UNIT CODE Approval

1. Approved by the voting faculty of the unit:
   Chair, Code Unit Committee: Dr. Geralyn Crain Date: November 26, 2012

2. Approved by the tenured faculty of the unit:
   Chair, Code Unit Committee: Dr. Geralyn Crain Date: November 27, 2012

3. Submitted to Next Highest Administrator for advice:
   Administrator: Dr. Gregory Chadwick Date: November 27, 2012

4. If changed, reapproved by tenured faculty:
   Chair, Code Unit Committee: Dr. Geralyn Crain Date: January 14, 2013

5. If changed, resubmitted to Next Highest Administrator for advice:
   Administrator: Dr. Gregory Chadwick Date: January 14, 2013

6. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:
   Chair: Patricia Anderson Date: January 16, 2013

7. Approved by the East Carolina University Faculty Senate: FS Resolution #13-07
   Chair of the Faculty: Mark Sprague Date: January 29, 2013

8. Approved by East Carolina University Chancellor/or designee:
   Chancellor: Steve Ballard Date: February 28, 2013*

*Effective Date of Unit Code is the date of the Chancellor’s Signature.

Any changes to the code that are made after the original approval by a majority of the tenured faculty of the unit must be approved again by a majority of the tenured faculty of the unit.
Section I. PREAMBLE
THIS CODE ALLOWS FOR FACULTY PARTICIPATION IN AND ESTABLISHES PROCEDURES FOR THE SCHOOL OF DENTAL MEDICINE’S (THE UNIT) INTERNAL AFFAIRS AND IS CONSISTENT WITH THE EAST CAROLINA UNIVERSITY (ECU) POLICY MANUAL, THE ECU FACULTY MANUAL, AND ALL ESTABLISHED UNIVERSITY POLICIES. CHANGES TO THESE MANUALS OR POLICIES MADE FOLLOWING APPROVAL OF THIS CODE WILL SUPERCEDE THIS CODE.

Section II. FACULTY
A. Definitions of School of Dental Medicine Faculty
The faculty of the School of Dental Medicine (SoDM) consists of all persons who hold appointments with permanent tenure, probationary term appointments, fixed-term appointments, and adjunct appointments using the criteria in the East Carolina University Faculty Manual Part VIII Section I.

B. Voting Faculty
1. For general matters related to the School of Dental Medicine business, voting faculty are persons who hold appointments with rank or title and carry at least 50% assignment in the School of Dental Medicine. There is no minimum required length of time employed at East Carolina University for voting membership.

2. For matters related to making recommendations or approval of Unit Code content, only persons who meet the definition in the East Carolina University Faculty Manual Part IV Section II may vote.

3. For matters related to making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to unit faculty members, only persons who meet the definition in the East Carolina University Faculty Manual Part IX Section I and Sections V and VI of this Code, may vote.

C. Emeritus(a) Status
The status of emeritus(a) may be granted to a faculty member using the criteria in the East Carolina University Faculty Manual Section I and Part XI Section I.
Section III. ADMINISTRATIVE ORGANIZATION OF THE UNIT

A. Administrative Organization

1. Dean

The Dean is the senior academic and administrative officer of the SoDM and reports to the Vice Chancellor for Health Sciences. The Dean is responsible for the school’s budget, policies, operations, programs, and long-range planning; for its curricular, instructional, and research programs; for appointing search committees for administrative positions; for recommendations for faculty appointments, reappointments, promotions, and tenure; and for the school’s associations with appropriate organizations.

In keeping with these responsibilities, the Dean will present to the faculty for review and approval major planning documents, assessment documents, Guidelines for Unit Academic Program Review (in accordance with the ECU Faculty Manual Part IV), and other major reports, and will chair the Dean’s Executive Council. The Dean will prepare the annual budget and annual report in consultation with the administrative staff and present and discuss them annually with the faculty. The Dean will appoint chairs and members of standing committees in consultation with the appropriate department chairs. The dean will ensure diversity and emphasize the mission of the school in all appointments. The Dean will ensure that code processes are followed.

2. Departments

   a. The School of Dental Medicine has Departments that can include but are not limited to the Department of General Dentistry, the Department of Pediatric Dentistry and Orthodontics, the Department of Surgical Sciences, and the Department of Foundational Sciences and Research.¹

   b. Department Chairs

      The Department Chair is the administrative head of each department and must hold an appointment with rank or title within the unit. The duties of the chair shall include, but are not limited to, ensuring that the Code procedures are followed; assembling a competent, diverse and representative faculty; appointing with the approval of the Dean, Division Directors and Section Chiefs; collaborating with other departments in the school; developing, implementing, and evaluating the teaching, research, service, patient care, and administrative activities of

¹ These departments are not independent academic code units as defined in the East Carolina University Faculty Manual Part IV and Part IX.
the department for the School of Dental Medicine; supporting faculty development; and other duties assigned by the Dean.

3. Course Directors

Course Directors are appointed by the Dean and the Assistant or Associate Dean charged with curriculum and are responsible for course oversight.

4. Administrative Staff

The Dean has the authority to appoint an administrative staff in accordance with Part II Section V of the East Carolina University Faculty Manual who will report to and be evaluated by the Dean. Administrative staff may include Associate and Assistant Deans who have faculty appointments within the School of Dental Medicine. The Dean may also appoint other staff members to whom the Dean may delegate responsibility for the operations of the School of Dental Medicine. Those staff members are not required to hold faculty appointments. Members of the Dean’s administrative staff will have delegated responsibility for areas including but not limited to academic affairs, clinical affairs, community dental practices, diversity, education and informatics, extramural affairs, faculty development and continuing dental education, finance and administration, planning, assessment, and reporting, research, student affairs and admissions.

5. Dean’s Executive Council

a. The Dean’s Executive Council is chaired by the Dean and consists of membership at the discretion of the Dean that includes but is not limited to the Dean, Associate and Assistant Deans, Executive Director for Business and Financial Affairs, Department Chairs, and the Chair of the Faculty Council.

b. The role of the Dean’s Executive Council is to serve in an advisory capacity to the Dean by reviewing recommendations regarding policies and procedures of the school.

B. Faculty Council

The Faculty Council is composed of the voting faculty of the School of Dental Medicine described in Section II.A.2.a. The Faculty Council shall be the representative body of the School of Dental Medicine subject to this Code, the East Carolina University Faculty Manual, the East Carolina University Policy Manual, and the regulations of the University of North Carolina. The rules contained in the latest edition of Robert’s Rules of Order Newly Revised and the latest edition of this Code shall govern the conduct of the Faculty Council.

1. Purposes

a. To recommend to the Dean and to appropriate administrative officers, policy for the School of Dental Medicine that is consistent with University policy;
b. To establish and maintain appropriate lines of communication between the administration and faculty;

c. To confirm final decisions regarding graduation, dismissal, and other related matters of concern to the School; and

d. To act upon recommendations of the Executive Committee of the Faculty Council (see Section III.B.3)

2. Faculty Council Officers

a. The elected officers of the Faculty Council shall consist of a Chair, Vice-Chair, and Secretary. Officers shall be elected for two-year terms beginning July 1, with a maximum of two consecutive terms. The Chair and Vice-Chair will have staggered terms.

b. Qualifications and Duties

1. The Chair of the Faculty Council shall hold full-time appointment within the unit and the rank of Associate Professor or above and shall:

   a. Preside at meetings of the Faculty Council and Executive Committee of the Faculty Council;

   b. Establish meeting dates and agendas for Faculty Council and Executive Committee of the Faculty Council meetings;

   c. Collaborate with the Dean to establish the annual meeting calendar;

   d. Communicate recommendations of the Faculty Council and/or Executive Committee of the Faculty Council to the Dean, Dean’s Executive Council, Faculty Senator, or others as appropriate;

   e. Represent faculty at campus meetings as appropriate;

   f. Interpret this Code in consultation with the Faculty Council upon written request, which specifies the area of concern from an administrator or a faculty member;

   g. Appoint members or representatives to Faculty Council if a vacancy occurs during an academic year until an election can be held; and

   h. Convene ad hoc committees, special committees, task forces and working groups and appoint members or representatives to each as appropriate.
2. The Vice-Chair shall hold full-time appointment within the unit and have the rank of Associate Professor or above and shall:
   a. Remain knowledgeable of the duties of the Chair of the Faculty Council;
   b. Serve as Chair of the Faculty Council in the absence of the Chair or when a motion involving the Chair is being discussed; and
   c. Perform such other duties as may be designated by the Chair of the Faculty Council.
3. The Secretary shall hold full-time appointment within the unit and have the rank of Assistant Professor or above and shall:
   a. Maintain minutes of the Faculty Council and Executive Committee of the Faculty Council meetings;
   b. Distribute minutes to all faculty members;
   c. Secure a list of the faculty; and
   d. Perform such other duties as may be designated by the Chair of the Faculty Council.

3. Executive Committee of the Faculty Council
   a. The Executive Committee shall:
      1. Be the executive body of the Faculty Council and shall be composed of two elected members at large, one of whom shall hold permanent tenure, one of whom shall hold full-time tenured, probationary-term, or fixed-term appointment at the rank of Assistant, Associate, or Professor, plus the Chair, Vice-Chair, and Secretary of the Faculty Council. The Dean and Associate or Assistant Deans shall be ineligible to serve on the Executive Committee. The Chair of the Faculty Council shall serve as the Chair of the Executive Committee. One of the elected Executive Committee members shall serve as Parliamentarian of the Faculty Council and Executive Committee;
      2. Meet at least once each term or more frequently as determined by its members to conduct, as delegated, the business of the Faculty Council. A simple majority of the elected members will constitute a quorum for the conduct of business. All faculty will be notified of meetings of the Executive Committee and may submit an agenda item to
the Chair of the Faculty Council at least three working days before a scheduled meeting;

3. Collaborate with the Dean through the Dean’s Executive Council and others on matters pertaining to planning, policy, organizational, budgetary issues, and issues of concern to the Faculty Council as they affect the operation of the School;

4. Have the authority to establish ad hoc committees, special committees, task forces, and working groups as necessary; and

5. Make recommendations for action to the Faculty Council.

b. Procedure for Election of Faculty Council Officers and Executive Committee Members at Large

1. A working group appointed by the Chair of the Faculty Council will

   a. Prepare a nominating ballot in February for nominations for the Faculty Council Officers and Executive Committee members at large.

   b. Prepare an election ballot in April for the election of the Faculty Council Officers and Executive Committee members at large.

   c. Count the ballots and report results to the current Chair of the Faculty Council and the Dean.

   d. Notify those individuals elected and announce election results to all faculty in written memo within two weeks of the election.

2. The nominating and election ballots shall be mailed or issued via anonymous secure ballots to each eligible voting faculty member with a voting period including a deadline.

3. If a vacancy occurs in the position of the Chair of the Faculty Council, the Vice-Chair shall temporarily assume that position until an election can be held.

4. If a vacancy occurs in the position of the Vice-Chair or the Secretary, the Chair of the Faculty Council will appoint a member of the Faculty Council to temporarily assume that position until an election can be held.

Section IV. STANDING COMMITTEES OF THE UNIT

A. Composition
The standing committees shall consist of the following:

1. Curriculum
2. Student Progress

B. Policies

1. Standing committees make recommendations to the Faculty Council and the administration as appropriate.

2. All committee members and committee chairs will be appointed by the Dean to a one-year term beginning July 1 and ending June 30 unless otherwise specified in this Code. The Dean will consult with the Department Chairs in making committee appointments so that committee membership represents the diverse interests of the faculty. Students may serve on the Curriculum Committee as voting members and must be in good academic standing.

3. Scheduled meetings of each standing committee shall be held at least once each term. Meetings will be called by the chair of the committee.

4. All committee meetings shall be conducted according to the latest edition of Robert's Rules of Order Newly Revised.

5. A simple majority of the committee membership shall constitute a quorum. An affirmative vote requires a simple majority of those present. All committee members are voting members unless otherwise designated. The ex officio members of a committee may participate in the discussion and vote.

6. Minutes and correspondence of committee meetings shall be submitted to the Office of the Dean by the committee chair within 21 calendar days of a meeting.

7. The chair of each committee shall prepare an annual report and file an official copy in the office of the Dean at the end of the academic year.

8. In the event of a vacancy on any committee, the vacancy shall be filled through appointment for the remainder of the unexpired term by the Dean upon recommendation by the chair of the committee.

C. Description

1. Curriculum Committee
   a. Purpose
      Coordinate and manage the ongoing development, implementation, and evaluation of the curriculum.
   b. Membership
      The Assistant or Associate Dean charged with curriculum oversight will serve as chair of the committee. Permanent ongoing membership shall include but is not limited to the SoDM
course directors within the SoDM curriculum and at least one faculty at large and at least one dental student.

2. Student Progress Committee
   a. Purpose
      Review the progress of dental students and make recommendations regarding student progress through the DMD curriculum and toward graduation to the Faculty Council.
   b. Membership
      The Assistant or Associate Dean charged with educational support will serve as chair of the committee. Permanent ongoing membership shall include but is not limited to the other Associate and Assistant Deans, Department Chairs, SoDM course directors, and at least one faculty at large.

D. Ad hoc Committees, Special Committees, Task Forces, and Working Groups
   The Dean, the Chair of the Faculty Council, or Standing Committee Chairs may establish ad hoc committees, special committees, task forces and working groups. The Dean, the Chair of the Faculty Council, or Standing Committee Chairs will appoint members and chairs accordingly and will consult with the Department Chairs in making these appointments so that membership represents the diverse interests of the faculty.

Section V. EVALUATION OF FACULTY
   A. Personnel Action Committees
      Personnel matters will be handled by the Personnel, Tenure, and Promotions Committees in the manner described in the East Carolina University Faculty Manual Part VIII and Part IX.
      1. Personnel Committee
         The Personnel Committee shall be composed and have the duties as described in the East Carolina University Faculty Manual Part IX Section I with the following specifications:
         a. Membership
            Shall consist of 6 members, 4 of whom shall be permanently tenured and hold the rank of Associate Professor or above, 2 may be probationary-term and hold the rank of Assistant Professor or above. The Dean, Associate, and Assistant Deans shall be ineligible for membership. The term shall be for one year beginning July 1 and ending June 30, and members shall be eligible for re-election. The Chair of the Personnel Committee is eligible for re-election as Chair for three consecutive terms.
b. Procedure for Election

A working group appointed by the Chair of the Personnel Committee will solicit nominations in February and send a ballot in April via anonymous secure ballots to each eligible tenured and probationary-term voting faculty member. The working group shall count the ballots and report the results to the Chair of the Faculty Council and the Dean within 14 calendar days.

c. Functions

i. Uses the guidelines established by the *East Carolina University Faculty Manual Part VIII* and *Part IX* and the *SoDM Guidelines for Faculty Appointments, Tenure, and Promotion* in making recommendations to the Dean, appropriate Associate and Assistant Deans, and Department Chairs;

ii. The appropriate Department Chair will work together with the Personnel Committee to nominate a search committee for faculty positions ensuring diversity and emphasizing the mission of the School within the context of the search. Search committees for faculty positions will solicit and screen applicants, and make recommendations to the Personnel Committee for appointment.

iii. Recommends to the Faculty Council changes needed in the School's criteria for faculty evaluation and appointment, reappointment, promotion or conferral of permanent tenure.

2. Tenure Committee

The Tenure Committee shall be composed and have duties as described in the *East Carolina University Faculty Manual Part IX*. Meetings of the Tenure Committee shall be convened by the Chair of the unit’s Personnel Committee.

3. Promotion Committee

The Promotion Committee shall be composed and have duties as described in the *East Carolina University Faculty Manual Part IX*. Meetings of the Promotion Committee shall be convened by the Chair of the unit’s Personnel Committee.

B. Selection and Appointment of New Faculty

The Personnel Committee shall fulfill this responsibility by using the criteria prescribed in the *East Carolina University Faculty Manual Part VIII* Section I and the *SoDM Guidelines for Faculty Appointments, Tenure, and Promotion* that is housed in the Office of the Dean.
C. Teaching Assignments and Reassigned Time

The Department Chair shall complete faculty assignments and grant reassigned time in accordance with criteria prescribed in the *East Carolina University Faculty Manual Part VIII* Section I.

D. Faculty Evaluation

Tenured, probationary-term, and fixed-term faculty members shall receive an annual performance evaluation according to the criteria specified in the *East Carolina University Faculty Manual Part VIII* Section I and approved guidelines for the School of Dental Medicine located in the Office of the Dean.

1. Procedure for annual evaluations

The relative weights will be selected before July 1st for the following academic year by the Department Chair/Administrator in consultation with the faculty member and will be reported in writing by the Department Chair/Administrator to the faculty member to be applied as criteria used in the annual evaluation the following year. Determination of relative weights of each criterion shall be based on such factors as assigned responsibilities, academic preparation and interests, professional expectations, the continued professional development of the faculty member and the goals of the School. Refer to the *East Carolina University Faculty Manual Part VIII* Section I.

2. Criteria for annual evaluations

The following criteria and corresponding ranges of relative weights will be used in the annual evaluation process. Combined weights total 100%. Weights for fixed-term and part-time faculty are negotiated at the time of appointment. Initial evaluation of fixed-term faculty is based on the performance of duties as stated in the contract. Subsequent evaluation is based on goals and objectives for the following year that are mutually determined by the faculty member and Department Chair/Administrator during initial evaluation. Annual evaluation for all faculty shall address the following:

a. Teaching (weight 0-100%)

   Evaluation shall be made by considering the elements listed specifically for teaching in the *East Carolina University Faculty Manual Part VIII* Section I and includes clinical service in patient care settings with dental students, residents, or other learners.

b. Research and Scholarship (weight 0-100%)

   Evaluation shall be made by considering research (including clinical research in patient care settings), scholarship, and creative activity.

c. Patient Care (Clinical Activity) (weight 0-100%)

   Evaluation shall be made by considering patient care activities unrelated to research or teaching of students, residents, or other
learners.

d. Service (University/Professional) (weight 0-50%)

Evaluation shall be made by considering the elements listed specifically for service in the *East Carolina University Faculty Manual Part VIII* Section I with special emphasis on service to dentistry as a discipline. In no case shall service be weighted more than teaching or research activity.

e. Other (administrative duties and other responsibilities as may be appropriate) (weight 0 -100%, as negotiated with the Department Chair/Administrator)

f. Each faculty member shall perform his or her duties according to the ECU Statement on Professional Ethics as stated in the *ECU Faculty Manual Part VIII* Section I.

E. Reappointment and Professional Advancement

The Personnel, Tenure, and Promotion Committees and the respective Department Chair/Administrator shall use criteria in the *East Carolina University Faculty Manual Part VIII* Section I and *Part IX* Section I and the *SoDM Guidelines for Faculty Appointments, Tenure, and Promotion* in making recommendations for reappointment, promotion, and/or advancement in title.

F. Awarding of Permanent Tenure

Tenure may be granted to a faculty member at the time of initial employment or after a probationary period in accordance with the *East Carolina University Faculty Manual Part VIII* Section I and *Part IX* Section I and using guidelines established in the *SoDM Guidelines for Faculty Appointments, Tenure, and Promotion*.

G. Post-Tenure Review

Tenured faculty shall have a performance review conducted as prescribed by the *East Carolina University Faculty Manual Part IX* Section II and the *SoDM Guidelines for Faculty Appointments, Tenure, and Promotion*.

H. Procedure for Developing Criteria for Salary Increases

When merit pay funds are available, the Dean and the Dean’s Executive Council shall meet to discuss priorities and procedures for developing criteria for salary increases with input from the Department Chairs and Chair of the Faculty Council. Those criteria implemented will be in general accordance with *East Carolina University Faculty Manual Part VII* Section I and the guidelines set forth by UNC General Administration and the ECU Administration.

I. Personnel/Evaluation Files

Personnel/Evaluation files are governed by the *East Carolina University Faculty Manual Part VIII* Section I.
Section VI. PROCEDURES FOR MEETINGS WITHIN THE UNIT

A. Classification
   1. Faculty Council
   2. Executive Committee of the Faculty Council
   3. Departments

B. General Policies and Procedures
   1. Scheduled meetings of each shall be held at least once each term during the academic year.
   2. Additional meetings may be called at the discretion of the chair of the respective group listed above or upon petition by faculty members to the respective chair with a minimum of forty-eight hours notice to all faculty members.
   3. Agenda items shall be submitted three days prior to the meeting to the respective chair of the group listed above.
   4. The agenda shall be circulated to each faculty member of the respective group listed above at least 2 calendar days prior to each scheduled meeting.
   5. Meetings shall be conducted according to the latest edition of Robert’s Rules of Order Newly Revised.
   6. A majority of the voting faculty of the respective group shall constitute a quorum.
   7. The School of Dental Medicine procedure for nominating and voting by anonymous secure ballots follows the latest edition of Robert’s Rules of Order Newly Revised. Approval is by a simple majority vote except where otherwise stipulated. A majority vote is defined as the majority of the faculty present and voting.
   8. Initial presentations of program and policy changes shall be discussed but not voted on until at least one week later. With a simple majority vote, this delay may be rescinded if action is considered to be urgent.
   9. Minutes of the meetings shall be kept in the Office of the Dean and made available upon request to all faculty members.

Section VII. VOTING BY FACULTY MEMBERS

A. Procedure for Approval of Major Planning Documents, Assessment Documents, and Other Major Reports

The Dean shall enlist faculty participation and cooperation in preparation of major planning documents, assessment documents, and other major reports.
The faculty will indicate in a timely fashion and by vote, their approval or disapproval of such documents prior to submission in final form to person(s) outside the unit. Such vote may be taken in a regular or specially called Faculty Council Meeting or by mail ballot. A simple majority vote is required for approval. Refer to the *East Carolina University Faculty Manual* Part IV and University policies.

B. Seven-Year Unit Program Evaluation

The seven-year program evaluation shall be conducted according to procedure outlined in the *East Carolina University Faculty Manual* Part IV Section III.

C. Unit Administrator Evaluation

Faculty shall participate in the evaluation of the School of Dental Medicine Dean in accordance with established University policies and procedure outlined in the *East Carolina University Faculty Manual* Part II Section V.

D. University Administrators Evaluation

Faculty shall participate in the evaluation of University Administrators in accordance with established University policies and procedure outlined in the *East Carolina University Faculty Manual* Part II Section V.

Section VIII. BUDGET

The Dean shall solicit and discuss annual budget requests from faculty prior to development of the budget. The Dean shall then prepare the budget and annual report in consultation with the administrative staff and present and discuss them annually with the faculty in a regularly scheduled faculty meeting.

Section IX. AMENDMENT PROCEDURES

Proposed amendments to this Code shall be submitted to the Faculty Council. The Council shall submit the proposed amendment in writing to each faculty member at least one month prior to its formal consideration for vote at a Faculty Council meeting. The unit administrator will not participate in this vote. Amendments become effective upon approval by a simple majority of the voting faculty, the permanently tenured faculty, the Unit Code Screening Committee, the Faculty Senate, and the Chancellor in accordance to procedure outlined in the *East Carolina University Faculty Manual* Part IV.