Chair on  
447 workload assignments for each faculty member for the following year in  
448 accordance with the criteria developed by the Committee and approved by  
449 the Faculty and in accordance with established University policies;

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453 3. recommend criteria for the distribution of workload to the faculty for  
454 approval;

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458 4. recommend criteria for the merit pay, salary increments, and other  
459 salary increases to the faculty;

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463 5. undertake Departmental planning and evaluation activities as directed  
464 by the Faculty;

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468 6. advise the Chair on allocation priorities in budget matters.

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472 The Curriculum Committee shall consist of three faculty members chosen  
473 from among fixed-term, probationary-term, or tenured faculty.

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The Curriculum Committee shall:

1. recommend curriculum changes to the Faculty;
2. recommend to the Faculty changes in the requirements for majors, minors and graduate students;
3. recommend to the Faculty procedures for advising majors, minors and graduate students;
4. recommend criteria for the assignment of faculty to teach courses during the summer sessions to the Faculty;
5. the Chair of Curriculum Committee, who is voted into office by the voting faculty, is responsible for the timely completion of senior summaries for which he/she will receive a course reduction every other year;
6. the Chair of Curriculum Committee or his/her representative will oversee and prepare an annual student outcome assessment;
7. the Chair of Curriculum Committee or his/her representative will serve as the liaison to the college, university, and graduate curriculum committees.

The Library Representative shall be elected biannually by a majority vote of the Departmental Faculty.

The Library Representative shall:

1. recommend action for the development of library holdings to the Faculty;
2. cooperate with the University Library Committee in recommending the acquisition of books and other library materials to the Joyner Library;
3. recommend priorities for the acquisition and use of library instructional material and teaching aids to the Faculty;
4. serve as the primary channel of communications between the Department and the library; and,
5. supervise purchases out of library funds allocated to the Department.

#### **Section IV. Faculty Personnel Actions**

##### **A. Initial Probationary Term Appointments**

When a probationary-term position is to be filled, the Personnel Committee shall elect a Search Committee of three voting faculty members. The search committees will follow the guidelines as defined in the *ECU/FM*, Appendix D. The search committee members shall elect a chair by a majority vote at the first meeting of the search committee. The Search Committee shall, in consultation with the Faculty and the Chair, draft an advertisement for the position to be approved by a two-thirds vote of the

510 Faculty. The Search Committee shall forward at least two and no more than  
511 five candidates to the Faculty and announce the availability of the  
512 applicants' credentials for examination by all members of the Faculty.  
513 With at least five working days prior notice, the Chair of the Search  
514 Committee shall call a meeting of the Departmental Faculty. Through a  
515 majority vote of the Faculty, up to five candidates will be ranked in the  
516 order of preference and recommended to the Personnel Committee. The  
517 Personnel Committee shall recommend candidates to the Chair. The Chair  
518 will then move forward to invite a minimum of two candidates to visit the  
519 Department. After consulting with the Faculty, the Chair shall negotiate  
520 with the favored candidate.

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#### 523 B. Reappointment of Probationary-term Faculty

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Recommendations for the reappointment and progress towards tenure of  
probationary-term faculty members shall be made in accordance with the  
procedures specified in Appendix D of the *ECU/FM*.

#### 530 C. Permanent Tenure

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Recommendations for permanent tenure shall be made in accordance with the  
procedures specified in Appendix D of the *ECU/FM*.

#### 536 D. Promotion

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Recommendations for promotion shall be made in accordance with the  
procedures specified in Appendix D of the *ECU/FM*.

541 The criteria for reappointment, tenure and promotion include but are not  
542 limited to the items in the lists of possible activities identified in  
543 Section I. (below) and as specified in Appendix C of the *ECU/FM*. The  
544 Department has adopted the Harriot College of Arts and Sciences document  
545 (available in Departmental Office) tenure and promotion as its own and it  
546 will be consulted when considering tenure and promotion decisions.

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For all faculty seeking reappointment, permanent tenure or promotion a  
Personnel Action Dossier (*PAD*) shall be maintained in accordance with  
Appendix D and Part XII of the *ECU/FM*.

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#### 553 E. Fixed-Term Appointments

555 Fixed-term faculty shall be appointed according to procedures specified in  
556 Appendix D of the *ECU/FM*. These faculty members are responsible for  
557 satisfactory fulfillment of the responsibilities specified in their  
558 employment contracts. Fixed-term appointments extend only for the term  
559 specified in the contract. The Personnel Committee shall recommend  
560 appointments to the Chair when a fixed-term appointment is to be made. Any  
561 candidate who receives a majority vote of the entire membership of the  
562 Committee shall be recommended for appointment.

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#### 565 F. Performance Review of Permanently Tenured Faculty

567 At five year intervals all permanently tenured faculty shall have a review  
568 of his or her professional performance in accordance with Appendix B,  
569 *ECU/FM*. All faculty members, within five years after the granting of  
570 permanent tenure, shall be reviewed in the block year.  
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573 G. Teaching Assignments and Reassigned Time  
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575 Teaching responsibilities shall be assigned in Accordance with Appendix C,  
576 *ECU/FM*.  
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578 The Chair will make every effort to respond to faculty requests for  
579 reassigned time in order to promote faculty productivity and opportunity.  
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581 Faculty members who are to be granted released time from teaching, and in  
582 accordance with established University policies, shall be informed in  
583 writing by the Chair of the Department of the purpose of the reduced  
584 teaching assignment. After soliciting faculty teaching preferences and  
585 consulting with the Performance Evaluation and Faculty Assignment  
586 Committee, and prior to making faculty assignments and at least two weeks  
587 prior to the beginning of each semester, the Chair shall apprise each  
588 faculty member, in writing, of teaching duties and responsibilities. If  
589 changes in a faculty member's assignment become necessary, the faculty  
590 member shall be notified of such changes prior to the effective date by an  
591 amended written assignment.  
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594 H. Annual Evaluation of Faculty Members  
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596 Procedures for Annual Evaluations. Each faculty member, in consultation  
597 with the Departmental Chair, will select the relative weights to be  
598 applied to the criteria that are used in the annual evaluation of the  
599 individual's performance. The individual will inform the Chair, in  
600 writing, of his or her preference by November first for the next academic  
601 year and the Chair will respond, in writing, by November fifteenth.  
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603 The following criteria and the corresponding ranges of relative weights  
604 will be used in the annual evaluation process. The weights must total 100%  
605 and may not be below the minimum or above the maximum for any of the  
606 categories. (NOTE: Each of the three criteria is followed by a list of  
607 possible activities which might be considered in the annual evaluation  
608 process.) The location of an item on any of the three lists is NOT  
609 intended to imply any ranking of importance, nor are the lists intended to  
610 be exhaustive or mutually exclusive. The items on each of the three lists  
611 are not necessarily of equal weight.)  
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613 Fixed term faculty shall be evaluated annually in accordance with the  
614 provisions of their employment contract. Academic achievements and  
615 scholarly contributions to anthropology beyond teaching (i.e., research  
616 grants, conference presentations, publications, etc.) shall be officially  
617 acknowledged in each fixed-term faculty member's annual review.  
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619 During each spring semester, each faculty member shall receive an  
620 evaluation of his or her performance for the academic year by the  
621 Department Chair.  
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623 The general criteria for annual evaluations are those explained in  
624 Appendix C of the *ECU/FM* as well as those approved by the Department and  
625 College. The following criteria will be used in the annual evaluation  
626 process. (NOTE: Each of the three criteria is followed by a list of  
627 possible activities which might be considered in the annual evaluation  
628 process. The location of an item within the lists is not intended to imply  
629 any ranking of importance, nor are the lists intended to be exhaustive or  
630 mutually exclusive. The items on each of the three lists are not  
631 necessarily of equal weight. Relative weights must conform to the  
632 guidelines noted below. The allocation of these categories shall adhere to  
633 the prescription of the *ECU/FM*, Appendix C (i.e., the weights assigned to  
634 service shall not be greater than that assigned to either teaching or  
635 research).

636  
637 a. Teaching Effectiveness (weight 20-60%)  
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639 Attendance at teaching-related workshops/presentations  
640 Certification received in professional area  
641 Course development  
642 Curriculum design and development  
643 Instructional workload  
644 Level of courses taught  
645 Peer evaluation of teaching  
646 Special courses  
647 Surveys of student opinion  
648 Teaching awards  
649 Textbooks reviewed  
650 Related activities  
651

652 b. Research/Creative Activities (weight 20-60%)  
653

654 (1.) The following items are recognized as taking a long time from  
655 inception to completion and are normally thought to include such  
656 phases as preparation, submission, review, revision, acceptance, and  
657 publication. Significant credit will be awarded at the time of the  
658 item's completion, which will normally be defined as the time of  
659 physical appearance of the item as a publication or when it has  
660 actually been presented. Partial credit may be awarded earlier in the  
661 process.  
662

663 Article in journal or other professional publication  
664 Article in trade journal or popular press  
665 Book or chapter in book  
666 Book reviews in journal or other professional publication  
667 Paper or abstract in proceedings of professional associations  
668 Paper or abstract presented at meeting of professional associations  
669 Research grant or contract  
670 Related activities  
671

672 (2.) The following items are recognized as not taking as long a time  
673 from inception to completion as those above. Credit will be awarded  
674 at the time of completion, which will normally be defined as the time  
675 of doing the activity.  
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677 Panelist at professional meeting  
678 Reviewer for journal or other professional publication  
679 Related activities

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c. Service to the University, Profession, or Community (weight 15-20%)

(The percentage weighting of service may not exceed the weighting devoted to either research or teaching.)

Advising student organizations and activities  
Attendance at professional meetings, seminars, professional development activities, or comparable meetings  
Committee work (department, school, or university level)  
Consulting activities  
Editor or co-editor of books, journals, or other professional publications  
Providing research assistance to colleagues  
Public service  
Professional organizations (member, officer, reviewer, discussant, chairperson)  
Seminars presented  
Related activities

## **Section V. Meetings**

Faculty meetings shall conform to University policy. The Chair shall announce in writing all regular Faculty meetings and provide copies of relevant materials to all faculty members at least seven days prior to meetings. Faculty are required to attend Departmental faculty meetings unless excused by the Chair. Special meetings require two days' notice. Special meetings of the Faculty may be called by the Chair, the Chair of the Personnel Committee or by a majority of the members of the Faculty present and voting in residence unless otherwise noted.

The Chair (or a designated representative) shall preside at all regular and special faculty meetings. A quorum shall consist of a majority of the faculty in residence. Departmental action shall be determined by a majority vote of the faculty present and voting unless otherwise noted.

The proceedings shall be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised*. The minutes of Departmental meetings shall be distributed to the Faculty before the next regular faculty meeting and to appropriate administrators.

The chairs of the standing committees shall announce meetings to the members at least two days prior to the meeting. The agenda for meetings shall be circulated by the respective chairs at least one day in advance of the meeting. In the absence of the chair of a standing committee, the elected faculty member senior in service shall preside.

The minutes of the meetings of standing committees shall be maintained by the committee chairs. Copies of these minutes shall be forwarded by committee chairs to the Departmental office where they shall be available to Faculty. They shall be available to the Departmental Faculty with the exception of the minutes of meetings requiring personnel action. These documents will be maintained in accordance with the *ECU General Records Retention and Disposition Schedule*.

737 **Section VI. Evaluation of Unit, Administrator, and University**  
738 **Administrators**

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740 Evaluation of University administrators will be carried out in accordance  
741 with established University policies.  
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744 **Section VII. Unit's Annual Budget and Report**  
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746 The Faculty of the Department may expect, each fall, a budget report of  
747 the previous academic year and may ask for a budget accounting at times  
748 during the academic year.  
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751 **Section VIII. Criteria for Salary Increases**  
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753 The Department Chair shall recommend annual salary increments to  
754 appropriate administrative officials in accordance with requirements  
755 imposed by the North Carolina General Assembly, The University of North  
756 Carolina Board of Governors, and the university administration and in  
757 accordance with Appendix C, *ECU/FM*.  
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760 **Section IX. Other Policies and Documents**  
761

762 Copies of other Departmental policies and documents will be available  
763 in the Departmental office.  
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766 **Section X. Enabling**  
767

768 This Code shall go into effect at the beginning of the Semester after  
769 approval by secret ballot of the majority of the permanently tenured  
770 anthropology faculty, approval of the Faculty Senate, and the Chancellor  
771 of the University in accordance with Appendix L of the *ECU/FM*.  
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774 **Section XI. Amendments of Code**  
775

776 Amendments to this Code may be offered by any Department Faculty  
777 member. Proposed amendments must be presented, in writing, to the  
778 Departmental Faculty at least seven days prior to a regularly scheduled  
779 faculty meeting for inclusion as an agenda item. Amendments must be  
780 approved by a two-thirds majority of the Faculty, including a majority of  
781 the tenured faculty. Amendments to this Code also require the approval of  
782 the Unit Code Screening Committee of the Faculty Senate, the Faculty  
783 Senate, and the Chancellor of East Carolina University.  
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