

## UNIT CODE OF OPERATIONS

Department of Child Development and Family Relations  
College of Human Ecology  
EAST CAROLINA UNIVERSITY

1. Approved by the tenured faculty of the unit  
Chair, Unit Code Committee: Elizabeth B. Carroll Date: 3-9-04
2. Submitted to Department Chair Cynthia E. Johnson Date: 3-9-04
3. Submitted to Dean Margie Gallagher Date: 3-9-04
4. If changed, reapproved by tenured faculty:  
Chair, Unit Code Committee not applicable
5. Reviewed/recommended by Faculty Senate Unit Code Screening Committee  
Chair: Garris Conner Date: 4-06-04
6. Approved by the East Carolina University Faculty Senate  
Chair of the Faculty: Rick Niswander Resolution #04-24 Date: 4-20-04
7. Approved by East Carolina University Chancellor/or designee:  
Interim Chancellor: Bill Shelton Date: **4-26-04**  
(effective date)

### DEPARTMENT OF CHILD DEVELOPMENT AND FAMILY RELATIONS

#### PREAMBLE

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

In order to establish governance of the East Carolina University Department of Child Development and Family Relations, herein after also referred to as CDFR, the faculty and administration adopt the following code:

#### **I. Objectives/Mission**

The mission of the Department of Child Development and Family Relations is to prepare students for entry and advanced level positions as well as for further study and research in early childhood education and family-centered programs. Attention is given to the discovery and application of knowledge and research through specialized areas of study: preschool education; family and community services; hospitalized and chronically ill children; child and family studies; family and consumer sciences education; and the emotional, cognitive, and physical development of individuals.

## II. Organization/Composition of the Department

### A. Definitions of Voting Faculty Members

In all matters except for those outlined in Appendices D, L, and other pertinent appendices of the *ECU Faculty Manual*, the voting faculty in the Department of Child Development and Family Relations consists of full-time faculty holding the title of professor, associate professor, assistant professor, instructor, or lecturer with at least 51% teaching and research/creative activity assignments in the department.

The voting graduate faculty shall consist of those faculty who have been appointed as graduate faculty members, associate graduate faculty members, or graduate teaching faculty members of the ECU Graduate Faculty as defined in Appendix F of the *ECU Faculty Manual*, and who hold at least a 51% teaching and research/creative activity appointment in the Department of Child Development and Family Relations. Only faculty who hold status as a graduate faculty member may vote on university-wide graduate issues.

### B. Role of the Chairperson

The chair of the Department of Department of Child Development and Family Relations, as chief administrative officer of the unit, is responsible for the department in accordance with the policies determined by the department, college, and university codes. The selection, term of office, and evaluation of the chair conforms to the *ECU Faculty Manual*, Appendix L, Sections B and F.

The Chair is responsible to the Dean of the College of Human Ecology, herein after also referred to as CHE, for administration of the Department of Child Development and Family Relations' unit plan, budget, facilities, equipment, teaching, research/creative activity, service, personnel, and fund development. The chair ensures that unit and university code procedures are followed. The chair is also responsible for personnel actions relating to SPA employees assigned to the department.

When the chairperson's position becomes open, the procedures outlined in Appendix L-B of the *ECU Faculty Manual* will be followed in finding a replacement.

### C. Procedures for Faculty Consideration of the Annual Budget Request and Annual Report

In the spring of each year, the department chair will solicit faculty recommendations for department budget priorities for the following academic year, and copies of final department budget requests will be made available to the faculty. At the first faculty meetings in the fall term, the chair will report to the faculty on department budgets, as well as the department annual reports from the preceding year.

## III. Unit Committees, Councils, and Representatives

All committees serve in an advisory capacity to the unit faculty and to the chair. The chair shall be an ex-officio member (without vote) on the committees except for personnel and Appendix L committees on which the chair does not serve. All committees hold regularly scheduled meetings. Other meetings may be held upon request of the committee chairperson, the department chair, or a majority of the committee members. The chair of each committee shall report regularly at unit meetings and shall file minutes of all meetings, along with an annual report of the committee's accomplishments, with the departmental office by June 1. The quorum for each committee shall be a simple majority of its members. The chair may serve as part of the quorum.

The department chairperson and the faculty shall be obligated to take action upon all applicable committee recommendations. The chair shall inform committee chairpersons and faculty specifically involved, as appropriate, of actions taken.

#### A. Standing Committees

The standing committees of the unit are Curriculum, Student Services and Scholarship, and Code Committees. Committee members shall be elected by the faculty or appointed by the department chair in the spring to serve staggered three-year terms with the election of new members each year. Regular expired vacancies on each committee shall be filled at the first faculty meeting through election or appointment as specified in each committee's structure. In the event that a member of a standing committee is unable to complete a term of office, the chair of the committee shall notify the department chair of the need for a replacement to complete the term and the chair will appoint a replacement.

At the first committee meeting of each academic year, a chairperson and a secretary for each committee shall be elected, except where otherwise noted. The chairperson shall be an elected member serving a second year or third year of membership, if possible. In the absence of the chairperson of a standing committee, the member senior in rank, then years of service, shall preside.

##### 1. Curriculum Committee

- a. Structure: The curriculum committee shall consist of all tenured or probationary-term faculty members in the department (a committee of the whole).
- b. Duties: The duties of the committee are to make recommendations to the dean concerning the undergraduate and graduate curricula within the Department of Child Development and Family Relations. The committee will
  - (1) recommend proposals for new courses, tracks, options, and degree programs
  - (2) review and make recommendations on course offerings and changes in the catalogue which require University action as proposed by the department faculty
  - (3) review and recommend requirements for admission to, retention in, and degree completion of programs offered by the department
  - (4) develop and implement a process for designating and recording curriculum changes linked to learning outcomes assessment.

##### 2. Scholarship Committee

- a. Structure: The Scholarship Committee shall consist of three faculty members elected from the faculty.
- b. Duties: The duties of the Scholarship Committee are to solicit applicants, evaluate applications, and recommend student recipients for departmental and college-wide awards and scholarships to the dean.

##### 3. Code Committee

- a. Structure: The Code Committee shall consist of at least three voting faculty members elected from the members who have at least three years of service at ECU as defined in Appendix L of the *ECU Faculty Manual*.
- b. Duties: The Code Committee shall

- (1) meet annually to review the Code, solicit input from faculty for suggested changes, and recommend revisions to the faculty as needed
- (2) conduct a comprehensive review of the Code according to the schedule developed by the University Unit Code Screening Committee of the Faculty Senate.

#### B. Ad Hoc Committees and Task Forces

Ad hoc committees shall be established by the chair at the discretion of the chair or upon recommendation of a majority of the faculty. In consultation with the faculty, the chairperson may appoint or faculty may be elected to ad hoc committees or task forces by department faculty.

#### C. Graduate Faculty Council

- a. **Structure:** The Graduate Faculty Council consists of those faculty of the department who have been appointed as members, associate members, or graduate teaching faculty members of the ECU graduate faculty and who hold at least a 51% teaching and research/creative activity assignment in the Department of Child Development and Family Relations as defined by the *ECU Faculty Manual*.

Officers of the Graduate Faculty Council shall consist of a chairperson and a secretary who are elected by majority vote of eligible graduate faculty as defined above. Ad hoc graduate committees may be established at the discretion of the chairperson or upon recommendation of a majority of the graduate faculty. Actions taken by the Graduate Faculty Council shall have the equivalent authority of those taken by the department faculty.

- b. **Duties:** The duties of the Graduate Faculty Council are to

- (1) review and approve proposals for new graduate courses, degree programs, tracks, or options
- (2) review and approve curriculum revisions proposed by department faculty
- (3) collect and disseminate information to graduate students enrolled in the department
- (4) develop and implement procedures for initial appointment or for reappointment to the Graduate Faculty, and recommending approval or disapproval to the dean for nomination to the graduate faculty according to Appendix F of the *ECU Faculty Manual*.

#### D. Representatives

1. **CDFR Representative(s) to the CHE Faculty Advisory Council**
  - a. **Structure:** As specified in the CHE Constitution, the department shall have one elected faculty member and the unit's faculty senator to serve on the Faculty Advisory Council. The CDFR representative(s) must have one year of academic experience in order to serve on the CHE Faculty Advisory Council.
  - b. **Duties:** The CDFR Representative(s) to the CHE Faculty Advisory Council shall
    - (1) attend all meetings of the council and represent the needs and interests of the department at these meetings
    - (2) report on critical issues from the CHE Faculty Advisory Council to the faculty within a week of the meetings
    - (3) solicit faculty opinions and comment with regard to issues before the council
  - c. The term of the CHE Faculty Advisory Council representative is 3 years.
2. **Faculty Senator(s)**
  - a. **Structure:** All full-time faculty members are eligible to vote for faculty senators. All full-time faculty members in at least their second year of appointment to the unit are eligible for election to the Faculty Senate as described in the *ECU Faculty Manual*, Appendix A. Faculty senator(s) (and

senate alternative[s]) shall be elected by the department faculty.

- b. The faculty senator(s) shall
    - (1) attend all meetings of the senate and represent the needs and interest of the department at these meetings
    - (2) report on critical issues from the Faculty Senate to the faculty within a week of the regular meetings of the Faculty Senate
    - (3) solicit faculty opinions and comments with regard to issues before the Senate.
  - c. The term of the faculty senator is 2 years.
3. Joyner Library Representative
- a. The library representative shall be elected by the department faculty or appointed by the department chair.
  - b. Duties: The duties of the Joyner Library Representative are to
    - (1) serve as liaison between the department and Joyner Library in matters pertaining to the selection and acquisition of books, periodicals, and other materials
    - (2) assume responsibility for the utilization of library funds according to policies and procedures established by the university.

#### IV. Faculty Personnel Actions

All department personnel actions shall comply with procedures and practices outlined in the *ECU Faculty Manual*, Appendix D, and other university documents approved by the chancellor or either the provost or vice chancellor for academic affairs as appropriate. The Personnel Committee will consist of two tenured faculty members, one probationary term faculty member, and an alternate tenured or probationary term faculty member elected by a majority of the department voting faculty. Duties of the committee are as described in Appendix C and Appendix D of the *ECU Faculty Manual*.

##### A. Selection and Appointment of New Faculty

The procedures and criteria for the selection and appointment of new faculty members in each department will comply with those listed in the *ECU Faculty Manual* as outlined in Appendices C and D.

##### B. Teaching Assignments and Reassigned Time

The department chair, in consultation with the dean of the College of Human Ecology, will be responsible for making teaching assignments and assignment of reassigned time in accordance with procedures outlined in the *ECU Faculty Manual*, Appendix C, Section II.

##### C. Faculty Evaluation

###### 1. Annual Performance Evaluation

Faculty members work under the leadership of the department chairperson to carry out and maintain excellence in academic programs within the department, provide effective teaching, develop productive research/creative activities programs, provide service to the university, profession, and the community, and function in special assignments as mutually agreed.

All faculty evaluations shall be conducted according to procedures prescribed by the *ECU Faculty Manual* Appendix C-III. At the beginning of each academic year, each faculty member will develop, in conjunction with and with the approval of the department chair, a statement of goals in teaching, research/creative activities, service, and other activities, where appropriate. This statement will include the relative weight of evaluation in each category of performance. Under special

circumstances, faculty members' loads may include assignments other than teaching, research/creative activities, and service, and these assignments will be agreed upon with the chair and included as part of the goal statement at the beginning of the year. Goals will be developed based upon the needs of the faculty member, the department, and the college, and should reflect the relative weights of assignments established under part IV.C2 of this code.

The faculty member will be evaluated annually near the end of the spring semester. The annual evaluation will be based upon the annual report as related to completion of the goals established at the beginning of the academic year and to teaching, research/creative activities and service criteria. A guide to these criteria approved by a majority of the permanently tenured faculty will be provided in the College of Human Ecology Faculty Handbook. The CHE faculty handbook is available to all faculty members. The manual is housed in the chair's office and available on-line.

## 2. Relative Weights for Annual Faculty Evaluation

The relative weight of teaching, research/creative activity, and service in the annual faculty performance evaluation of tenured and tenure-track faculty (as specified in Appendix C of the ECU Faculty Manual) shall be at least 25%, 25%, and 10%, respectively. Exceptions to this load may be made in writing with mutual agreement of the faculty member and the chairperson when special opportunities in teaching, research/creative activities, or service arise (i.e., reassigned time from teaching or research/creative activities grants). Fixed-term faculty will usually have assignments that vary from the above weights. However, in no case will service be weighted more than teaching or research/creative activities.

## D. Reappointment, Tenure, and Promotion

### 1. Criteria for Reappointment or Subsequent Appointment

Probationary term faculty shall be evaluated for reappointment based on a continuing need for the faculty member's expertise, the availability of resources, and a level of performance in teaching, research/creative activities, and service that indicates the faculty member is making satisfactory progress toward the goal of receiving a favorable recommendation for the granting of permanent tenure and, where appropriate, promotion.

### 2. Criteria for Tenure

"Conferral of tenure shall be based on the faculty member's demonstrated professional competence, in teaching, research/creative activities and service; a potential for future contribution; and the institution's needs and resources" (*ECU Faculty Manual*, D.I.B.2). Within the context of university policy, conferral of permanent tenure shall be based on the following criteria:

- a. An appropriate terminal degree as "evaluated by the academic unit and affirmed by the appropriate administrative officer and the profession concerned" (*ECU Faculty Manual* C-I.D)
- b. Demonstrated competence in teaching, research/creative activities, and service
- c. A record of satisfactory performance in all three areas of teaching, research/creative activities, service will be expected. A strong record of accomplishment in one of these areas will not be considered a substitute for deficiencies in another area. In no case will service be weighted heavier than teaching or research/creative activities.
- d. Evidence is expected of potential for continued professional growth and on-going contributions to the field.

### 3. Criteria for Promotion

Promotion shall be based upon the faculty member's total demonstrated professional competence and achievement following criteria for each rank as described in Appendix C of the *ECU Faculty Manual*.

E. Policy for the Cumulative Review of Permanently Tenured Faculty

Post-tenure review of all tenured faculty members will follow procedures outlined in the *ECU Faculty Manual*, Appendix B. Specific procedures developed for the College of Human Ecology faculty can be found in the CHE Handbook.

F. Personnel/Evaluation Files

Personnel files for the Department of Child Development and Family Relations will be kept and maintained in the College Business Office according to the provisions prescribed in the *ECU Faculty Manual*.

## V. Meetings of the Department of Child Development and Family Relations

Meetings of the department shall conform with university policy and *Robert's Rules of Order, Newly Revised*. The chair shall convene at least one meeting of the faculty each month. Special meetings can be called by the chair or upon a written petition to the chair from a majority of the voting members of the faculty, or from a department committee.

## VI. Evaluation of Department and Department Administrators

A. Quinquennial Unit Program Evaluation

The Department of Child Development and Family Relations shall complete a self-evaluation quinquennially as outlined in the *ECU Faculty Manual*, Appendix L, Section E.

B. Procedures for Review of the SACS Program Report, Accrediting Bodies, and All Other Major Planning Documents

The chair, in consultation with the faculty, will appoint ad hoc committees and task forces to develop the periodic planning and self-study documents for the department required by the university and accrediting bodies. All major planning and self-study documents for departments will be reviewed and approved by the faculty in regular or called meetings, with a 2/3 majority vote required for approval.

C. Annual and Quadrennial Evaluation of Unit Administrators

The chair of the Department of Child Development and Family Relations will be evaluated annually and quadrennially in compliance with Appendix L of the *ECU Faculty Manual*. In addition to conducting the balloting for the Quadrennial Evaluation of the Unit Administrator, the elected Faculty Leader of the Quadrennial Unit Administrator Evaluation will request a summary of accomplishments from the Unit Administrator that will be made available to the faculty as part of the evaluation process.

E. University Administrators Evaluation

All eligible Appendix L voting faculty members within the Department of Child Development and Family Relations shall have an opportunity to participate in evaluations of university administrators consistent with campus-wide procedures developed by the Faculty Senate and the chancellor (*ECU Faculty Manual*, Appendix L, Section G).

## VII. Enabling Clause

Following approval by a majority of voting departmental faculty, the Code shall go into effect upon

acceptance by a 3/5 majority of the permanently tenured faculty of the Department, the Faculty Senate, and the chancellor of East Carolina University. The unit administrator(s) should ensure that code procedures are followed.

#### **VIII. Amending the Code**

Any faculty member may initiate a proposed amendment to the Code. Proposed amendments may be presented to the faculty at any regularly scheduled faculty meeting. The vote on a proposed amendment to the Code requires notice at a previous meeting. Following approval of a majority of the total voting faculty, a 3/5 vote of the permanently tenured faculty shall be required for an amendment to carry in the Department, whereafter it must receive the approval of the Faculty Senate and the chancellor of East Carolina University. Code procedures as specified in this code are superceded by the university code, faculty manual, or university structure. The faculty may enact special procedures to comply with changes with a 3/5 majority vote of the faculty. A formal amendment to the code should be made to comply with such changes within 12 months of the enactment of special procedures.