

**UNIT CODE OF OPERATIONS**  
**THE DEPARTMENT OF CHEMISTRY**  
**THOMAS HARRIOT COLLEGE OF ARTS AND SCIENCES**  
**EAST CAROLINA UNIVERSITY**

Code Approval

1. Approved by the tenured faculty of the Unit:  
Chair, Unit Code Committee      George Evans      Date: 5-27-03
  2. If changed, reapproved by the tenured faculty:  
Chair, Unit Code Committee:      n/a
  3. Submitted to Dean for advice:      Keats Sparrow      Date: 6-9-03
  4. Reviewed/recommended by Faculty Senate Unit Code Screening  
Committee:  
Chair:      Ralph Scott      Date: 6-26-03/9-4-03
  5. Approved by the East Carolina University Faculty Senate: #03-39  
Chair:      Rick Niswander, Chair of the Faculty      Date: 9-16-03
  6. Approved by the East Carolina University Chancellor or Designee:  
Chancellor:      Bill Shelton, Interim Chancellor      Date: 10-7-03
- Effective  
Date

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*Preamble*

This code allows for faculty participation in and establishes procedures for the unit's internal affairs.

**I. Departmental Objectives**

Pursuant to the purposes and philosophy of East Carolina University, the Chemistry Department pledges itself (1) to encourage in the broadest and most liberal manner the advancement of science and, particularly chemistry, in all of its branches; (2) to promote research in chemical science by both faculty and students; (3) to encourage high qualifications of chemists through elevated standards of professional ethics; (4) to serve other disciplines and departments in a cooperative manner by disseminating chemical knowledge; (5) to promote scientific interest and inquiry through meetings, professional contacts, reports, papers, discussions, and publications, thereby fostering public welfare and education, aiding the development of the state's industries, and adding to the material prosperity and the betterment of its people.

**II. Faculty Definitions**

**A. Faculty**

The Faculty of the Department of Chemistry consists of all faculty members whose departmental duties include at least one-half the normal teaching/research duties as practiced in the unit, in addition to those individuals appointed to the department who serve as University officers or are on leave of absence.

**B. Full-Time Faculty**

Full-time faculty are those faculty (i.e. fixed-term, probationary-term, and permanently tenured) who are assigned the normal full-time teaching/research duties as practiced in the unit.

**C. Faculty Holding Academic Rank**

Faculty holding academic rank are probationary-term or permanently tenured faculty as defined in Appendix D (i.e. Instructor, Assistant Professor, Associate Professor, or Professor).

**D. Graduate Faculty**

The Graduate Faculty of the department are those individuals who are members or associate members of the Graduate Faculty as defined by Appendix F, Section I.B, of the Faculty Manual and meet criteria established by the department described in Section IX.K of this document.

### **III. Voting Faculty Members**

#### **A. General Issues**

Regarding all matters not covered by sections B, C, and D below, voting faculty must have at least one-half of the teaching/research duties normally assigned in the department. In accordance with departmental policies, fixed-term faculty must have multiyear contracts to be granted voting privileges on general issues in the department.

#### **B. Appendix L Issues**

Regarding issues listed in Appendix L (East Carolina University Code), voting faculty are defined in accord with Appendix L, Section A, of the Faculty Manual. Those issues include voting for the unit's nominating committee for appointment of administrative officials, for making recommendations on code content to the permanently tenured unit faculty members, for the unit program evaluation, and for evaluations of the effectiveness of the unit administrator.

#### **C. Appendix D Issues**

Regarding issues listed in Appendix D (Tenure and Promotion Policies and Procedures of East Carolina University), voting faculty are defined in accord with Appendix D, Section IV, of the Faculty Manual and exclude the departmental Chair. Those issues include making recommendations for appointment, reappointment, promotion, and the conferral of permanent tenure to faculty. The membership of committees responsible for recommendations concerning personnel actions are defined in Appendix D of the Faculty Manual and Section VB of this document. Criteria for voting faculty as defined in Appendix D must include

- holding a full-time faculty position with East Carolina University
- holding regular professorial rank (instructor, assistant professor, associate professor, or professor)
- being in at least the twelfth consecutive calendar month of appointment to the faculty of the unit
- holding a greater than one-half time position in the unit
- having at least one-half the normal teaching/research duties assigned in the unit
- or meeting the above conditions and being on leave of absence from all university duties but in attendance at the meeting of the appropriate committee at the time of the vote on the personnel action (reappointment, promotion, or tenure recommendation).

#### **D. Graduate Program Issues**

Regarding the graduate program, voting faculty must meet the qualifications for membership in the Graduate Faculty of the Department of Chemistry (described in Section IX.K of this document) and must have been appointed to the Graduate Faculty in accordance with procedures specified in Appendix F (Graduate School Organization), Section I.B, of the Faculty Manual. Voting members will include (1) Graduate Faculty members and (2) Associate Graduate Faculty members. Those faculty who are solely Graduate Teaching Faculty are not voting faculty.

#### **IV. Departmental Administrative Officers**

##### **A. Departmental Chair**

1. Selection of the departmental Chair will conform with Appendix L, Section B, of the Faculty Manual.
2. Quadrennial Evaluations of the Chair's performance will be conducted in accordance with Appendix L, Section F, of the Faculty Manual.
3. Responsibilities:
  - a. Representing the department in its relations with the University administration, other units of the University, and the community.
  - b. Serving as the chief administrative officer of the department and responsible to the University administration for the total operation of the department.
  - c. Managing the departmental office and supervising the staff.
  - d. Scheduling and presiding over the faculty meetings and coordinating the distribution of agendas and minutes of these meetings.
  - e. Serving as a member of the Executive Committee.
  - f. Assuring that all personnel matters (i.e. evaluations, merit salary increases, appointments, reappointments, permanent tenure decisions, promotions, progress toward tenure letters, teaching assignments and released time) conform with Appendices C and D of the Faculty Manual and the unit code.
  - g. Conducting negotiations for the hiring of new faculty members in cooperation with the Personnel Committee.
  - h. Developing the class schedules in consultation with the Directors of Undergraduate and Graduate Studies and assigning the teaching duties to individual faculty members and teaching assistants.
  - i. Assigning the relative weights for teaching, research/creative activities, and service for each faculty member in consultation with that individual.
  - j. Conducting annual evaluations of the chemistry faculty.
  - k. Preparing the Annual Report.
  - l. Recommending salary increments to the Dean of the Thomas Harriot College of Arts and Sciences (referred to as the College, or the College of Arts and Sciences) according to criteria set forth by the department.
  - m. Hiring, supervising, and evaluating the supporting personnel such as secretaries, stockroom manager, laboratory manager, electronics technician, glassblower, and student workers.
  - n. Completing Post Tenure Review of permanently tenured faculty members in cooperation with the Cumulative Review Committee.
  - o. Appointing, if he/she desires, an Assistant to the Chair.
  - p. Appointing officials and committees as he/she deems necessary.

- q. Overseeing expenditure of the Department's operating budget.
- r. Ensuring that code procedures are followed.

## **B. Assistant to the Chair**

If the Chair desires, an Assistant to the Chair may be appointed to assist with the day to day operations of the department. The Assistant to the Chair will be nominated by the Chair and approved by a majority of the voting faculty (present and voting) at the meeting. The Assistant to the Chair will serve for a two-year term. There is no limitation to the number of successive terms the individual may serve.

## **C. Director of Undergraduate Studies**

1. The Director of Undergraduate Studies will be nominated by the departmental Chair from among the faculty of the department and approved by a majority vote of the chemistry faculty (present and voting). The individual will serve for a two-year term. There is no limitation to the number of successive terms the individual may serve.
2. Responsibilities:
  - a. Advising undergraduate chemistry majors and minors on course and degree requirements.
  - b. Advising the departmental Chair in planning and scheduling undergraduate course offerings.
  - c. Maintaining academic files of undergraduate majors and preparing senior summaries.
  - d. Maintaining and updating undergraduate brochures and recruitment literature.
  - e. Preparing and disseminating information describing the undergraduate major and minor programs.
  - f. Responding to inquiries concerning the undergraduate curricula in chemistry.
  - g. Serving as an ex officio member of the Undergraduate Program Committee.

## **D. Director of Graduate Studies**

1. The Director of Graduate Studies will be nominated by the Chair from among the Graduate Faculty of the department and approved by a majority vote of the full and associate members of the Graduate Faculty of the department (present and voting). The individual will serve for a two-year term. There is no limitation to the number of successive terms the individual may serve.
2. Responsibilities of the Director of Graduate Studies, outlined below, shall chiefly concern the recruitment of students and the needs of students enrolled in the program. However, it would not be unusual for the Director to delegate some of these responsibilities to other members of the Graduate Program Committee.
  - a. Advising graduate students on course and degree requirements until which time the students select research advisers who assume this responsibility.

- b. Advising the departmental Chair in planning and scheduling graduate course offerings.
- c. Responding to inquiries from prospective graduate students.
- d. Coordinating the budget and payroll for graduate students.
- e. Supervising and evaluating the overall performance of teaching assistants.
- f. Verifying that proper graduation paperwork is completed and graduation requirements are met.
- g. Coordinating procedures for selection of research advisors by students.
- h. Serving as an ex officio member of the Graduate Program Committee of the department.
- i. Coordinating the recruitment of graduate students.
- j. Coordinating the preparation and distribution of recruiting materials.
- k. Coordinating the departmental processing of applications from prospective graduate students.
- l. Coordinating the administration of placement examinations and reviewing results with students.

## V. Departmental Committees

### A. Elected Committees

**Actions.** All actions of the elected committees are subject to the approval of the faculty at the next scheduled faculty meeting.

**Elections.** Elections for the membership on elected committees and for the committee chairs, except for the Evaluation Committee, will be conducted annually during a departmental faculty meeting scheduled in April. The two-year terms of committee members will be staggered. Elections will be conducted to fill those committee vacancies resulting from expired terms and resignations. Terms will commence on the first day of the following academic year.

A slate of nominees shall be prepared by the Executive Committee after conducting a survey in which faculty members may express their interest in serving on specific committees. The Executive Committee shall distribute a slate of nominees for elected committees at least one week prior to the faculty meeting at which the elections are to be held. Nominations may be made from the floor by any faculty member. The slate of nominees will be prepared and elections conducted with a view toward assuring an equitable distribution of the service workload within the department.

Elections for committees and other elected positions will be conducted in the order described in the document titled *Department of Chemistry Service Activity Guidelines*. This document shall be developed by the Executive Committee of the department and approved by the voting faculty. Once a probationary-term faculty member's workload devoted to service as determined by the document has reached 15%, either through existing service responsibilities or newly elected or appointed assignments, that faculty member may remove his or her name from consideration for any or all further service assignments.

Election of the faculty committee representatives will be conducted in the following manner. Each faculty member will vote by secret ballot for the number of candidates

required to complete the committee. Candidates must receive a majority vote of those faculty (present and voting) to be elected. If more candidates than are necessary to fill the available positions receive a majority vote, then the candidates receiving the greatest number of votes will be considered elected. If fewer than the required number of candidates receive a majority vote, then those receiving a majority will be considered elected, and sequential elections will be held to fill the remaining positions. In the sequential elections, faculty members will vote for only the number of candidates needed to complete the committee.

Any election result may be recalled at any time by two-thirds vote of the voting faculty after a recall hearing. A recall hearing may be held two weeks after being requested by petition of the majority of the voting faculty. All votes concerning elections and recall will be by secret ballot.

**Eligibility to Serve.** Those faculty eligible to serve on elected (standing) committees in the department must meet the departmental criteria set forth for Voting Faculty (General Issues) in Section III.A of this document unless otherwise stated in this document. There is no limitation to the number of successive terms a member may serve.

**Voting Eligibility.** Faculty eligible to vote for representatives to the Graduate Committee and Evaluation Committee have been defined in Sections III.D and III.B, respectively, of this document. Faculty eligible to vote in other elections have been defined in Section III.A of this document.

**Student Representatives.** All elected committees with the exception of the Executive and Evaluation committees may have a student representative member (nonvoting) appointed by the departmental Chair in consultation with the Executive Committee. The Evaluation Committee will solicit student evaluations through the student representatives to other committees. The student representative on the Graduate Committee may attend faculty meetings and participate in debate, but has no vote.

## 1. Executive Committee

- a. The Executive Committee will consist of the departmental Chair, ex officio, and four elected representatives of the faculty. The four elected members of the Executive Committee will serve staggered, two-year terms. They shall be faculty holding regular professorial rank in at least their twelfth month of employment with the University. There is no limitation to the number of successive terms an individual may serve.
- b. The Chair of the Executive Committee will be elected annually from the entire membership of the committee by the voting faculty. This individual will conduct faculty meetings in the absence of the departmental Chair and serve generally in the absence of the departmental Chair.
- c. The Executive Committee will meet within the week before the regularly scheduled faculty meetings and also when deemed necessary by the Chair of the Executive Committee or the departmental Chair.
- d. As specified in the most recent edition of Robert's Rules of Order, Newly Revised, no action of the Executive Committee can conflict with actions of the faculty, and the faculty can instruct and countermand actions of the

- committee.
- e. Responsibilities of the Executive Committee:
    - i. Conducting long-range planning in the department.
    - ii. Recommending policy concerning the allocation of reassigned time for research and administration.
    - iii. Recommending policy concerning the allocation of service workloads.
    - iv. Advising the departmental Chair on the development and expenditure of the supply, equipment, travel and student wages budgets.
    - v. Advising the departmental Chair on the assignment and allocation of office and research space to faculty members.
    - vi. Advising the departmental Chair and the faculty on the number and nature of faculty positions needed to carry on the functions of the department.
    - vii. Advising the chair on salary increases.
    - viii. Reporting all formal actions of the Executive Committee to the faculty in minutes of the meetings by the Chair of the committee or his/her designee at the next scheduled faculty meeting.

## 2. Graduate Program Committee

- a. The committee shall consist of five members including the Director of Graduate Studies, ex officio, and four members elected from and by the Graduate Faculty (full and associate members) of the department. The four elected members of the Graduate Program Committee will serve staggered, two-year terms. There is no limitation to the number of successive terms a member may serve.
- b. The Chair of the Graduate Program Committee will be elected annually from the committee membership by the Graduate Faculty (full and associate members) and shall preside over committee meetings. The Chair of the Graduate Program Committee will serve as the department's representative to the Graduate Assembly. The Director of Graduate Studies is eligible to serve as the Chair of the Graduate Program Committee. There is no limitation to the number of successive terms an individual may serve.
- c. Responsibilities of the Graduate Program Committee shall chiefly involve the maintenance and improvement of the graduate program and will include:
  - i. Strategic planning and development of policy.
  - ii. Evaluation and modification of the graduate curriculum.
  - iii. Assuring that appointments to the Graduate Faculty, Associate Graduate Faculty, and Teaching Graduate Faculty are conducted according to Appendix F of the Faculty Manual.

## 3. Undergraduate Program Committee

- a. The committee shall consist of five members, including the Director of Undergraduate Studies, ex officio, and four elected members. The four elected members of the Undergraduate Program Committee will serve

staggered, two-year terms. There is no limitation to the number of successive terms an individual may serve. The departmental representative and alternate to the College of Arts and Sciences Curriculum Committee will be elected annually from the membership of this committee by the voting faculty.

- b. The Chair of the Undergraduate Program Committee will be elected annually from the committee membership by the voting faculty. The Director of Undergraduate Studies is eligible to serve as the Chair of the Undergraduate Program Committee. There is no limitation to the number of successive terms an individual may serve.
- c. Responsibilities of the Undergraduate Program Committee:
  - i. Developing, reviewing, and approving new courses in consultation with faculty members from the various areas of chemistry in order to upgrade and modernize the curriculum.
  - ii. Periodically reviewing and evaluating the undergraduate curricula informally to determine if they meet the objectives of the degree programs and mission of the department.
  - iii. Keeping abreast of and advocating new instructional techniques that may be used when feasible in the chemistry curriculum.
  - iv. Assuring that the department meets guidelines published by the American Chemical Society-Committee on Professional Training for approved degree programs and certification of undergraduates.
  - v. Coordinating the recruitment of outstanding undergraduates into the program and the development and implementation of recruitment policies and procedures.
  - vi. Reviewing the nominees and selecting the recipients of undergraduate student awards and scholarships.
  - vii. Developing the policies and procedures for selecting the recipients of undergraduate student awards.

#### 4. Evaluation Committee

- a. The committee shall consist of three members elected from and by the voting faculty as defined above (Section III.B) and in Appendix L of the Faculty Manual. The committee will be elected by secret ballot and coordinate the unit self-evaluation in those years stipulated by the University Code.
- b. The Chair shall be elected from the committee membership by the voting faculty (Section III.B).
- c. The committee is responsible for supervising the five-year Unit Program Evaluation in accordance with Appendix L, Section E, of the Faculty Manual.
- d. The evaluation shall include, but not be limited to, all academic programs, budgets, teaching, research, creative activity, and service activities. In addition, a review of the departmental Code will be completed during the evaluation process. Expressions of student opinion concerning academic programs and teaching shall be included.

## **B. Personnel Action Committees**

1. Personnel Committee
  - a. Membership shall conform to Appendix D, Section IV.A.3.b of the Faculty Manual and shall consist of all permanently tenured faculty members of the department, excluding the departmental Chair, including those who are on leave but in attendance at the meeting at the time of a committee vote. The committee will function as prescribed in Appendix D, Section IV, of the Faculty Manual.
  - b. The Chair of the Personnel Committee will be elected annually from and by the committee membership during the April faculty meeting of each academic year. He/she will be responsible for discharging those duties specified in the Faculty Manual, Appendix D, Section IV.C.
  - c. The committee will discharge those duties and responsibilities stipulated in Appendix D, Sections IV.A.3 and IV.B, of the Faculty Manual.
  - d. The Personnel Committee selects members of faculty Search Committees. Members of Search Committees need not be members of the Personnel Committee but shall not include the Chair of the Department. Faculty Search Committees are charged by and report to the Personnel Committee.
2. Tenure Committee
  - a. Membership shall conform to Appendix D, Section IV.A.1.b, of the Faculty Manual and shall consist of all permanently tenured faculty members of the department, excluding the departmental Chair, including those who are on leave but in attendance at the meeting at the time of a committee vote.
  - b. The Chair of the Personnel Committee will serve as the chair of the Tenure Committee as stipulated in Appendix D, Section IV.C, of the Faculty Manual.
  - c. The committee will discharge those duties and responsibilities stipulated in Appendix D, Section IV.A.1.a, of the Faculty Manual. These include making recommendations regarding initial appointments with tenure, reappointment of probationary-term faculty members, and the granting of permanent tenure.
3. Promotion Committee
  - a. Membership of the Promotion Committee shall conform to Appendix D, Section IV.A.2.b, of the Faculty Manual.
  - b. The Chair of the Personnel Committee will serve as the chair of the Promotion Committee as stipulated in Appendix D, Section IV.C, of the Faculty Manual. If the Chair of the Personnel Committee holds a professorial rank lower than that to which a faculty member requests promotion, the Personnel Committee Chair shall chair the Promotion Committee but shall not have a vote on that committee.
  - c. The committee will discharge those duties and responsibilities stipulated in Appendix D, Section IV.A.2.a, of the Faculty Manual.
4. Cumulative (Post-Tenure) Review Committee

- a. The Cumulative Review Committee (CRC) will be elected by the Tenure Committee each review year from the permanently tenured voting faculty not holding administrative status. Three committee members and one alternate will be elected by secret ballot. The committee chair will be elected from the committee membership by the Tenure Committee.
- b. The committee shall function according to Appendix B of the Faculty Manual and guidelines adopted by the permanently tenured faculty of the department entitled *Procedures for Cumulative Review of Tenured Faculty*.

### **C. Appointed Committees**

The membership of these committees will be appointed by the departmental Chair in consultation with the Executive Committee. Appointments should be made with a view toward assuring an equitable distribution of service workload among faculty within the department. Appointments shall be made for two-year terms unless otherwise specified or the appointment is made to fill out the remaining term of a committee member. Those faculty eligible to serve on appointed committees in the department must meet the departmental criteria set forth for voting faculty in Section III.A. of this document unless otherwise stated in this document. There is no limitation to the number of successive terms a member may serve unless otherwise stated in this document. These committees include the following:

#### **1. Safety Committee**

- a. The safety committee shall consist of the Laboratory Manager, the Stockroom Manager, the Director of the General Chemistry Laboratories, the Director of the Organic Chemistry Laboratories, and one appointed permanently tenured faculty member. The chair of the committee will be appointed by the departmental Chair from the permanently tenured members of the committee. The chair of the committee will also serve as the departmental Safety Officer.
- b. The committee shall be responsible for developing and recommending policies and procedures regarding safety considerations within the department and overseeing the implementation of such policies and procedures.

#### **2. Code Committee**

- a. The code committee shall consist of no more than three faculty holding academic rank. The chair of the committee shall be appointed by the departmental Chair and must be permanently tenured.
- b. The committee shall be responsible for the periodic review of the department code and the submission of recommended revisions for consideration by the permanently tenured faculty.

#### **3. Other committees deemed necessary by the Executive Committee or departmental Chair.**

## **VI. Representatives to the Faculty Senate**

The representative(s) will be elected in the manner prescribed in Appendix A, Section VI, of the Faculty Manual. All full-time faculty members are eligible to vote for Faculty Senators. All full-time faculty members of the unit who are in at least their second year of appointment to the unit are eligible for election to the Faculty Senate. Elections of the Faculty Senator(s) and Alternate(s) will be held in February.

## **VII. Appointed Officials**

All appointed officials will be appointed by the departmental Chair with the consultation of the Executive Committee.

Those faculty eligible to serve as appointed officials in the department must meet the departmental criteria set forth for voting faculty in Section III.A. of this document unless otherwise stated in this document.

Appointments shall be made for two-year terms unless otherwise stated in this document. There is no limitation to the number of successive terms an individual may serve.

The following officials may be appointed by the departmental Chair.

1. Seminar Coordinator
2. Library Representative
3. Laboratory Directors and Laboratory Coordinators
4. Lecture Coordinators
5. ACS Student Affiliate Adviser(s)
6. Undergraduate General College Advisers
7. Departmental Safety Officer (see Section V.C.1: Safety Committee)
8. Public Information Officer
9. Distance Education Representative
10. Parliamentarian
11. Other officials deemed necessary by the Executive Committee or departmental Chair

## **VIII. Faculty Meetings**

In the preparation of the teaching schedules, the department will attempt to make it possible for a 50 minute faculty meeting to be scheduled during a working day with no conflicts in teaching schedules.

### **A. Scheduling**

The faculty will meet once a month during the academic year. The meetings will be limited to 50 minutes. Meetings may be continued at a later date and/or time upon approval of a majority of the faculty (present and voting). Additional meetings may be called by the Chair or by a petition of one-third of the voting faculty and will be announced at least one week in advance.

### **B. Agenda**

The agenda of the meeting will be distributed at least 24 hours before the meeting.

Items may be placed on the agenda by the Chair in consultation with the Executive Committee. Committees will report the actions of the committee at the faculty meetings for the approval of the faculty. If no motion is made to reject the actions or part of the actions, the recommendations in the report stand approved.

### **C. Conduct of Business**

The faculty meetings will be conducted according to the most recent edition of Robert's Rules of Order, Newly Revised and must follow the usual order of business described in section 40 of said document. The maximum length of time for each member's speech on an issue will be five minutes, with a limit of two speeches per question. The presiding officer of the faculty meeting will be the departmental Chair, or in case of his/her absence, the Chair of the Executive Committee. Faculty eligible to vote on departmental issues have been defined in Section III of this document.

## **IX. Faculty Personnel Actions**

In accordance with the Faculty Manual, Appendix D, Sections IV.G.3-5, in the case of personnel actions, including recommendations for initial appointment, reappointment of probationary-term faculty, promotion, conferral of permanent tenure and reemployment of fixed-term faculty, the appropriate committee shall vote by secret ballot. A vote for recommendation by a majority of the entire membership of the appropriate committee shall constitute a recommendation in favor of such action. Failure to obtain a majority vote of the entire membership of the committee shall constitute a recommendation against such action.

### **A. Selection and Appointment of Probationary-Term Faculty**

Procedures for selection and appointment of probationary-term faculty will be in accordance with Appendix C, Section I, and Appendix D, Section IV, of the Faculty Manual. The Executive Committee shall advise the departmental Chair and the faculty on the nature and number of such appointments.

### **B. Reappointment of Probationary-Term Faculty**

Procedures for reappointment of probationary-term faculty will be in accordance with Appendix D, Section IV.A.1, of the Faculty Manual. A vote for recommendation by a majority of the entire membership of the committee, which includes those voting faculty members on leave but in attendance at the meeting at the time of the committee's vote, shall constitute a recommendation for reappointment (Appendix D, Section IV.G.5).

### **C. Progress Toward Tenure Letters**

Procedures for the preparation and review of progress toward tenure letters will be in accordance with Appendix D, Section II.C.4, of the Faculty Manual.

### **D. Conferral of Permanent Tenure**

Procedures for the conferral of permanent tenure will be in accordance with

Appendix D, Section IV, of the Faculty Manual and Section IX.I of this document. A vote for recommendation by a majority of the entire membership of the committee, which includes those voting faculty members on leave but in attendance at the meeting at the time of the committee's vote, shall constitute a recommendation for permanent tenure (Appendix D, Section IV.G.5).

#### **E. Promotion of Faculty**

Procedures for promotion of faculty will be in accordance with Appendix D, Sections III and IV, and Appendix C, Sections IV (Professional Advancement) and VI (Personnel Evaluation Files), of the Faculty Manual and Section IX.I of this document. A vote for recommendation by a majority of the entire membership of the committee, which includes those voting faculty members on leave but in attendance at the meeting at the time of the committee's vote, shall constitute a recommendation for promotion (Appendix D, Section IV.G.5).

#### **F. Appointment and Evaluation of Fixed-Term Faculty**

1. Procedures for appointment of fixed-term faculty will be in accordance with Appendix D, Section II.B.1, of the Faculty Manual.
2. In accordance with Appendix D, Section II.B.1, fixed-term faculty requesting a subsequent appointment shall notify the Chair in writing of his/her intention not earlier than 180 calendar days nor later than 90 calendar days before the last term of the current appointment expires.
3. Procedures for evaluation of fixed-term faculty will be in accordance with Appendix D, Section II.B.2, of the Faculty Manual.
4. Fixed-term faculty members to be considered for reemployment in the department shall prepare a portfolio relevant to their appointment as determined by the departmental Chair in consultation with the Personnel Committee. In general, for instructional personnel, these would include a resume, a teaching portfolio with sample course outlines and instructional materials, summaries of the most recent Student Opinion of Instruction Surveys for up to three years with unit and university norms, and other evidence of teaching effectiveness and professional development. Results of formal classroom observation may also be included. For example, these individuals may request through the departmental Chair that Peer Evaluation of their instruction in lectures and laboratories be completed during any academic year and be used in their evaluation for reemployment. Peer evaluation of lecture and/or laboratory instruction will be conducted in accordance with departmental procedures and guidelines adopted for the review of probationary-term faculty. The document, *Department of Chemistry, East Carolina University, Peer Observation of Teaching Instrument for Non-Tenured and Fixed-Term Faculty*, distributed to each faculty member, will be used for the process.

The Personnel Committee will review the portfolio prior to the contract expiration at a meeting called for this purpose. The committee may recommend a subsequent appointment if the document demonstrates that the performance of the individual meets those expectations of the initial contract and that these expectations continue to reflect the needs of the department.

## **G. Annual Faculty Evaluations: Weighting of Activities**

Annual evaluations of probationary term and permanently tenured faculty will be conducted in accordance with Appendix C, Section III, of the Faculty Manual. Procedures for evaluation of fixed-term faculty will be in accordance with Appendix D, Section II.B.2, of the Faculty Manual.

The relative weightings of teaching, research/creative activity, and service will be determined by the departmental Chair in consultation with the faculty member at the time of employment and prior to or early in the fall semester of each academic year. Weightings used for faculty evaluations must realistically reflect the faculty member's projected assignments for the academic year. At the request of a faculty member, the weightings may be renegotiated near the end of the academic year if substantial changes in the assignments have occurred during the academic year.

### **1. Permanently tenured and Probationary-Term Faculty**

Permanently tenured and probationary-term faculty are expected to make contributions in the areas of teaching, research/creative activity, and service. Specific weightings shall not be less than 20% teaching effectiveness, 20% research productivity, and 10% service. Allocation of the remaining 50% to these established minima must be in accordance with Appendix C, Section III, of the Faculty Manual. For example, service cannot be weighted more heavily than either teaching effectiveness or research/creative activity. Only under unusual circumstances, as for example, faculty on research or administrative leave, would these minima not apply.

### **2. Fixed-term Faculty**

Fixed-term faculty are generally employed to address specific instructional or service needs within the department. (See Section IX.F above) The relative weighting of activities for annual evaluations are not restricted for fixed-term faculty by the Faculty Manual but must realistically reflect the faculty assignments.

Fixed-term personnel are encouraged to participate in service activities. Service may make up a significant portion of the weighting of activities for individuals hired, for example, to direct the Chemistry Learning Center or coordinate and supervise instructional laboratories. Fixed-term personnel are not constrained to having service weighted less heavily than teaching or research/creative activities.

Research/creative activity, unless specifically assigned, is not required of these individuals. However, such activities may also be pursued and evaluated as they relate to the faculty member's instructional duties and responsibilities.

## **H. Standards and Criteria for Faculty Personnel Actions**

The following series of statements make up a set of standards and criteria, not in

any order of priority, in the areas of teaching, research, creative activity, and service by which the Department of Chemistry evaluates its faculty for reappointment, promotion, and tenure, conducts annual reviews, and determines salary increments and merit salary increases. Specific criteria for permanent tenure and promotion are presented in Section IX.I of this code.

No faculty member is expected to excel in each and every standard and criterion set forth in this document. However, it is expected that, in the overwhelming majority of cases, probationary-term and permanently tenured faculty members should exhibit competency in most areas covered in this document and excellence in some. Effective teaching and research/creative activity are considered essential components of a total faculty member. It would not be common for advancement to occur solely on the basis of excellence in one of those areas without evidence of competence in the other. The total makeup and performance of the individual and the qualitative impact he or she has on the department and the University is significant, rather than a mere summation of the individual factors listed herein which might obscure the totality, good or bad, of the impact made.

In all cases, careful judgment and a clear view of a faculty member's overall record is required in an evaluation process. For this reason, it is the department's Personnel, Tenure, and Promotion Committees, the departmental Chair, and the departmental colleagues of the candidate who are in the best position to make the most accurate assessment of a faculty member's contributions in the evaluation process. Consequently, the department's recommendation in these matters should carry great weight.

In all of the listed standards and criteria, the degree of competency expected will be dependent on the rank of the candidate, with a higher expectation being associated with higher rank as noted in Section IX.I of this code.

## 1. Teaching

The Department of Chemistry recognizes teaching to be of primary importance to the University.

Factors involved in the evaluation process should include, but not be limited to, the following:

- a. Overall quality of instruction as evidenced by student evaluations from the Student Opinion of Instruction Surveys.
- b. Peer evaluations of instruction involving direct classroom observation of teaching according to formal procedures approved by the department and using the document, *Department of Chemistry, East Carolina University, Peer Observation of Teaching Instrument for Non-Tenured and Fixed-Term Faculty*, distributed to each faculty member.
- c. Teaching portfolios reflecting good course management and providing evidence of appropriate course outlines, tentative schedules or syllabi, course objectives, major topics, number and weighting of exams and quizzes, titles of textbooks, grading policies and/or assigned projects, but not excluding other related items.
- d. General teaching reputation based upon input from current and former students and from faculty colleagues.

- e. Effective presentation of timely and up-to-date subject matter, which encourages student interest and causes students to seek out the faculty member for subsequent courses.
- f. The enrollment and drop rate in the courses the faculty member teaches.
- g. Rapport of the faculty member with students outside of class.
- h. Evidence of innovation in the classroom.
- i. Contributions to curriculum development and the development of new courses when necessary.
- j. Involvement and performance of students in the research/creative activities of the faculty member as evidenced by student reports. Encouragement of research activity and professional development of students.
- k. Performance of students in chemistry courses taken subsequent to those taught by the faculty member being evaluated.
- l. Utilization of faculty development grants or teaching grants for the purpose of increasing teaching effectiveness through instructional innovation and for the purpose of attending faculty development seminars and workshops.

## 2. Research and Creative Activity

The Department of Chemistry recognizes research/creative activity to be an important component for all probationary-term and permanently tenured faculty members. Factors involved in the evaluation process should include, but not be limited to, the following:

- a. Evidence of research or creative activity in some area of chemistry or chemical education.
- b. Evidence of creativity and scholarly production. The faculty member should disseminate the knowledge gained from research or creative activity by publishing in peer-reviewed journals. This criterion is of paramount importance since whenever a faculty member engages in high quality research and communicates the results to other professionals, the reputation of the department and the University is enhanced.
- c. A demonstrated ability to support a high quality research or creative activity program by seeking and generating appropriate funding through external grants or contracts from government, industrial, or private sources.
- d. Presentation of papers at international, national, regional, and local meetings.
- e. Presentation of invited seminars and talks at symposia.
- f. Evidence of continued professional growth resulting from continual involvement in scholarly and professional activities which may include developing and mastering a new area of specialization.

## 3. Service

The department regards service as an integral and important component of all probationary-term and permanently tenured faculty. Fixed-term faculty are encouraged to participate in service activities in line with their contractual obligations. Service assignments should reflect an equitable distribution of the

service workload within the department

In the area of service to the department, the University, the local, state, and national community, and the profession, the evaluation process should include, but not be limited to, the following:

- a. Evidence of contribution to departmental, college, and University committees.
- b. Evidence of community service, government service, industrial service, and other extramural professional contributions. It is implicit in this criterion that the services rendered by the faculty member be of an academic or professional nature.
- c. Evidence of leadership activities in professional organizations such as organizing sessions at professional meetings, serving on committees of the organizations, and serving as an officer of the organizations.
- d. Evidence of professional service in such capacities as a reviewer/referee of research proposals for agencies and scholarly articles for journals and service as an editor of or on an editorial board of scientific journals.

## I. **Criteria for Permanent Tenure and Promotion**

### 1. Teaching/Advising

**Teaching/Advising**—(1) the articulation of the salient aspects of the discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting; (2) academic advising within the discipline and General College, where unit operating procedures provide such opportunity; and (3) other contributions towards the University's fundamental mission of transmitting knowledge, including participation in curriculum development.

Documentation of teaching and advising contributions requires the faculty member's willingness to participate in unit-approved means of assessment. Expectations regarding these contributions increase as the faculty member's career progresses.

- a. **Criteria for Permanent Tenure**
  - i. Consistent high marks from student and peer evaluations.
  - ii. Other documentation of teaching effectiveness using instruments and procedures approved by the unit.
  - iii. Lucid, carefully written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.
  - iv. Active role in unit discussions regarding curriculum and program development.
  - v. Active role in the achievement of overall program goals of the unit, as specified in the departmental strategic plan.
  - vi. Maintenance of a level of student performance consistent with unit standards.
  - vii. Active role in advising students regarding course and laboratory work, independent research program choices, and career planning.

viii. Achievement and maintenance of the level of teaching and advising effectiveness specified by the unit.

b. Criteria for Promotion to Associate Professor

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure: See 1.a., above.

c. Criteria for Promotion to Professor

The teaching criteria for promotion to Professor include those for promotion to Associate Professor: See 1.a., above. Additional criteria include, but are not limited to, the following:

- i. Leadership achievements in curriculum and program development.
- ii. Leadership achievements in the enhancement of teaching effectiveness.
- iii. Leadership achievements in the enhancement of advising effectiveness.
- iii. Advisory role with probationary-term faculty regarding teaching and advising effectiveness.

2. Research/Creative Activity Productivity

**Research**—(1) serious inquiry, examination, or experimentation aimed at the discovery and interpretation of knowledge, revision of accepted theories or laws in the light of new knowledge, or practical application of such new or revised theories or laws; and (2) the dissemination of such discovery, interpretation, or revision through refereed scholarly publications; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses.

The candidate must demonstrate consistent achievements of high quality in research/creative productivity before permanent tenure and promotions can be awarded.

a. Criteria for Permanent Tenure

The candidate's publications must reveal a significant and developing research agenda in the area of specialization. The publications must be of promise, high quality in content and style, and reveal consistent research efforts. They should take the form of articles published in the discipline's refereed journals; patents; the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community.

Creative activity shall include the development of peer-reviewed materials to be used by others at other institutions. Such materials include textbooks, software, multimedia materials, etc.

The candidate must demonstrate the ability to support a research effort by generating appropriate funding from government, industrial, or private sources.

Secondary considerations shall include, where appropriate, activities such as publishing papers in conference proceedings. Papers presented at professional meetings, while often important, shall usually warrant less consideration.

b. Criteria for promotion to Associate Professor

The research/creative activity criteria for promotion to Associate Professor are the same as those for permanent tenure: See 2.a, above.

c. Criteria for Promotion to Professor

The research/publications criteria for promotion to Professor include those for permanent tenure: See 2.a, above. In addition:

The candidate must have earned recognition as a scholar in the discipline or specialization, principally through a number of articles published in the discipline's refereed national or international journals or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. In addition to the prima facie evidence of the publications themselves, evidence of such recognition may include references to the candidate's work in the research publications of peers, favorable reviews published in learned periodicals, or creditable awards bestowed in honor of the candidate's work. Evaluation of the quality and quantity of the candidate's corpus by specialists at other institutions shall be used in the evaluation.

The candidate must demonstrate the ability to sustain a high quality externally-funded research program. Evidence should include a consistent record of success in obtaining external funding for the candidate's program to support the materials and personnel needed.

### 3. Professional Service

**Service**—formal and informal assignments or activities on behalf of the department, College, University, the community at large, and the profession. The highest level of professional service is that which enhances the academic credibility of the University.

Expectations regarding service contributions increase as a faculty member's career progresses. The minimum criterion required for permanent tenure and/or promotion therefore depends upon rank.

a. Criteria for Permanent Tenure

Although service is accorded the least weight in the tenure evaluation, it is nevertheless an essential component of the candidate's professional commitment. An especially strong service record cannot compensate for a record of weak teaching or weak research/creative activity, but a reasonable record of departmental and university service is expected of any faculty member under consideration for tenure. The quality rather than the quantity of service is of primary importance.

It is expected that most of the faculty member's early service contributions will be internal. During subsequent years, the faculty member should strive to make service contributions to the college and University as a whole and eventually to the community at large and to the profession. Examples of such contributions may include, but would not be limited to, the following:

- i. **Unit**—Department committee participation as specified by the unit code, administrative duties, and special assignments from the Chair.
- ii. **College**—Participation in college-level committees and assignments.
- iii. **University**—Participation in University-level committees and assignments.
- iv. **Community**—Participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies.
- v. **Discipline**—Participation in service functions of professional organizations, especially as an officer; refereeing journal articles; reviewing grant proposals; reviewing books.

b. Criteria for Promotion to Associate Professor

The criteria for promotion to Associate Professor include those for permanent tenure: See 3.a., above.

c. Criteria for Promotion to Professor

Except that the candidate must show evidence of leadership in the various service areas described in 3.a., items i. through v., above, the criteria for promotion to Professor are the same as those for permanent tenure.

## J. Cumulative Review of Permanently Tenured Faculty (Post-Tenure Review)

Cumulative Review of Permanently Tenured Faculty will be conducted in accordance with Appendix B of the Faculty Manual and the departmental document entitled *Procedures for Cumulative Review (Post-Tenure Review) of Permanently tenured Faculty*.

## K. Graduate Faculty Appointments

All faculty members, upon award of tenure, are automatically appointed graduate faculty membership as outlined in Appendix F. All appointments are for five years. To hold, change or retain graduate faculty status, a faculty member should meet the criteria outlined below and submit an "Application for Graduate Faculty Membership" and a current *curriculum vita* to the graduate committee. Other supporting documentation may be submitted for consideration. Applications can be submitted at any time. The graduate committee will then place the completed application in the main office for review by all Associate Graduate and Graduate Faculty members at least one week prior to the next regularly scheduled faculty meeting. At said meeting, all Associate Graduate and Graduate Faculty members who meet the requirements of voting faculty as defined in Section A, Appendix L minus the candidate will vote by secret ballot on recommendation for the nomination. A positive vote as determined by a simple majority will grant the candidate graduate faculty status.

## 1. Criteria

There are five types of memberships in the graduate faculty. The minimum criteria needed to be eligible for membership in each category are as follows.

- a. Graduate Teaching Faculty Membership: Criteria stated in Appendix F apply.
- b. Associate Graduate Faculty Membership: A faculty member should have 12 or more points using the point system described below.
- c. Graduate Faculty Membership: A faculty member should have 12 or more points using the point system described below and three years of teaching experience at ECU.
- d. Ex-officio Graduate Members of the Graduate Faculty: Criteria stated in Appendix F apply.
- e. Adjunct Members of the Graduate Faculty: Criteria stated in Appendix F apply.

## 2. Point system

To objectively document eligibility for membership in the graduate faculty, a point-based system will be used. Only a single answer may be chosen for each category. Point values are as follows:

	<u>Points</u>	
	6	
	one in past	two or more
	<u>five years in past five years</u>	
Ph.D. in Chemistry		
Appointed to a tenure-track position at ECU within the past year	6	
Lead or principal author of a research paper in a peer-reviewed journal	2	4
Co-author, but not a lead author in a peer-reviewed journal	1	2
Directed a graduate student research project	2	4
Served on a graduate student's thesis committee	1	2
Taught a graduate level course	2	4
Presented a poster, paper or invited seminar	1	2
Applied for an external research grant	2	4

Received an internal research grant	1	2
Reviewed research proposals for granting agencies.	1	2
Served as a referee for peer-reviewed journals.	1	2
Served as editor of a journal or monograph.	1	2
Developed departmental graduate curriculum.	1	2

#### **X. Summer and Vacation Operation**

Inasmuch as possible, the department will function as described above during the summer sessions and vacation periods with the exception that faculty meetings will not be scheduled regularly. In the event that a quorum of the faculty is not available for a called faculty meeting, the decision of the Executive Committee will be followed. Decisions of the Executive Committee will be made, if necessary, by telephone or by electronic mail.

#### **XI. Code Amendment**

This code may be amended by the vote of two-thirds of the permanently tenured Faculty of the department providing that seven days notice of the proposed action has been given and that there is subsequent approval by the Faculty Senate Unit Code Screening Committee, the Faculty Senate, and the Chancellor of the University. The meeting shall be called and chaired by the chair of the unit Code Committee.

#### **XII. Enabling Clause.**

This code shall go into effect upon approval by a majority of the permanently tenured faculty of the Department of Chemistry and approval by the Faculty Senate and the Chancellor of the University.