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**UNIT CODE OF OPERATION
COLLEGE OF BUSINESS
EAST CAROLINA UNIVERSITY**

THIS CODE ALLOWS FOR FACULTY PARTICIPATION IN AND ESTABLISHES PROCEDURES FOR THE UNIT'S INTERNATL AFFATIRS AND IS CONSISTENT WITH ALL APPLICABLE APPENDICES OF THE EAST CAROLINA UNIVERSITY FACULTY MANUAL.

Initial Code Approval

1. Approval by the tenured faculty of the Unit
Chair: Faculty Advisory Committee: Douglas Schneider Date: 3-3-06
2. Submitted to Dean: Rick Niswander Date: 3-3-06
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COLLEGE OF BUSINESS CODE

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*. It establishes procedures which allow the faculty of the College to participate by making recommendations to the appropriate Vice Chancellor on appointments, reappointments, promotions, and permanent tenure. This Code identifies those College responsibilities which have been delegated to the departments by the Dean. It reflects these delegations but remains consistent with the intent of the *East Carolina University Faculty Manual*.

I. Mission:

The purpose of the College of Business is to provide an environment where students, faculty, and business professionals can pursue the acquisition of applied and theoretical knowledge relevant to the operation of profit and nonprofit organizations. The College consists of five departments offering the BSBA (Bachelor of Science in Business Administration) degree with ten concentrations, the five-year BSA/MSA (Bachelor of Science in Accounting/Master of Science in Accounting) and a stand-alone MSA (Master of Science in Accounting) program in professional accounting, and the MBA (Master of Business Administration) degree. The College also offers a tax option in the professional accounting program as well as Health Care and Apparel Textiles option in the MBA program. Graduates are expected to be prepared to be managers and analysts in large and small organizations which operate on both a profit and nonprofit basis. In addition, the faculty is engaged in the expansion of knowledge through research. The College supports the business practitioner through the Division of Professional Programs, Bureau of Business Research, Small Business Institute, and applied research projects in both graduate and undergraduate classes. The College supports primary and secondary education in the state through its Center for Economic Education.

II. Organization

A. The Dean is the chief executive officer of the College of Business. This position, as outlined in the ECU Faculty Manual entails fundamental internal and external functions. Internally, the Dean is responsible for leadership in program development, staffing, and the maintenance of balance and integration in academic programs offered by the college. Externally, the Dean is responsible for the maintenance and development of academic and administrative relationships with the

institution at various levels as well as for appropriate interaction with business and professional organizations, government agencies, and public and private educational institutions. The Dean will ensure that code procedures are followed.

B. The Associate Dean is an administrative staff officer of the College of Business and is responsible to the Dean for all academic programs offered by the College. The Associate Dean acts as the Dean in the Dean's absence.

1. Responsibility to the Dean includes assisting in planning, implementing, evaluating, and assuring the quality of all academic programs of the College and their component parts; assisting in the continuous improvement of programs; and performing other duties delegated by the Dean.

2. Because the Associate Dean acts as the Dean in his/her absence, the Associate Dean is evaluated by a Quadrennial vote of the faculty on the Associate Dean's effectiveness. This vote occurs at the same time and in the same manner as the vote for the Dean.

3. The Associate Dean is appointed by the Dean from among individuals on a list of not more than three nominees furnished by a search committee. This search committee is constituted as follows: an elected member from each academic department and two at-large members appointed by the Dean. All members are College of Business faculty. Selection procedures follow section VII. A.1. of this Code.

C. The Associate Dean for External Affairs is responsible to the Dean for all professional and outreach programs offered by the College.

1. Responsibility to the Dean includes assisting in planning, implementing, and evaluating professional and outreach programs including executive education programs, contract research programs, external publications, development, providing logistical support for the Business Advisory Council and Commerce Club, assuring quality and continuous improvement thereof, and performing appropriate duties delegated by the Dean. The Directors of Professional Programs, Executive Education, Bureau of Business Research, Small Business Institute, and Center for Economic Education report to the Associate Dean for Professional Programs.

2. The Associate Dean for External Affairs is evaluated annually by the Dean and serves at the pleasure of the Dean.

3. The Associate Dean for External Affairs is appointed by the Dean after a search (either internal or external) and interview process.

D. The Associate Dean for Computer Services is responsible to the Dean for matters pertaining to computer use within the College of Business.

1. Matters pertaining to computer use include the identification, evaluation, acquisition, and management of computing equipment, software, and facilities for the College of Business; staffing and supervision of the College of Business Computer Labs; assuring quality and continuous improvement in the function and performing other duties delegated by the Dean.

2. The Associate Dean for Computer Services is evaluated annually by the Dean and serves at the pleasure of the Dean.

3. The Associate Dean for Computer Services is appointed by the Dean after a search (either internal or external) and interview process.

E. The Assistant Dean for Graduate Programs is responsible to the Dean for graduate program administration.

1. Graduate program administration includes all the activities necessary to implement program and curriculum goals approved by the graduate faculty and associate graduate faculty; ensuring that a working structure is established to allow for orderly change and improvement in the curriculum and its administration; providing necessary information for effective program administration and curriculum development; assuring quality and continuous improvement and performing other duties delegated by the Dean.

2. The Assistant Dean for Graduate Programs is evaluated annually by the Dean and serves at the pleasure of the Dean.

3. The Assistant Dean for Graduate Programs is appointed by the Dean after a search (either internal or external) and interview process.

F. The Assistant Dean for Online Programs is responsible to the Dean for online program administration.

1. Online program administration includes all the activities necessary to maintain and grow the program within the college; assuring the course and program quality and continuous improvement; arranging for faculty training in online instructional methods; working with department chairs to schedule online class sections and develop new online courses and programs; overseeing online student advising and performing other duties delegated by the Dean.

2. The Assistant Dean for Online Programs is evaluated annually by the Dean and serves at the pleasure of the Dean.

3. The Assistant Dean for Online Programs is appointed by the Dean after a search (either internal or external) and interview process.

G. The dean may appoint other staff level administrative officers including, but not limited to, associate deans, assistant deans, coordinators, and directors to serve in particular limited non-academic roles. These individuals will report to the dean and serve at his/her pleasure.

H. The College of Business consists of one or more departments, the nature and duties of which are decided mutually by the Faculty and the dean. The administrative head of each department is designated as the Department Chairperson and is an administrative officer of the College of Business. The Department Chairperson will:

1. Represent the department faculty to the Dean in the administration of the affairs of the College of Business and the Department.

2. Exercise participative management in reaching decisions on department policies.

3. Manage the operation of the department office and staff, and ensure the maintenance of up-to-date records including appropriate storage of all official personnel files.

4. Promote productive and harmonious professional relationships within the Department, College, and University.

5. Organize and lead faculty recruiting efforts.

6. Evaluate annually each faculty member's performance in teaching, research/creative activity, and service; and recommend salary increments to the Dean.
7. Request the Department Personnel Committee Chairperson to convene the Tenure Committee; consult with the Committee on personnel matters regarding tenure and reappointment as specified in Appendix D of the *East Carolina University Faculty Manual*; and convey the Tenure Committee's recommendations along with the Department Chairperson's recommendations to the Dean for transmittal, along with the Dean's recommendations, to the Provost and Vice Chancellor for Academic Affairs, as appropriate.
8. Advise and counsel faculty members on application procedures concerning tenure and promotion processes of the Department, College, and University.
9. Give due consideration to the recommendations of department committees.
10. In consultation with the Department Personnel Committee, notify annually each probationary-term faculty member with a written statement of progress toward tenure.
11. Request the Department Personnel Committee Chairperson to convene the appropriate Promotion Committees; consult with the Promotion Committees on personnel matters regarding promotion; and convey the Promotion Committees' recommendations along with the Department Chairperson's recommendations to the Dean for transmittal, along with the Dean's recommendations, to the Provost and Vice Chancellor for Academic Affairs, as appropriate.
12. Request the Department Personnel Committee Chairperson to convene the Personnel Committee; consult with the Committee on personnel matters regarding initial probationary appointments and special fixed-term appointments and other functions of the Personnel Committee as specified in Appendix D of the *East Carolina University Faculty Manual*; and convey the Personnel Committee's recommendations along with the Department Chairperson's recommendations to the Dean for transmittal, along with the Dean's recommendations, to the Provost Vice Chancellor for Academic Affairs, as appropriate.

13. Admit students into the department and assign them to advisors.
14. Determine the use of the physical facilities assigned to the department.
15. Prepare teaching schedules while considering College needs, student needs, and faculty preferences.
16. Prepare and communicate to the faculty brief reports of public and private funds over which the chairperson is responsible. These annual reports will include an estimate of funds available at the beginning of the year and a summary of expenditures and changes made during the previous year.
17. Convene a department faculty meeting at least as frequently as specified in the *East Carolina University Faculty Manual*. Such meetings should have a written agenda and be called at least one week in advance.
18. Encourage continuous improvement in all activities within the department.
19. Work under the direction of the Dean with specific delegated responsibilities.

I. Selection and Evaluation Procedures are outlined in Sections VI and VII.

III. Faculty

A. Definition of the Faculty

1. The definitions of faculty (e.g., voting faculty and graduate faculty) of the College of Business are the same as those in the *East Carolina University Faculty Manual*.

B. Faculty Meetings

1. A meeting of faculty may be called by either the Dean or the Business Faculty Representative and conducted according to the most recent edition of *Roberts' Rules of Order, Newly Revised*.
2. A majority of the voting faculty constitutes a quorum for meetings of the faculty.

3. Unless required by policy or otherwise stated in this Code, an affirmative vote requires a majority of those voting.

4. In the event of a ballot administered by mail, an affirmative vote requires a majority of those eligible to vote.

C. Business Faculty Representative

1. The voting faculty will elect a Business Faculty Representative from among the permanently tenured faculty of the College of Business who have no reassigned time for administrative duties, to facilitate this Code and to coordinate faculty involvement in the democratic functioning of the College of Business. The election will be held at the April general faculty meeting in even-numbered years. Nominations for the position will be accepted from the floor.

2. The Business Faculty Representative will serve a two-year term and may not serve consecutive terms.

3. The Business Faculty Representative will:

a. Serve as chairperson of the Faculty Advisory Committee. (Refer to Section IV.D.1.)

b. Represent the faculty and convey the outcome of faculty voting to the Dean.

c. Call meetings of the Faculty:

(1).....When the Faculty

(2).....When one-third o

d. Prepare and distribute an agenda one week in advance of called meetings.

e. Supervise the election of members of Nominating or Search Committees for the positions of Dean and Associate Dean.

IV. Committees of the College of Business

A. Classification of Committees

1. Standing Committees in the College of Business are as follows:

Faculty Advisory Committee
Undergraduate Committee
Scholarship Committee
Research/Creative Activity Committee
Graduate Committee

2. Ad hoc or special committees (including those mandated by the ECU Faculty Manual).

3. Administrative Committee – Assurance of Learning Committee.

B. Nominations and Elections of Committee Members

1. Committees may include department, ex officio, and student members as permitted by relevant policies.

2. Nominations and elections of department representatives to College Committees will normally be made in the August department meetings. Department representatives will serve two-year terms. The Associate Dean will select departments to elect their representatives in the odd-numbered years; all other departments in the even-numbered years.

3. Ex officio members will be as identified in Paragraphs D.1. through D.5., immediately below.

4. Student members will be selected by the Dean and will serve one-year terms.

5. No faculty member will be required to serve on more than two College of Business Committees, nor will one person be allowed to have more than one vote on any committee.

C. Committee Organization and Procedures

1. The individual whose name heads the committee roster alphabetically will call an organizational meeting in September and serve as temporary chairperson for the purpose of electing a permanent chairperson for the committee except for the Faculty Advisory Committee Chairperson (Refer to Section IV.D.1). Nominations will be made from the floor with election by a majority of those present.

2. Student and ex officio members may not serve as chairperson.

3. The quorum for a committee will be a majority of the total membership of the committee. An affirmative vote requires a majority of those present.
4. Committee meetings will normally be conducted according to the most recent edition of *Roberts' Rules of Order, Newly Revised*, the elected chairperson is charged with the preparation and maintenance of a brief written summary of the committee actions and recommendations when a specific issue(s) is brought to, deliberated by, and referred out of the committee.
5. All committee members (including ex officio and student members) are voting members as permitted by relevant policies.

D. Standing Committees in the College of Business

1. Faculty Advisory Committee

The Faculty Advisory Committee will be composed of one elected representative from the permanently tenured faculty of each department elected by the department faculty, the Dean or a representative, and the Business Faculty Representative. Minutes of the Faculty Advisory Committee meetings will be distributed to all faculty of the College of Business. The Committee will meet as frequently as necessary and will be chaired by the Business Faculty Representative. The Committee will:

- a. Annually review and recommend changes in long-range plans for the College, to ensure that they contain clear and measurable sets of College objectives which contribute to continuous quality improvement within the College of Business. Recommendations will be made to the Dean and submitted to the faculty for their information.
- b. Advise the Dean on proposed changes in the organizational structure of the College of Business as to their consistency with long-range objectives.
- c. Advise the Dean on the allocation of financial resources (including gifts, unit annual budget request and annual report) as to consistency with long-range objectives.
- d. Recommend to the Dean appropriate avenues for student involvement in the College's activities.

- e. Have the authority to establish a committee, as necessary, which will review the Code of the College of Business. This Code Committee will make recommendations to the faculty for the amendment of the Code in part or in total as provided in Article IX, Section A.
- f. Review and recommend to the Dean changes in policies for granting reassigned time and leaves of absence for purposes of advanced study, research, or service.
- g. Implement procedures consistent with the *East Carolina University Faculty Manual* for the nomination and election of individuals to the East Carolina University Faculty Senate.
- h. Interpret the Code upon request of an administrator or a faculty member when an item is submitted in writing and states in detail the specific area of concern.
- i. Consult with the dean about factors to be considered regarding annual salary increases.
- j. Perform other duties delegated by the Dean.

2. Undergraduate Committee

The Undergraduate Committee will be composed of one elected representative from each of the departments, the Dean or the Associate Dean.

- a. The Undergraduate Committee will review and make recommendations to the Dean concerning the quality and continuous improvement of:

- (1)..... Policies for admission
- (2)..... New undergraduate
- (3)..... Undergraduate d
- (4)..... Policies and proo
- (5)..... Other issues rela

- b. The committee will meet as frequently as necessary.

- (1).....At least one week meeting, the agenda, and documentation of any course proposals.
- c. Course proposals presented to the committee must first be approved by the faculty of the department(s) responsible for the course(s).
 - (1)..... The Chairperson explain the proposal and to respond to questions.
 - (2)..... Chairpersons of from the adoption of any proposal.
- d. If an approved proposal involves any change in any requirement pertaining to general education, cognate courses, common body of knowledge, admission, or graduation, then the Undergraduate Committee will notify the Dean for review and approval for accreditation consistency. The committee will then notify the Business Faculty Representative and request that time be allocated for the presentation of the proposal to the faculty at the next meeting of the faculty of the College of Business. If approved by the faculty, the proposal will be forwarded to the appropriate University Committee.
- e. Proposals not covered in the paragraph immediately above can be approved by the Undergraduate Committee and forwarded to the appropriate University Committee.
- f. If the Undergraduate Committee rejects a proposal, the individual(s) who proposed the change may request that the proposal be placed on the agenda of the next meeting of the faculty of the College of Business. If approved by the faculty, the proposal will be forwarded to the appropriate University Committee. The Associate Dean will be responsible for presenting any approved proposal(s) to the appropriate University Committee and will normally undertake this activity in conjunction with the Chairperson of the Undergraduate Committee.
- g. Will perform other duties delegated by the Dean.

3. Scholarship Committee

The Scholarship Committee will be composed of one elected representative from each of the departments. This committee will meet as frequently as necessary and will report directly to the Dean. The Scholarship Committee will:

- a. Determine with the Dean the college-wide scholarships and awards available to College of Business students and review and recommend procedures and processes to confirm eligibility.
- b. Evaluate, recommend, and forward to the Dean lists of nominees for such scholarships and awards.
- c. Perform other duties delegated by the Dean.

4. Research/Creative Activity Committee

The Research/Creative Activity Committee will be composed of one elected representative from each of the departments and the Dean or the Associate Dean. This committee will meet as frequently as necessary and will report directly to the Dean. The Research/Creative Activity Committee will:

- a. Foster research/creative activities among faculty of the College of Business and between College of Business faculty and other University units.
- b. Review and recommend procedures and processes to determine eligibility requirements for College of Business research space, funds, equipment, and special support.
- c. Facilitate the distribution of information concerning grants, stipends, and other resources.
- d. Perform other duties delegated by the Dean.

5. Graduate Committee

The Graduate Committee of the College of Business will be composed of one elected representative from the associate graduate faculty or graduate faculty of each department, the Dean or the Associate Dean, the Assistant Dean for Graduate Programs, and the elected representative to the Administrative Board of the Graduate College. This committee will meet as frequently as necessary. The Graduate Committee will:

- a. Recommend changes in degree requirements and curricula and consider new course proposals from the departments to assure quality and continuous improvement.
- b. Forward recommendations approved by the Committee to the associate graduate faculty and graduate faculty for their consideration. Approved recommendations will be transmitted to the appropriate University Committee or the Administrative Board of the Graduate College by the College of Business representative to the Administrative Board of the Graduate College.

(1). If the Graduate Committee rejects a proposal, the individual(s) who proposed the change may request that the proposal be placed on the agenda of the next meeting of the associate graduate and graduate faculties. If approved, the proposal will be forwarded to the appropriate University Committee or Administrative Board of the Graduate College.

- c. Consider policies and other issues concerning the graduate program.
- d. Confirm the selection of the member and alternate member of the Administrative Board of the Graduate College. Provided they are full members of the graduate faculty, the Assistant Dean for Graduate Studies is the representative and the Associate Dean is the alternate. If the Assistant Dean is ineligible to serve, the Associate Dean is the representative and the chair of the Graduate Committee is the alternate. All appointments must be confirmed by the Graduate Committee and if the individuals mentioned above are not acceptable to the Graduate Committee or cannot serve for other reasons, the committee refers the matter to the Graduate Faculty to elect other faculty members to serve in one or the other of these posts.
- e. Perform other duties delegated by the Dean.

6. The Online Steering Committee

The Online Steering Committee is composed of one representative from each department elected by the faculty of the department from among those department members who have

had experience teaching online courses during the previous two years, the Assistant Dean for Online Programs (the chair of the Committee), the Dean, the Associate Dean, and three faculty appointed by the Dean. Its charge is to debate on-line issues within the committee and their departments recommend college-wide policies regarding online academic activities and recommend their adoption to the Dean. Once the policies are in place, they are administered by the Assistant Dean for Online Programs. The elected and appointed members will serve two year terms.

7. Administrative Committee - The Assurance of Learning Committee

The Assurance of Learning Committee of the College of Business is composed of the Associate Dean (chair), the five department chairs, the Assistant Dean for the Graduate Programs, and the Faculty Representative. The membership is permanently assigned.

Its charge is to determine whether students achieve learning appropriate to the programs in which they participate. To accomplish this the committee will, with faculty involvement,:

- a. Coordinate the development of a list of learning goals for which it will demonstrate assurance of learning.
- b. Operationalize the learning goals by specifying or developing the measurements that assess learning achievement on the learning goals.
- c. Collect and review the departmental reports of the results of the assessment program.
- d. Identify areas for programmatic improvement and initiate remediation that will lead to continuous program improvement. Such actions will require faculty involvement and will be specific to the assessment results. Each spring the Assurance of Learning Committee will forward a report to the Graduate and Undergraduate committees. This report will include the learning goals, the specifics of the assessment program, a summary of the assessment results for the prior academic year, and recommended program improvement activities.

V. Department Committees

A. Required Committees: Each department will form, at a minimum, those committees necessary to implement the ECU and College of Business Codes.

B. Nominations and Elections of Department Committee Members

1. Committees may be standing or ad hoc.

2. Nominations and elections of department members to Department Committees will normally be made in a Department meeting. Members will be elected by a majority of those members present for a period as determined by faculty of the department prior to the election.

C. Committee Administration

1. Committees should have a chairperson who may be appointed or elected depending on the nature of the committee. If elections are held, nominations will be made from the floor with elections by a majority of those present.

2. The quorum for committees will be a majority of the total membership of the committee.

D. Department Tenure, Promotion, and Personnel Committees

For purposes of this Section, a voting faculty member is defined according to Appendix D of the *East Carolina University Faculty Manual*. The procedures are outlined in Section VI.

VI. College of Business procedures and criteria for annual evaluation promotion, and tenure.

A. Procedures for Annual Evaluations. Each faculty member, in consultation with his/her Department Chairperson, will select the relative weights 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 his/her Department Chairperson (at least seven months for new Fall appointees). The individual will inform his/her Department Chairperson, in writing, of the selection by September 1st.

B. Promotion and Tenure: Recommendations for promotion and tenure shall be made in accordance with the procedures specified in Appendix D of the *East Carolina University Faculty Manual* (Section IV). The criteria for reappointment, tenure and promotion include the items in

the lists of possible activities identified in Paragraph C. (below) and as specified in Appendix C of the *East Carolina University Faculty Manual* (Section I.C., I.D., and V) and the department criteria. For purposes of Appendix D of the *East Carolina University Faculty Manual* a “unit” shall be deemed to be academic departments within the College of Business and the “next higher administrator above unit levels” shall be deemed to be the Dean of the College of Business.

1. The Tenure Committee Composition: The composition of the Tenure Committee shall be in accordance with the applicable section and paragraph of Appendix D of the *East Carolina University Faculty Manual*.

2. The Promotion Committee Composition: The composition of the the Promotion Committee shall be in accordance with the applicable section and paragraph of Appendix D of the *East Carolina University Faculty Manual*.

3. The Personnel Committee Composition: The composition of the the Personnel Committee shall be in accordance with the applicable section and paragraph of Appendix D of the *East Carolina University Faculty Manual*.

4. For all faculty seeking reappointment, permanent tenure or promotion, a Personnel Action Dossier shall be maintained in accordance with the applicable section and paragraph of Appendix D of the *East Carolina University Faculty Manual*.

C. Criteria for Annual Evaluations. The following criteria and the corresponding ranges of relative weights will be used in the annual evaluation process. The weights must total 100% and may not be below the minimum or above the maximum for any of the categories. (NOTE: Each of the three criteria is followed by a list of possible activities which might be considered in the annual evaluation process. 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 exhaustive or mutually exclusive. The items on each of the three lists are not necessarily of equal weight.) Teaching is the first consideration. Therefore, the teaching effectiveness weight must be the largest of the three weights.

1. Teaching Effectiveness (weight 41-50%)

Attendance at teaching-related workshops/presentations.
Certification received in professional area.

Course development.
Curriculum design and development.
Innovation in teaching methodology.
Instructional workload.
Level of courses taught.
Peer evaluation of teaching.
Special courses.
Student advising.
Student opinion survey.
Teaching awards.
Textbooks reviewed.
Related activities.

2. Research/Creative Activities (weight 30-42%)

a. The following items are recognized as taking a long time from inception to completion and are normally thought to include such phases as preparation, submission, review, revision, acceptance, and publication. Significant credit will be awarded at the time of the item's completion, which will normally be defined as the time of physical appearance of the item as or in a publication. Partial credit may be awarded earlier in the process.

Article in journal or other professional publication.
Article in trade journal or popular press.
Book or chapter in book.
Book review in journal or other professional publication.
Case (for use in course instruction) intended for publication.
Paper or abstract in proceedings of professional association.
Paper or abstract presented at meeting of professional association.
Research grant or contract.
Related activities.

b. The following items are recognized as not taking as long a time from inception to completion as those above. Credit will be awarded at the time of completion, which will normally be defined as the time of doing the activity.

Panelist at professional meeting.
Reviewer for journal or other professional publication.
Related activities.

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

Advising student organizations and activities.
Attendance at professional meeting, seminar, professional development activity, or comparable meeting.
Committee work (department, college, or university level).
Community service.
Consulting activities.
Editor or co-editor of book, journal, or other professional publication.
Faculty Senate.
Providing research assistance to colleagues.
Public service.
Professional organizations (member, officer, reviewer, discussant, chairperson, presenter).
Seminars presented.
Related activities.

D. All faculty are subject to post-tenure review per the applicable section and paragraph of Appendix D of the *East Carolina University Faculty Manual*.

E. Fixed termed Faculty Members. Fixed termed faculty members will be evaluated on the basis of their contributions to the mission of the College of Business. Typically, these contributions will be teaching and service as defined above but will also include activities related to obtaining or maintaining professional qualifications for accreditation purposes. Fixed termed faculty who have administrative duties as their primary responsibility will be evaluated based on those administrative duties, and, as appropriate, their teaching, their service, and their activities related to achieving or maintaining professional qualification. Percentage weights for applicable activities for nontenurable faculty will be agreed to yearly in September between the faculty member and his/her chair.

VII. Selection and Evaluation of Administrators

A. Selection of Administrators

1. Selection of the Dean of the College of Business and Associate Dean follows the procedure outlined in Appendix L for the selection of administrative officials.

2. Associate Dean for Professional Programs, Assistant Dean for Graduate Programs, Associate Dean for Computer Services and Assistant Dean for On-line Programs: Selection will be supervised by the Dean as specified in section II of this Code.

3. Selection of Department Chairpersons: Election of members to a Nominating or Search Committee will be supervised by the Department Personnel Committee Chairperson.

4. Following the announcement of vacancies or impending vacancies for an administrative office, a minimum of one week must pass before the selection of a Nominating or Search Committee.

B. Evaluation of Administrators

1. The administrative officers with authority throughout the College of Business include the Dean, and the Associate Dean. The Dean will be evaluated following procedures outlined in the ECU Faculty Manual, Appendix L. The Associate Dean, and Department Chairpersons will be evaluated concurrently with the Dean according to the provisions set forth in the Appendix of this code.

2. Each administrator will not vote in the evaluation of himself/herself or of his/her subordinates, but may vote in the evaluation of his/her superiors. For evaluation of the Dean and the Associate Dean, the voting faculty will be all voting faculty in the College of Business. For the evaluation of the Department Chairpersons, the voting faculty will be the voting faculty of the Departments. In both instances procedures are outlined in the *East Carolina University Faculty Manual*.

3. A negative vote by a majority of the College or Department Faculty (as appropriate) will be considered a de facto recommendation for removal of the incumbent.

VIII. Interpretation

A. No section or provision of this Code will be construed to be in conflict with the *East Carolina University Faculty Manual*. If any conflict exists, the *East Carolina University Faculty Manual* takes precedence.

IX. Amending and Enabling Provisions

A. Amendments: This Code may be amended in part or in total by the vote of a majority of all permanently tenured faculty of the College, at any college-wide faculty meeting, providing that one week's written notice of the proposed action has been given.

B. This Code and amendments will go into effect when approval by the Faculty Senate and the Chancellor of the University.

C. This Code will require new elections for all committee positions specified during the first semester in which it is in effect.

D. This Code supersedes in full all previous College of Business Codes.

X. Procedures for review and approval of all major planning documents

The Dean shall make available to the faculty a copy of all the College's Strategic Plan, or any other major planning document allowing ten working days for faculty review. The Faculty Advisory Committee will provide ballots for the faculty to vote their approval or disapproval of the report(s). A majority of voting faculty (reference para. III.A.1.) will be required for approval.

Appendix

A Procedure for Evaluating Administrative Officers in the College of Business

1. Application

This document describes the review procedure for the Department Chairs of the College of Business and the Associate Dean. It is recognized that, according to the Code of the College of Business, the Associate Dean is delegated the Dean's authority in many matters and has the dean's authority when the dean is not available. Thus, this person shall be reviewed in a manner similar to the department chairs.

It is also recognized that the posts of Associate Dean for Computer Services, the Associate Dean for External Affairs, and the Assistant Dean for Graduate Studies and other administrators who may be appointed by and responsible to the dean are staff positions and that the occupants of these positions are evaluated by the Dean and serve at the pleasure of the Dean.

2. Review Period

This review shall occur in accordance with the *East Carolina University Faculty Manual*.

3. Review Authority

This review shall be initiated by the Dean. If both the dean and the administrator being reviewed agree, the evaluation will be performed by the dean. Alternately, consistent with the university policy regarding deans, the dean will form a review committee consisting of three persons: one faculty member from the department of the administrator undergoing the review, one administrative officer from an outside department, college, or college in the university, and one other administrative officer or faculty member. The dean may request that the administrator under review suggest potential members of the review committee. The review committee shall select a committee chair.

If the review committee is formed, the dean shall meet with the review committee to advise the committee regarding specific areas of review and persons to consult. The administrator undergoing review may suggest topics or aspects related to his/her record or administrative style for special consideration by the review committee.

4. Review Methods

Consistent with the *Faculty Manual*, the Dean and, if formed, the Review Committee shall examine the following documents:

- a. an administrative portfolio statement prepared by the administrator under review that documents his or her performance during the review period;
- b. administrator's and unit annual reports during the review period;
- c. report of department's progress toward meeting the College of Business strategic plan, and
- d. annual personnel evaluations by the supervisor of the administrator under review performed during the review period.

The administrative statement shall include 1) administrative philosophy, strategies, and methodologies; 2) attempted innovations and assessment of their effectiveness; and 3) a statement of objectives for the future of the administrative unit.

Documents a., b. and c. shall also be provided to the voting faculty of the department before the faculty vote on the effectiveness of the administrator.

If a Review Committee is formed, it shall make a general request for written or oral evaluations of the performance of the administrator under review from administrators, faculty, staff; and students. It may also solicit specific feedback from selected individuals. The Committee may gather other information as suggested by the Dean, or at its own discretion, including, if appropriate, reviews by professionals outside the university regarding the performance of the administrator under review in representing the officer's unit externally. If no Reviewing Committee is formed, the Dean may do any of the above.

5. Review Reporting

If formed, the Review Committee shall present a written report with recommendations to the Dean. The written report shall be forwarded to the administrator under review and he or she invited to prepare a response, if desired. This shall occur at the same time as the report of the results of the department faculty's vote on the administrator's effectiveness. The Dean shall review this information and report his or her conclusions to the administrator under review, the Review Committee and the faculty of the department.