

UNIT CODE OF OPERATIONS

Department of Criminal Justice
 College of Human Ecology
 EAST CAROLINA UNIVERSITY

1. Approved by the tenured faculty of the unit
 Chair, Unit Code Committee: _____ Date: 2-25-04
2. Submitted to Department Chair _____ Date: 2-25-04
3. Submitted to Dean _____ Karla Hughes Date: 3-24-04
4. If changed, reapproved by tenured faculty:
 Chair, Unit Code Committee _____ Date: 3-22-04
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)

**Code of Operations of the
 Department of Criminal Justice**

PREAMBLE

The Department of Criminal Justice is a coded unit within the College of Human Ecology. The Code of the Department of Criminal Justice sets forth regulations for faculty participation in the Department's internal affairs and is consistent with all applicable appendices of the *East Carolina University Faculty Manual* and the *Constitution and Mission of the College of Human Ecology*

I. MISSION

It is the mission of Department of Criminal Justice to prepare our students for professional practice, service, and advanced study in various criminal justice professions. To achieve this outcome, the Department adopts the following objectives.

1. To create an environment that is conducive to intellectual and professional stimulation and growth for both faculty and students.
2. To retain a competent, diversified faculty with a strong professional commitment to education, research, and service.
3. To inculcate in our students a respect for the rule of law and respect for others that will be a credit to our Department and the profession.
4. To use developing technologies to improve and extend access to higher education.
5. To assess the curriculum and student outcomes in order to measure the Department's success in achieving these stated objectives.

II. COMPOSITION

A. FACULTY

1. The faculty of the Department of Criminal Justice is a joint-program faculty inasmuch as they may be expected to teach in constituent programs of undergraduate and graduate departmental programs.
2. Faculty who hold graduate faculty status have been granted membership in the ECU Graduate School as specified in the *ECU Faculty Manual*, Appendix F.
3. The Faculty of the Department of Criminal Justice shall consist of all persons appointed to full-time permanently tenured, tenure track, or fixed-term faculty positions in the Department.
4. Voting Privileges:
 - a. For purposes of election to the Department's nominating committee for appointment of administrative officials, for making recommendations on Code content to the full-time permanently tenured faculty, in quadrennial evaluations of the effectiveness of Department programs, and in quadrennial evaluations of the effectiveness of unit administrators, the definition of voting faculty as specified in the *ECU Faculty Manual*, Appendix L, A. shall apply.
 - b. For purposes of making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty, the definition of voting faculty as specified in the *ECU Faculty Manual*, Appendix D, Section IV shall apply.

c. For purposes of conducting routine business within the Department, all full-time permanently tenured and tenure track faculty persons appointed to full-time faculty positions shall be considered voting faculty unless otherwise specified in this Code.

B. DEPARTMENT CHAIR

1. The Chair of the Department of Criminal Justice shall be a full-time, permanently tenured faculty member.

2. The Chair of the Department of Criminal Justice, as chief administrative officer, is responsible for the unit in accordance with the policies determined by the department and university codes. The selection, term of office, and evaluation for the Chair conforms with *ECU Manual* Appendix L, Sections B and F.

3. The Chair is responsible to the Dean of the College of Human Ecology for the unit plan, budget, facilities, equipment, instruction, research/creative activity, service, personnel, and fund development. The Chair is responsible for providing a budget report to faculty. The Chair ensures that the unit and university code procedures are followed.

4. Constituent faculty prior to the last Department faculty meeting of the Spring semester shall conduct annual evaluations of the Chairperson. The chair of the Personnel Committee shall preside over the voting process and shall report the results of the evaluation to the Dean of the College in compliance with Appendix L.

C. FIELD EDUCATION COORDINATOR (S)

1. The field education coordinator(s) shall be a full-time faculty member(s) appointed by the Chair and recommended by a majority of the criminal justice voting faculty. This individual(s) shall meet educational and practice qualifications as established by the criminal justice faculty. The field education coordinator(s) will report directly to the Chair of the Department of Criminal Justice.

2. The Chair shall evaluate the field education coordinator(s) each year. This evaluation shall seek input from faculty, field instructors and students. Decisions regarding reappointment shall be recommended by a majority of the criminal justice voting faculty.

3. Among the duties for field education coordinator(s) are:

a) To coordinate the overall operation of the field education program for criminal justice students.

b) To implement the objectives of the field education component of the criminal justice program.

- c) To uphold accreditation and certification standards regarding criminal justice field education.
- e) To attend all regularly scheduled department meetings.
- f) To establish, in consultation with criminal justice faculty, criteria for the selection and evaluation of agencies providing placements for criminal justice students.
- g) To explore and develop new placement opportunities for criminal justice students.
- h) To coordinate the placement of criminal justice students in field agencies.
- i) To maintain current records regarding contracts with agencies, credentials of field instructors, and details of criminal justice student placements.
- j) To provide training to agency-based field instructors as needed.
- k) To prepare and revise the criminal justice field manual as needed in consultation with the criminal justice faculty. All changes to the criminal justice field manual must be approved by the criminal justice voting faculty.
- l) To instruct criminal justice classes as needed.

D. DISTANCE EDUCATION (DE) COORDINATOR (S)

1. The distance education (DE) coordinator(s) shall be an individual appointed by the Chair and confirmed by a majority of the criminal justice faculty. This individual shall meet educational and practice qualifications as established by the criminal justice faculty. The DE coordinator(s) will report directly to the chair.
2. The DE coordinator(s) shall be evaluated each year by the Chair. Decisions regarding reappointment shall be confirmed by the personnel committee and recommendations made to the Chair.
3. DE is inclusive of all technological instructional learning. Among the duties for the DE coordinators are:
 - a) To coordinate the overall operation of the distance education program [and any other DE activities] for criminal justice students.
 - b) To continue to devise and implement [or coordinate the implementation of]

- objectives for DE activities.
- c) To attend all regular [and any called] meetings scheduled by the Department of Criminal Justice.
 - d) To establish, in consultation with the criminal justice faculty, criteria for school DE projects.
 - e) To explore and develop on-going DE opportunities for criminal justice students.
 - f) To produce and maintain current records regarding DE programs [and activities] for Department of Criminal Justice.
 - g) To provide and/or coordinate DE training, creation of web-based classes, and other duties as deemed necessary by the Department of Criminal Justice.
 - h) In consultation with the criminal justice faculty, prepare and review criminal justice DE program activities annually.
 - i) Be responsible for all other activities related to DE that may not be contained in this particular description.

III. COMMITTEES

A. Personnel Committee

1. The purposes and functions of the Personnel Committee shall be in accordance with the guidelines established by the *ECU Faculty Manual*, Appendix D, Section IV.A and B.
2. The Personnel Committee shall be composed of not less than three [3] members. In accordance with the requirements of Appendix D of the *ECU Faculty Manual*, all members must be voting faculty 2/3 of the membership being permanently tenured. Members shall be elected by a majority of the voting faculty as defined in Appendix D, and shall serve for three-year staggered terms (i.e., during the first cycle, one member each will be elected for three-, two- and one-year terms respectively).
3. The Personnel Committee from within its membership shall annually elect the chair of the personnel committee, who must be tenured. The responsibilities of the chair shall be in accordance with the *ECU Faculty Manual*, Appendix D, Section IV.C.
4. In addition to the duties outlined in the *ECU Faculty Manual*, the Personnel Committee shall screen and set initial employment qualifications and rank or title for initial fixed-term appointments, subsequent appointments, initial probationary appointments, and submit appropriate recommendations to the chair of the department.

B. Promotion and Tenure Committee

The Promotion and Tenure committee shall operate in accordance with *ECU Faculty Manual*, Appendix D.

C. Curriculum Committee

The Department of Criminal Justice Curriculum Committee shall review proposed curriculum revisions from constituent Programs. The committee shall:

1. Ensure that all curriculum recommendations from the constituent Programs meet University requirements and comply with suggested Academy of Criminal Justice Sciences minimum standards.
2. Review constituent Program recommendations for inconsistencies, redundancies, omissions, and potential impact on the Department as a whole.

3. Membership

The Curriculum Committee shall consist of all tenured and tenure track faculty members. A Chair shall be elected by the Committee for a one-year term, and may be re-elected for one successive one-year term.

4. Responsibilities

- a. To review curriculum revisions submitted by any faculty member and recommend approval, disapproval or modification.
- b. To assist the Department Chair in the presentation of approved curriculum revisions before the appropriate University Curriculum Committee.

D. Faculty Research and Development Committee

The Faculty Research and Development Committee shall consist of five elected faculty members representing the ranks of Professor, Associate Professor, and Assistant Professor. At least three members shall be permanently tenured. Members of the committee shall elect the Chairperson of the committee.

1. The committee shall:

- a. Develop and implement mentoring programs in teaching, research, and service (especially University committees) for new faculty;
- b. Serve as a resource to any faculty member seeking ways to improve his or her performance;
- c. Facilitate professional development and continuing education experiences for the faculty;

- d. Coordinate seminars, colloquia, paper presentations, and faculty awards; and,
- e. Recommend recipients of scholarships and awards to the Chairperson of the Department.

E. Policy and Planning Committee

The purpose of the Policy and Planning committee is to develop and/or revise policies pertinent to the operations of the Department of Criminal Justice. The committee shall be composed of at least three faculty members for a term of two years. One member of the committee shall serve as the chair for a one-year term, as elected by committee members.

1. The committee shall recommend to the department faculty long-term planning within the Department in conjunction with the Department Chair on issues involving: development of new programs, department policy manual, development/revision of student handbooks, admissions of students, retention of students, probation of students, dismissal of students, planning for new faculty, planning for new/revised curriculum and/or new courses. The committee shall make recommendations to the Dean of the College regarding the allocation of space within the physical plant.

F. Ad Hoc Committees

The Chair may create ad hoc committees as needed.

IV. UNIT EVALUATION, SELF-STUDY, AND SACS REPORTS

A. The Chair of the Department shall include the results of the vote of the faculty of their approval or disapproval of major planning documents and other assessments of unit operations in such documents prior to their submission to persons outside the department. This shall include, but not be limited to, the SACS reports, the Five-Year Unit Program Evaluation (per the Faculty Manual, Appendix L,E), and any other self-study outcomes.

1. The Chair shall provide the faculty a minimum of ten [10] days to review the reports before leading a discussion prior to the vote in a regular faculty meeting, or at a meeting specially assembled for that purpose. The quorum at such meetings will consist of a majority of the voting faculty in residence and departmental action shall be determined by a majority of the voting faculty present.

V. FIXED TERM APPOINTMENTS, ADJUNCT FACULTY, LECTURER, INSTRUCTOR, VISITING PROFESSORS, GRANT PERSONNEL, ETC.

A. These faculty members are responsible for satisfactory fulfillment of the responsibilities specified in their employment contracts. Removal of these faculty members will be in compliance with *ECU Faculty Manual*.

1. Fixed term faculty report directly to the Chair of the Department of Criminal Justice. The Chair evaluates each fixed term faculty member annually. The Chair may seek input from criminal justice faculty, students and agency representatives as appropriate.

2. The procedures for the Department of Criminal Justice regarding appointment and reappointment of fixed term faculty shall be as follows:

a) Special faculty appointments with specific titles shall be made according to the general provisions as outlined in the *ECU Faculty Manual*, Appendix D, Section II.A.1 (a).

b) Criteria for appointment shall be as set forth in the *ECU Faculty Manual*, Appendix D, Section II.A.2. and C. Section I.D.

c) The credentials required for the appointment must be clearly delineated.

d) Titles for initial appointments and subsequent appointments (Lecturer; Clinical, Research or Visiting Instructor; Clinical, Research or Visiting Assistant Professor; Clinical, Research or Visiting Associate Professor; Clinical, Research, or Visiting Professor, Teaching Grant Personnel) shall be based upon #1 and #2 above as well as the applicant's credentials and experience.

B. Grant Personnel

1) The Principal Investigator for the grant will report directly to the Chair of the Department of Criminal Justice. Any additional non-teaching grant personnel hired by the grant will report directly to the Principal Investigator or designee.

2) The tasks to be completed by these individuals will be established by the grant.

3) The Principal Investigator will evaluate non-teaching functions of all grant personnel annually. The evaluator may seek input from Criminal Justice faculty, students and agency representatives as appropriate. The Chair of the Department of Criminal Justice will evaluate the Principal Investigator annually.

4) Decisions regarding reappointment of teaching grant personnel will be made by the Principal Investigator, referred to the Criminal Justice Personnel Committee, forwarded to the Chair of the Department of Criminal Justice, and then to the Dean of the College as appropriate.

VI. TENURE AND PROMOTION CRITERIA

A. Permanent Tenure Standards

In compliance with Appendix D the following qualifications should be considered:

1) Teaching – Student and peer reviews should be considered. The candidate should receive satisfactory ratings from students. In addition the candidate should receive satisfactory ratings from peer reviewers. The teaching should reflect an understanding of classical as well as current knowledge in the field of criminal justice. In addition, the candidate must demonstrate an ability to explain and use practical case examples in the classroom. The candidate must demonstrate that there has been careful planning of syllabi each semester that includes the course objectives, course content, method of evaluating students, and a tentative class schedule.

2) Research and/or creative activity – The candidate must demonstrate a consistent record of publications in criminal justice or related refereed journals. There must be some evidence of the candidate's ability to publish independently. In addition, there should be a clear research focus.

3) Service – The candidate must demonstrate involvement in community or professional organizations, work on university or departmental committees, non-paid review boards, or editorial boards.

B. Promotion Standards

The *ECU Faculty Manual* Appendix C states the qualifications for the professorial ranks (assistant, associate and professor). Appendix D states the minimum criteria needed to be considered for promotion. In addition, the Department of Criminal Justice has the following standards for promotion. These standards are the minimum qualifications that will be considered by the voting faculty.

1) Assistant professor – Must have a terminal degree in criminal justice or related area, consistent satisfactory teaching evaluations, progress in the area of research as exemplified by publications and/or grants and movement toward a focal point for research. There should be evidence of movement toward involvement in committees (both university and departmental), professional organizations, and presentations of research.

2) Associate professor – All of the aforementioned qualifications must be considered. In addition, the voting faculty will give consideration to the candidates teaching as exemplified by student and peer evaluations. In addition, syllabi must display current content and creativity in the method(s) of delivery. Exhibit a demonstrated explicit

research agenda and demonstrated ability to publish and conduct research independently. Candidates will also demonstrate involvement in professional organizations (including research presentations), commitment to curriculum and program development, and university and community participation in committee work.

3) Professor – All of the aforementioned qualifications must be considered. In addition, for consideration to the rank of full professor, the candidate must demonstrate an established consistent teaching record. Demonstrate a research agenda that is clearly focused with a significant publication record, and a demonstrable and established contribution to the field of criminal justice. The candidate should be nationally recognized as evidenced by keynote addresses, invited lectures, reviews, creditable awards, citations of work, invitations to sit on national boards, national committees and other university/college committees. The candidate should be able to demonstrate significant service contributions to the field of criminal justice.

VII. ANNUAL FACULTY EVALUATION

A. Annual faculty evaluations shall be conducted by the Chair of the Department of Criminal Justice in a manner consistent with the *ECU Faculty Manual*, Appendix C.III., and Appendix D, and shall employ as criteria relevant items listed in this *Code*.

1) In considering the annual performance of each faculty member, the relative weight given to teaching effectiveness, research/creative activity and service shall be in accordance with *ECU Faculty Manual* Appendix C.

2) Other: Deviations from the listed relative weight assignments may be made as special circumstances may require (e.g., for faculty who assume administrative duties, or who provide services under external contracts providing for faculty time buy-out). But in no case can service count more than research and teaching.

3) Fixed-Term faculty will usually have assignments that vary from the relative weights that are applicable to tenure and tenure-track faculty, however in no case will service be weighted more than teaching or, if applicable, research/creative activities.

B. Criteria for Annual Evaluations

In accordance with *ECU Faculty Manual*, Appendix L.C.3.e., the following items are to be used in evaluating teaching effectiveness, research, and service. The location of any item on the three lists is not intended to imply a ranking of importance, nor are the lists intended to be exhaustive or mutually exclusive. Furthermore, the items on each list are not necessarily of equal weight.

- 1) a) Teaching Effectiveness
 - attendance at teaching-related workshops/presentations;
 - certification received in professional area;

course development, materials and policies;
 curriculum design and development;
 instructional workload;
 peer evaluation of teaching;
 published instructional materials;
 published reviews of textbooks;
 special courses;
 surveys of student opinion;
 student advising;
 teaching grants;
 teaching awards;
 thesis supervision or thesis committee membership; and
 related activities.

b) Research/Creative Activities

articles in refereed journals or other professional publications;
 articles in trade journals or popular press;
 books or chapters in books;
 book reviews in journals or other professional publications;
 monographs;
 panelist at professional meetings; paper, symposium or poster presented
 at meetings of professional associations;
 research grant or contract;
 research report to funding source;
 reviewer or editor for books, journals, or other professional publications;
 and related activities.

c) Service to the University, Profession, or Community

advisement of student organizations and activities;
 committee work (department, college, or university level);
 consulting activities (non-paid);
 editorial consulting for refereed journals;
 reviewer for journals or other professional publications;
 public service; professional organizations (member, officer, reviewer,
 discussant, chairperson); seminar presenter; and related activities.

C. Policy for the Cumulative Review of Permanently Tenured Faculty

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

D. Personnel/Evaluation Files

Personnel files for the Department of Criminal Justice will be kept and maintained in the Chair's office according to the provisions prescribed in the *ECU Faculty Manual*.

VIII. MERIT AWARD/SALARY INCREASES

The Chair of the Department of Criminal Justice shall propose annual salary increments pursuant to the procedures outlined in *Appendix C*, and guidelines/restrictions provided by the UNC Office of the President.

IX. EVALUATION OF UNIT/ PROGRAM ADMINISTRATORS

A. Evaluation of Unit

An evaluation of the unit shall be conducted as specified in the *ECU Faculty Manual*, Appendix L, Section E.

B. Evaluation of Unit Administrators

Evaluation of the Chair, Associate Dean and Dean shall proceed as specified in the *ECU Faculty Manual*, Appendix L, Section F.

X. SUMMER SCHOOL

A. The Chair of the Department of Criminal Justice shall request from each faculty member a clear statement of their interest in teaching during the upcoming summer school sessions, the number of courses to be taught, and the specific sessions preferred. The allocation of Summer School teaching will be in compliance with the *ECU Faculty Manual*.

XII. ENABLING THE CODE

Following approval by a majority of the total faculty, the Code shall go into effect upon acceptance by a 3/5 majority of the permanently tenured faculty of the Department of Criminal Justice; as well as approval of the Faculty Senate, and the Chancellor of East Carolina University.

XIII. 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 with 12 months of the enactment of special procedures.