

**UNIT CODE OF OPERATIONS
EAST CAROLINA UNIVERSITY**

Code Approval

1. Approved by the tenured faculty of the Unit: 11-17-98
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CODE

DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES

East Carolina University

Preamble

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

Section I

I. Objectives/Mission

The Department of Foreign Languages and Literatures plays an important role in carrying out East Carolina University's stated purpose of serving its "region, as well as the broader national and international communities." It provides students with the practice of language, insights into linguistic structure, and cultural awareness. This promotes appreciation of a multicultural society and the ability to live in a global community. The Department addresses the practical needs of the region's foreign language educators. In this way, it contributes to the cultural enrichment of students at all levels. By fostering its students' and faculty's study of and research in foreign languages, literatures, and cultures, the Department also encourages the development of critical skills essential to problem solving in general.

Section II

II. Organization/Composition

A. Faculty

The faculty of the Department of Foreign Languages and Literatures consists of all persons with full-time appointments at the rank of Instructor, Assistant Professor, Associate Professor, and Professor, and all persons with full-time fixed-term appointments. All such persons are expected to attend departmental faculty meetings.

Each member of the faculty is a part of one or more language sections of which there are three types: section type-1 offers major and minor programs; section type-2 offers only the minor; and section type-3 offers neither major nor minor.

1. Definition of voting faculty members

All faculty, including fixed-term, may vote on all matters before the department except on issues for which the voting faculty is otherwise defined by the Faculty Manual. (Henceforth the Faculty Manual will be abbreviated to FM.)

2. Composition of the Graduate Faculty:

Faculty members currently admitted by the Graduate School of East Carolina University to status as graduate faculty, associate graduate faculty, graduate teaching faculty, ex-officio graduate faculty, and adjunct graduate faculty, constitute the graduate faculty of the department.

B. Administrative organization

1. The Chair

Duties:

- a. Administers the department in accordance with the provisions of this Code, the FM of East Carolina University and the Code of the University of North Carolina, and fulfills all the duties necessary for the efficient functioning of the department.
- b. Represents the department and its needs to the Dean of the College of Arts and Sciences.
- c. Represents the department to all other academic constituencies.
- d. Supervises the departmental office staff and space utilization.
- e. Administers the departmental budget. Presents the annual budget request and annual report to the Administrative Committee in the spring for input, and presents the budget to the faculty in the fall for discussion.
- f. Prepares departmental meeting agendas and presides over the meetings.
- g. Takes action necessary to assure excellence in scholarship and teaching.
- h. Informs the Chair of the Personnel Committee as to the number and nature of personnel decisions to be made and their deadlines.
- i. Appoints and creates, in consultation with the Administrative Committee, appropriate job descriptions for language coordinators, and parliamentarian.
- j. Assigns mentors to incoming faculty.
- k. Is responsible for the resolution of student complaints.
- l. Submits to the Administrative Committee in a timely manner for its approval the unit's SACS report, major planning documents, and other assessments of unit operation prior to their submission to person(s) outside the unit.
- m. Serves as chair (without vote) of the Administrative Committee.
- n. Appoints the assistant chair.
- o. Ensures that code procedures are followed.
- p. Is responsible for faculty teaching assignments (including summer school positions) and for the granting of reassigned time.

2. The Assistant Chair

Appointed by the Chair for a term of up to four years. Term of office is renewable.(See IV B 1 f)

Duties:

- a. Represents the Chair when the Chair is unavailable.
- b. Assists the Chair with appropriate tasks.

3. Advisor for Majors (See Curriculum Committees (IV B 3).

Duties:

- a. Is responsible for clearing courses taken by any Major outside of ECU.
- b. Schedules oral examinations and presides at them.
- c. Prepares Senior Summaries.
- d. Performs all other duties relevant to the advising of majors.

4. Appointed Coordinators for levels 1001-1004 Type 1 (See II B 1 i)

Duties:

- a. Coordinates matters pertaining to the organization and efficient functioning of the lower level courses.
- b. Prepares syllabi.
- c. Coordinates all language laboratory work including Computer Assisted Instruction.
- d. Supervises and participates in the faculty's preparation of departmental examinations.
- e. Observes classes as requested by faculty in an unofficial capacity.
- f. Coordinates the faculty's selection of textbooks and supplementary materials.
- g. Monitors all substantive aspects of the placement examination to make sure that students are properly placed.
- h. Seeks to achieve common procedures and standards.
- i. Keeps abreast of latest foreign language acquisition methods and keeps the faculty informed.

5. Coordinator for Second Language Teacher Education (See II B 1 i)

Duties:

- a. Coordinates all activities related to second language teacher education in the Department.
- b. In conjunction with the Office of Student Teaching and Field Experiences in the School of Education, schedules all field experiences related to observations and student teaching.
- c. Serves as liaison to the School of Education, the Public Schools and the State Department of Public Instruction.
- d. In conjunction with the Coordinator of Alternative Licensure Certification in the School of Education, evaluates transcripts and other academic documentation of Alternative Licensure Certification candidates in order to prepare programs of study leading to North Carolina Teacher Certification.
- e. Serves as the advisor for majors in Teacher Education.
- f. Represents the department on the Council for Teacher Education (CTE).

6. Parliamentarian (See II B 1 i)

The Parliamentarian shall advise the Chair and members of the Department on such questions of parliamentary procedure as shall arise; and shall assist the Chair in ensuring that code procedures are followed.

Section III

III. Promotion and Tenure Committees

A. Promotion Committees

See FM App. D-6 III, and D-7 IV A 2.

B. Tenure Committee

See FM App. D-6 IV A 1.

Section IV

IV. Standing Committees

A. *Rules for Standing Departmental Committees and Faculty Representation*

- a. With the exception of the elected committees and those whose memberships are specified in the FM, the Chair appoints committees after consulting the preferences listed by the faculty at the first departmental meeting in the fall. The Chair will appoint one person to call the organizational meeting during the first two weeks of the semester.
- b. Elections to committees when required will be held at departmental meetings and shall be conducted in accordance with parliamentary procedure as set forth in *Robert's Rules of Order, Newly Revised*, latest edition, and election to Faculty Senate shall conform to *Faculty Manual* section A VI
- c. No person may serve on both the elected committees (Administrative and Personnel) at the same time.
- d. Committees will elect (except where noted) their own officers, a chair, and a secretary. Where appropriate, they will appoint a student representative from a list of majors or, where no program for majors exists, from a list of minors.
- e. Minutes of all meetings are recorded and made available to the faculty.
- f. The term of office on each committee will be two years, except for students who will serve one year.
- g. All meetings are conducted according to *Robert's Rules of Order, Newly Revised*, latest edition.
- h. All substantive changes in a standing committee's policies must be approved by the department.
- i. At the end of each academic year, each committee shall present an annual written report to the faculty.

B. *Departmental Committees*

1. Administrative Committee

Members: The department Chair heads this committee. Five elected members, one from each language section (Classics, French, German/Russian, Spanish) and one at large. Two elected alternates at large. No person may serve on both the Personnel and the Administrative Committee at the same time. (See IV A c)

Duties:

- a. Reviews annual requests for reassigned time and makes recommendations to the Chair. Reviews annually progress reports submitted by faculty with reassigned time for research/scholarly or administrative activity and makes recommendations to the Chair.
- b. Reviews requests for summer school assignments and makes recommendations to the Chair.
- c. Elaborates in consultation with the Chair the job descriptions for language coordinators and parliamentarian.

- d. Assists the Chair in formulating his/her recommendations through administrative channels, on the number and nature of positions needed to carry on the functions of the unit. See FM App.C-1 A.
- e. Assists the Chair in the elaboration of the unit's SACS report, major planning documents, Resources Management Document and other assessments of unit operation, and in their preparation in a timely manner for submission to the faculty for their approval.
- f. Assists the Chair with an evaluation of the Assistant Chair every two years according to the same procedures used to evaluate the Chair. See FM App. L-5 F.
- g. Calls for applications to travel following deadlines set by Chair. Formulates and recommends to the faculty procedures and criteria for the dispersal of funds in the travel line item, in compliance with the ECU Business Manual.

2. Curriculum Committee

Members: There will be a curriculum committee for every section type-1 and type-2 (See II A). Members are all the full-time faculty teaching the language of the committee, and one student majoring in the language. The chairs of the curriculum committees are advisors for majors in non-teaching degrees.

Duties:

- a. Evaluates and makes recommendations to the Department on current and new course offerings. There will be opportunity for discussion of these recommendations, i.e., course proposals, at departmental meetings.
- b. Recommends to the Department changes in requirements for majors and minors.
- c. Recommends to the department Chair the selection and scheduling of courses.

3. Resources Committee

Members: at least one representative from each language section elected by the curriculum committee in which departmental book orders are made; Language Laboratory Director and co-opted expertise as needed.

Duties:

- a. Elect a representative who will: serve as liaison with university libraries, supervise budget allocated for departmental book purchases, coordinate book orders, and report to the committee and faculty on any issues concerning university libraries.
- b. Allocate library budget among language-sections according to a formula approved by the voting faculty of the department. Members of the committee act as coordinators of book orders for the language-sections they represent, soliciting, checking, and submitting to the representative, typed, prioritized orders for their portion of the budget.
- c. Keep faculty and students informed of new technologies and materials. Provide input to unit administrator, faculty, and staff involved in maintaining departmental web page.
- d. Suggest needs regarding media purchases and act as a grant-writing-body to pursue external funding for new equipment and materials.

4. Personnel Committee

Members: (See FM, App D-7 IV A 3 b.) Five faculty, four tenured and one probationary-term. The Assistant Chair may not be chair of the Personnel Committee.

Duties:

- a. Carries out functions described in FM App. D-7 IV A 3 a, B-C.
- b. Participates in the selection of new faculty (see Search Committee V)
- c. The chair of the Personnel Committee together with the department Chair arranges on-campus interviews and collects faculty evaluations of the candidates.

5. Research, Public Relations, and Student Awards Committee

Members: five and one student.

Duties:

- a. Arranges for the publication and mailing of the newsletter and periodically updates the departmental brochure.
- b. Arranges selection of students for departmental scholarships and university awards and recommends to the department for approval by majority vote.
- c. Arranges award programs for students and graduating seniors at least annually.
- d. Arranges at least one program a semester to advance knowledge in the discipline of foreign languages and literatures.
- e. Oversees the planning of conferences, when appropriate.

Section V

V. Ad hoc Committees

Search Committee

The Personnel Committee is responsible for the selection of the five members of a Search Committee, one of whom must be from outside the section(s) concerned, and one of whom must be graduate faculty. A Search Committee is a sub-committee of the Personnel Committee and reports to it.

Duties:

- a. Writes job description and advertisement, and supervises its implementation.
- b. Screens applications and chooses finalists for on-campus interviews.
- c. Whenever possible, the Department Chair and one other qualified faculty member chosen by a Search Committee conduct off-campus interviews.
- d. Following the on-campus interviews, the Personnel committee recommends initial probationary appointments. (App. D, IV A 3a. (D.7).

Section VI

VI. Faculty Personnel Actions

A. Selection and Appointment of New Faculty. See Personnel and Search Committees (IV B 7 & V) and duties of the Chair (II B 1, h & i), and the FM App. C-3. 8

B. Annual Evaluation and Merit Salary Increment

1. Scale and Procedures

All faculty shall be evaluated on a five point scale with the following descriptors:

	Outstanding	4.5 or 5
	Very Good	3.5, 4, or 4.5
	Good	2.5, 3, or 3.5
	Fair	1.5, 2, or 2.5
Poor		0, 0.5, 1, or 1.5

Faculty shall be evaluated individually in accordance with the following criteria, according to procedures described in FM C-4 III, and not in comparison with one another.

2. Relative Weights

The relative weights of areas of faculty performance shall be as follows:

	A. 0 course/yr reassigned time	* B. 0-1 course/yr. reassigned time*	C. 2 courses/yr.	
	reassigned time for Research	D. 2 courses/yr. reassigned time for "Other Duties"	E. 2 courses/yr.	
	reassigned time for both purposes			
Teaching	80%	34%	25%	25%
Research	10%	33%	40%	40%
Service	10%	13%	10%	10%
Other Duties			25%	25%
Remaining % where most benefit	0%	20%	13%	15%
			0%	

* Faculty with no reassigned time may elect either column A or B

The remaining % will be added where most beneficial, unless faculty inform the Chair in writing at the time all materials are submitted for evaluation that they wish to apply it to a specific category. In the absence of such a declaration, if two or more categories receive the same score, the remaining % will be allocated evenly across the highest scoring categories.

3. Criteria for Merit Salary Increment

In the case of faculty receiving promotions (FM App.C-6 V b) when funds for salary increment are unavailable, the Chair shall make a good faith effort to secure a promotion increment when funds become available.

Annual merit increment is calculated in both of 2 ways: A) Faculty receiving the same score receive the same amount of money. B) Faculty receiving the same score receive the same % raise. 1/2 the available money shall be calculated by each method. With the exception of criteria stated in FM App.C-6 V b, the numerical result of the annual evaluations shall be employed without adjustment.

Since the annual evaluation must include a statement of the percentage of salary increment available to the unit to be recommended by the unit administrator for each faculty member being evaluated (FM C-4 III), relative percentage increment shall be calculated based upon assumption of \$100.00 in total departmental increment.

For faculty on leave or faculty for whom no regular evaluation can be performed, the following shall be used: a method of evaluation using whatever data are available and agreed in advance by the faculty member and the Chair; otherwise, the higher of the previous year's score or the departmental average.

4. Evaluation of Teaching

Evaluation of teaching may consist of 3 components: A) Peer-evaluation, B) Student-evaluation, and C) Evaluation of teaching materials. Of these, B) Student-evaluation is mandatory for all faculty; A) Peer-evaluation is mandatory for Probationary appointments in the first and fourth years. The decision to

exercise A) or C), or not to, shall neither affect the evaluation, nor reflect positively or negatively upon any faculty member.

- a. Peer-evaluation conducted in accordance with procedures and instruments approved by the voting faculty.
- b. Student-evaluation conducted in accordance with procedures and instruments approved by the voting faculty,
and the Chancellor mandated by the administration.
- c. Evaluation of teaching materials, conducted in accordance with procedures and instruments approved by the voting faculty, including (but not limited to) the following:
 - University and other teaching awards
 - Teaching of directed readings, cross-listed courses, interdisciplinary and writing intensive courses, honors sections and seminars, and evidence of special effort in teaching
 - Teaching grants
 - Course load: teaching more than one language or courses requiring extra work
 - Course quality-enhancement and development including creative / innovative materials and methods, teaching new courses, and use of new technologies
 - Evidence of student achievement other than final grades
 - Evidence of advising effectiveness or special effort in advising
 - Unusual effort to promote student interest / enrollment, or to recruit majors / minors

5. Evaluation of Research

This is to be conducted in accordance with procedures and instruments approved by the voting faculty, including but not limited to the following:

- Oral Presentation: papers, performances, dramatic readings, and workshops.
- Original Publication: monographs, texts, commentaries, textbooks, translations, reference works, creative writings, software, articles, essays, chapters, review essays, reviews of research, encyclopedia entries, scholarly notes, pamphlets, pedagogical materials, book reviews, proceedings, and fora.
- Editing activities: Editor of a published book, journal, journal section, or series; membership on editorial boards, reader reports.
- Grants in support of research

Formal processes of review are to be distinguished from mere scholarly supervision, such as of electronic bulletin boards and fora. It is incumbent upon faculty submitting non-traditional publications for evaluation to provide accurate, detailed information regarding: the nature of the work, the medium in which it has been made public, the review process employed, and, when available, its reception. Faculty may submit any materials that would assist in the evaluation of a publication or publisher.

In accordance with the goals of East Carolina University, the Department of Foreign Languages and Literatures encourages collaboration with faculty in other disciplines and at other universities. Evaluation of multi-authored works is to be conducted without the constraint of mathematical proportionality, recognizing the benefits of collaboration to the university and to the faculty member, yet considering the specific contributions of the faculty member. It is incumbent upon the faculty member to make the contributions of each author explicit.

6. Evaluation of Service

This is to be conducted using procedures and instruments approved by the voting faculty, including but not limited to:

- Professional organizations: officer or member.

- Conference activities: attendance, panel organizer, chair of section or major role in conference organization.
- Editing activities: editor of journal, journal section or series, membership on editorial boards, reader reports, news
- Community service related to profession.
- Departmental duties: Assistant Chair, Chair of Personnel Committee, Course Abroad Director, Language Coordinator without reassigned-time, Academic Advisor, Language Club Faculty Advisor, Library Representative, Curriculum Committee Chair, and committee assignments. (The position of Assistant chair shall receive credit under both "Service" and "Other Duties").
- Service on university and professional committees.
- Grants in support of service.

7. Evaluation of Other Responsibilities (FM App.C-5 III 5)

Faculty receiving at least two courses per year reassigned time to coordinate language instruction or to supervise teacher certification programs, and the Assistant Chair shall be evaluated in accordance with procedures and instruments approved by the voting faculty.

8. Evaluation of Fixed-Term Appointments (FM. App.D-4 II B 2)

Full-time fixed-term appointees shall be evaluated with teaching @ 75% and with such other duties as shall be agreed as the terms of employment @ 25%. Teaching shall be evaluated according to the criteria listed in 4 above. Other duties shall be evaluated at the discretion of the Chair, adapting appropriate elements of the above criteria. Part-time appointees shall be evaluated in accordance with the terms of their contracts.

C. *Personnel/Evaluation Files.* See FM App.C-6 VI.

D. Criteria for Appointment, Reappointment, Permanent Tenure, Promotion and External Review

1. Appointment

a. Instructor:

Evidence of a sound educational background for the specific position, including as a minimum the master's degree or equivalent to be evaluated by the academic unit and affirmed by the appointing officer; and evidence of teaching ability.

b. Assistant Professor:

Same as FM. C-3 I D

c. Associate Professor:

Qualifications of the previous ranks; evidence of successful teaching at the university level; a record of creative or research activity resulting in publication or comparable results; a record of participation in professional organizations; effective service on departmental, school, college, academic, administrative committees; and a record of effective service to the profession.

d. Professor:

Same as FM App. C-4 I D

2. Reappointment of Probationary Appointees (FM App. D 3-4 II A, D 5-6 II C). In addition to the criteria stated in FM. App. D-3 II A 2), the following shall apply:

a. Instructor:

Evidence of teaching effectiveness and satisfactory fulfillment of other agreed terms of employment.

b. Assistant Professor:

Satisfactory progress toward tenure in all appropriate areas of professional activity, including past and present performance as well as potential for future contributions.

c. Associate Professor:

Demonstrated success during the probationary period, in the areas of professional activity described in the "Criteria for Appointment to Associate Professor".

d. Professor:

Demonstrated success during the probationary period, in the areas of professional activity described in the "Criteria for Appointment to Professor."

3. Permanent Tenure (FM. D-3 I). In addition to the criteria stated in FM. D-3 I B 2, the following shall apply:

a. Teaching:

- Evidence of satisfactory evaluations from students and peers consistent with departmental and university means.
- A record of dedication to curriculum enhancement, program development, student advising, and teaching excellence.

b. Research/Creative Activity

A consistent record of refereed publications of a scholarly or creative nature which are recognized by external peer review to contribute to the candidate's field(s).

c. Service:

A record of dedicated service to the department, university and profession.

d. Other Duties:

Evidence of effectiveness in any areas agreed as the terms of employment.

4. Promotion (FM App.C-5 IV)

a. Assistant Professor:

Same as "Criteria for Appointment to Assistant Professor".

b. Associate Professor:

Same as "Criteria for Tenure" (FM App.D-3 I B 2)

c. Professor:

Qualifications of the previous ranks; a record of excellence in teaching; a significant record of publication that makes a substantial contribution to the candidate's field(s); and a record of significant service to the department, university and profession.

5. External Peer Review (FM App.D-8 IV E)

External reviewers shall be nationally prominent scholars in the candidate's research area. They shall not be former graduate school associates, instructors, co-authors, supervisors, or other individuals having a close personal relationship with the candidate. External reviewers for candidates whose research or creative activity is other than traditional scholarly publication shall be selected from persons with national reputations in the candidate's area of productivity.

6. Cumulative Review of Permanently Tenured Faculty

- a. . A five-year average of annual faculty evaluations will be used as the basis for the cumulative review
(Form A)
 - . A five-year faculty rating average of **4.5 and above** shall be considered **exemplary**
 - . A five-year faculty rating average of **less than 1.5** shall be considered **deficient**.
 - . A five-year faculty rating average of **less than 4.5 but 1.5 or higher** shall be considered **satisfactory**.
- b. . The Post Tenure Review Committee membership shall be composed of 3 regular members and 1 alternate
elected from among the tenured faculty.
- c. . All tenured faculty shall be reviewed in the same year once every five years.

Section VII

VII. Departmental Meetings

1. A quorum shall be three-fifths (3/5) of the voting faculty of the Department.
2. All business shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, latest edition.
3. Notice of meetings whenever practicable must be made at least five days in advance.
4. The agenda must be prepared in advance by the Chair and submitted to the faculty along with the notice of meeting.
Any faculty member may request that the Chair place an item on the agenda; if the request is in writing, such an item will then be placed on the agenda no later than the second meeting following its submission.
5. Minutes shall be prepared and made available to the members of the Department along with the agenda.
6. At least four meetings shall be held during the academic year. Special meetings shall be called upon a written request signed by a majority of the faculty.

Section VIII

VIII. Evaluation of Unit, Unit Administrator(s) and University Administrators.

- A. *Unit.* See Administrative Committee and FM App.L-5 E.
- B. *Program* See FM App.L-5 E.
- C. *Unit Administrator Evaluations.* See FM App.L-5 F.
- D. *University Administrators Evaluations* See the FM App.L-5 G.

Section IX

IX. Other Policies and Documents

The following documents are kept in the departmental office.

- A. *Policies and Procedures for the dispersal of travel funds.*
- B. *Resources Management Document* (See Administrative Committee)

Section X

X. Enabling Clause

This code will be enabled upon the approval by a majority of the permanently tenured faculty members of the unit by secret ballot and after approval by the Faculty Senate and the Chancellor. See FM App.L-3 C

Section XI

XI. Amendment of Code

1. This code may be amended by a majority of the voting faculty (as defined in FM App.L-3A) and *Roberts Rules of Order, Newly Revised*. latest edition, "Bylaws," #55 Article IX.
2. Text for a proposed amendment must be submitted to the faculty one meeting prior to the vote on the amendment.
3. Amendments must be approved by the majority of the permanently tenured faculty, the Faculty Senate, and the Chancellor.