

REVISED UNIT CODE OF OPERATIONS  
COLLEGE OF HEALTH AND HUMAN PERFORMANCE  
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

1. Approved by the tenured faculty of the unit:

Chair, Unit Code Committee: Susan A. McYhu Date: April 23, 2014

2. If changed, reapproved by the tenured faculty:

Chair, Unit Code Committee: \_\_\_\_\_ Date: \_\_\_\_\_

3. Submitted to Next Highest Administrator for advice:

[Signature] Date: 6 May 2014

4. Reviewed/recommended by the Faculty Senate Unit Code Screening Committee:

Chair, Unit Code Committee: [Signature] Date: 11/17/2014

5. Approved by the East Carolina University Faculty Senate:

Chair of the Faculty: [Signature] Date: 12/2/2014 FS Resolution #14-90

6. Approved by East Carolina University Chancellor/or designee:

Chancellor: [Signature] Date: 2/10/15

Effective Date of Unit Code is the date of the Chancellor's Signature:

Effective date of Code: 2-10-15

\*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 the majority of the tenured faculty of the unit.

## UNIT CODE FOR THE COLLEGE OF HEALTH AND HUMAN PERFORMANCE

### Section I    **PREAMBLE**

This Code allows for faculty participation in and establishes procedures for the College of Health and Human Performance's internal affairs and is consistent with the East Carolina University (ECU) [Policy Manual](#), the ECU [Faculty Manual](#) (ECU/FM), and all established university policies.

#### MISSION

The mission of the College of Health and Human Performance (HHP) is to improve health, well-being, and quality of life. By providing instruction, conducting research, and performing service in health, kinesiology, recreation, and leisure, the College strives to advance and disseminate knowledge concerning enhancement of health, physical performance, and quality of life of individuals and communities, particularly those in eastern North Carolina.

### Section II   **FACULTY**

The College shall consist of the General Faculty and the Graduate Faculty. The General Faculty is comprised of all permanently tenured faculty members, all voting faculty members, and all faculty members in the College as defined in Section II of this Code. The Graduate Faculty shall consist of those faculty members defined by the Graduate School in accordance with [Part II](#) of the *ECU/FM*.

#### A. The Faculty

The Faculty of the College consists of all persons with University appointments who hold regular academic rank in the College as instructor, assistant professor, associate professor, professor and persons who hold fixed-term appointments.

#### B. Voting Faculty

1. A voting member in the College is defined as a faculty member who holds regular rank or title and has at least one-half of the teaching/research duties normally assigned in the unit.
2. All appointed members of the graduate faculty, with the exception of members with designated status as ex-officio, may vote on graduate business. The voting graduate faculty of the College shall be comprised of all members of the graduate faculty within the College. Only members with designated status as "Graduate Faculty" ([Part II](#))

within the College may vote on applications for graduate faculty status.

### C. Graduate Faculty

1. Members of the Graduate Faculty in the College shall consist of all HHP faculty who have been approved by the Graduate School who currently hold graduate faculty status as identified in [Part II](#) of the *ECU/FM*.
2. Duties of the members of the Graduate Faculty of the College shall include: reviewing graduate program requirements and policies, approving departmental graduate curricula proposals, approving recommendations for faculty appointment to the Graduate Faculty, and advising the College Director of Graduate Studies and the Dean on matters concerning the graduate programs in the College.
3. The College Director of Graduate Studies shall be responsible for calling College Graduate Faculty meetings and shall serve as Chair.

### D. Emeritus Faculty

Emeritus faculty status may be awarded to a retired, permanently disabled, or deceased faculty member who has made a significant contribution to the college and university through a long and distinguished record of scholarship, teaching, and/or service (*ECU/FM, Part VIII*). A voting faculty member may submit a written request to the Department Personnel Committee to consider awarding Emeritus Status to an individual faculty member. Emeritus faculty status will be granted upon recommendation by the Department Personnel Committee and approval by the appropriate Department Chair, the Dean, and Chancellor.

### E. Adjunct Faculty

Adjunct faculty status is an honorary and non-paid title that is conferred for those individuals not directly affiliated with a department in the College who have made or are expected to make substantial contributions to a department. Adjunct faculty appointments which are honorary are an unsalaried, non-tenure track appointment for a term of one to three years. Although regarded as members of East Carolina University community, such appointments do not include voting privileges and benefits normally associated with full-time employment.

The exception to honorary, non-paid adjunct faculty status is an adjunct appointment required by Academic Affairs to permit an ECU

employee to be the instructor of record for a course external to their home unit. This instructional responsibility is provided as a component of their position elsewhere on campus and does not include additional funding. Such appointments are initiated by the personnel committee of the department that offers the course.

Any appointment of an individual with adjunct faculty status to assume teaching responsibilities for pay is separate from adjunct status. Such appointments must be done in accordance with [Part VIII](#) and [Part IX](#) of the *ECU/FM*.

Each department establishes the nomination procedures for appointment as adjunct faculty.

A positive vote by the majority of the departmental personnel committee is required to forward a recommendation of adjunct faculty status to the Department Chair. If concurring with the recommendation, the Department Chair forwards the recommendation to the Dean of the College. Upon approval by the Dean, the recommendation is forwarded to Academic Affairs. Non-concurrence at any level with a recommendation for appointment as adjunct faculty terminates the appointment process.

The faculty title of appointment (instructor, assistant professor, associate professor, or professor) is commensurate with the individual's current academic appointment outside the College. Title for adjunct faculty is conferred in accordance with the individual's achievements and highest academic degree attained.

### **Section III      ADMINISTRATIVE ORGANIZATION**

The College is comprised of three departments (the Department of Kinesiology, the Department of Health Education and Promotion, and the Department of Recreation and Leisure Studies). Military Programs (Military Science/Army ROTC and Aerospace Studies/Air Force ROTC) also reside in the College. The College is the code unit and retains official faculty personnel files in the Office of the Dean.

#### **A. Dean of the College**

1. The Dean is the chief administrative officer of the College and serves at the pleasure of the Provost and Vice Chancellor for Academic Affairs. The selection and tenure of the Dean shall conform with [Part II](#) of the *ECU/FM*.

2. Duties of the Dean:

- a. In consultation with the officers, departments, and faculty of the College and the College committees, and in accordance with the *ECU/FM* and University policies and procedures, the Dean shall plan and administer the affairs of the College.
- b. The Dean is responsible for ensuring that code procedures are followed.
- c. The Dean represents the College in its relation with other units of the University, chairs the Executive Committee of the College, and convenes and presides over College faculty meetings.
- d. The Dean may appoint additional College administrative officers including but not limited to assistant deans, coordinators, and directors to serve in specific limited roles. These individuals are assigned duties by, report to, and serve at the pleasure of the Dean. The Dean will provide an evaluation of performance of administrative duties of these individuals to the appropriate Department Chair as a component of the faculty member's annual performance evaluation. Assignment of category and relative weight to these duties shall be determined by and agreed upon by the Dean and the faculty member in consultation with the faculty member's Department Chair prior to assuming the duties.

## B. Associate Deans

1. The Associate Deans act for the Dean in performing administrative responsibilities related to College programs. Associate Deans serve at the pleasure of the Dean and are appointed by the Dean in accordance with [Part II](#) of the *ECU/FM*. The Dean annually evaluates the performance of administrative duties of Associate Deans and provides that to the appropriate Department Chair as a component of the faculty member's annual performance evaluation. An Associate Dean may continue in office until a successor has been appointed or the position eliminated.

### 2. Duties of Associate Deans

The Associate Deans assist the Dean in performing administrative responsibilities relating to College programs and monitor compliance with University policies and procedures; facilitate and support both individual and interdisciplinary faculty teaching, research, and service efforts; and perform other administrative duties designated by the Dean.

## C. Chair of a Department

1. The Chair of a Department is the administrator of the department and provides leadership, support, and guidance to the total functioning of the department. The Chair serves at the pleasure of the Dean. The selection and term of office of a Chair shall conform with [Part II](#) of the *ECU/FM*.
2. Duties of a Chair:
  - a. serve as a departmental representative to the Dean and other departments within the College, other units and departments within the University, and other agencies, organizations, and institutions;
  - b. advocate for the professions represented by the respective department;
  - c. plan, administer and manage the affairs of the department in accordance with the policies and procedures determined by the University, College, and Department;
  - d. manage and be responsible for the budget and all other funds assigned or belonging to the department; prepare and submit in a timely manner special budget requests incorporating faculty and program needs;
  - e. work with the department on procedures with regards to grants, contracts, and other revenues generated by the department and its programs;
  - f. manage departmental operations, including the departmental office and staff; maintain personnel files, student files, current course syllabi, and other administrative records in accordance with the [ECU General Records Retention and Disposition Schedule](#); inventory records; inventory and maintain equipment; and respond to departmental equipment requests;
  - g. after obtaining input from the faculty, establish personnel needs and oversee the utilization of faculty and staff positions, space, and all other resources allocated to the department by the Dean;
  - h. determine teaching assignments, reassigned time, and other duties for both faculty and graduate assistants, and after

obtaining input from the undergraduate and graduate program directors, schedule departmental course offerings;

- i. supervise selection, employment, and performance evaluation of departmental staff;
- j. mentor and/or facilitate the professional development of all faculty in terms of teaching effectiveness, research and other scholarly activities, and service to the Department, College, University, community, and profession; respond to travel requests by faculty; assist with new faculty orientation; and facilitate implementation of teaching evaluations for faculty and graduate assistants;
- k. with input from administrators/supervisors of special units of the College or University to whom faculty have been reassigned, conduct annual performance evaluations of departmental faculty, share the evaluation in writing and discuss the evaluation with the appropriate individual and recommend salary increments to the Dean in accordance with [Part VIII](#) of the *ECU/FM*;
- l. consult the Tenure Committee regarding the progress toward tenure letters as dictated in the *ECU/FM* [Part IX](#);
- m. forward personnel recommendations of the appropriate departmental faculty committees along with the Chair's concurrence or non-concurrence to the Dean of the College in accordance with [Part IX](#) of the *ECU/FM*;
- n. assess qualifications of candidates for faculty positions to ensure appropriate credentialing; and initiate and approve credentialing of instructors of record within the department;
- o. call and preside over departmental faculty meetings and supervise the writing and distribution of departmental faculty meeting minutes;
- p. perform other organizational duties including:
  - 1) when necessary, prior to the final College meeting of the academic year, call for the election of departmental representatives to pertinent College committees; and

- 2) when necessary, at the final departmental faculty meeting of the academic year, call for the election of members to standing committees of the department.
- q. review and act upon curriculum proposals and catalog changes, and ensure presentation to appropriate College and University committees;
  - r. recommend to the Dean of the College a member of the faculty to carry out the duties of a chair during brief temporary absences of a chair, when an assistant chair is not appointed or available;
  - s. ensure that code procedures are followed;
  - t. ensure that the department's annual budget request and annual report are discussed with the faculty;
  - u. facilitate the self-evaluation of the operation and effectiveness of the department and, in accordance with the *ECU/FM Part IV*, the Academic Program Review;
  - v. make available to the faculty a copy of any departmental major planning document (e.g., Strategic Plan) and assessments of departmental operation (excluding Academic Program Review) at least ten working days prior to voting their approval or disapproval;
  - w. coordinate voting of any departmental major planning and assessment documents by the full-time faculty of the department or involved program(s) to seek approval by a majority of those faculty before such documents are released;
  - x. with input from the faculty, appoint full-time faculty as degree program directors to manage the affairs of the program including but not limited to: serving as advocate and representative of the respective degree programs within and external to the university; convening and presiding over degree program meetings; leading the program faculty in program development, curriculum, assessment, and student recruitment; directing accreditation processes and program evaluations; coordinating student admission, advising and mentoring in the degree program; and
  - y. perform other duties as delegated by the Dean of the College.

#### D. Assistant Chair of a Department

1. The Assistant Chair serves at the pleasure of and acts for the Chair in performing administrative responsibilities related to the departmental programs. When deemed necessary by the Dean and allowed by current University practices, the Assistant Chair is appointed by the Chair in accordance with [Part II](#) of the *ECU/FM*. The Assistant Chair may continue in office until a successor has been appointed or the position eliminated.
2. Duties of Assistant Chair

Assist the Chair in performing administrative responsibilities relating to the Department and monitor compliance with University policies and procedures. The Assistant Chair may assume the duties of the Chair in his/her temporary absence.

#### E. College Director of Graduate Studies

1. The College Director of Graduate Studies serves as liaison to the Graduate School and with the departmental graduate directors, graduate degree program directors, and chairs within the College on matters relating to graduate programs.

In consultation with the Graduate Faculty of the College, the Dean shall appoint the College Director of Graduate Studies. The College Director of Graduate Studies serves at the pleasure of the Dean and may continue in the position until a successor has been appointed or the position is eliminated.

2. Duties of the College Director of Graduate Studies:
  - a. facilitate College graduate programs including activities necessary to implement program and curriculum goals established by the Graduate Faculty. Such activities include promoting the College graduate programs, aiding departments in recruitment of graduate students, overseeing admission procedures, overseeing College non-resident tuition remission procedures, monitoring program evaluation and accreditation, seeking external funding, and advising the Dean on resource allocation;
  - b. oversee the appointment and renewal of faculty to membership of the College Graduate Faculty in accordance with [Part II](#) of the *ECU/FM*;

- c. preside over meetings of the College Graduate Faculty and serve as (non-voting) Chair of the College Graduate Curriculum Committee;
- d. call for the election, in April, of the College representative and alternate to the Graduate Council for a three-year term; and
- e. maintain a digital repository of HHP graduate assistant contracts.

#### F. Departmental Directors of Graduate Studies

1. The Departmental Director of Graduate Studies (Kinesiology, Health Education and Promotion, or Recreation and Leisure Studies) primarily acts as departmental representative and liaison with the College Director of Graduate Studies, other departments within the College and University, and other external agencies, organizations or institutions on matters pertaining to the departmental graduate programs.

The Departmental Director of Graduate Studies shall be nominated by the Department Chair after consultation with the voting department Graduate Faculty, and the College Director of Graduate Studies. The Departmental Director of Graduate Studies must be approved by a majority of the voting department Graduate Faculty. The Departmental Director must be employed full-time within the Department, except in extenuating circumstances approved by the Department Chair, and possess voting graduate faculty status. Initial appointment as Departmental Director of Graduate Studies is for a three-year term. Subsequent reappointment must be approved by a majority of the voting department Graduate Faculty. Any acting Departmental Director of Graduate Studies must be confirmed by the voting department Graduate Faculty after one year of appointment and on an annual basis thereafter.

2. Duties of the Departmental Director of Graduate Studies:
  - a. implement the departmental graduate program in compliance with the policies and procedures established by the College graduate faculty and the Graduate School, as operationalized in the [\*Graduate Program Directors and Coordinators Handbook\*](#), and monitor compliance with those policies and procedures;
  - b. collaborate with the College Director of Graduate Studies to facilitate appointment and renewal of departmental faculty to

membership of the College graduate faculty in accordance with [Part II](#) of the *ECU/FM*;

- c. call and chair regular meetings of the department graduate faculty to seek input on activities necessary to implement program and curriculum goals including selection of graduate assistants, curriculum development, and administration of comprehensive examinations;
- d. in coordination with graduate degree program directors, maintain records to include transcripts, letters of recommendation, grade reports and other data of graduate students enrolled in the department and respond to inquiries that pertain to graduate work in the department;
- e. supervise or delegate to graduate degree program directors the advising, registration, and schedule change procedures for graduate students;
- f. conduct a departmental program of recruitment in coordination with graduate degree program directors including consulting and advising prospective graduate students, and preparing and distributing accurate information describing requirements, grants, assistantships, and awards available to graduate students in the College and Department;
- g. make recommendations to the Department Chair and program directors regarding scheduling of graduate courses;
- h. perform other graduate program-related duties as assigned by the College Director of Graduate Studies or Department Chair; and
- i. recommend to the College Director of Graduate Studies a member of the department Graduate Faculty to act on graduate matters in consultation with the Department Chair during a brief temporary absence of the Departmental Director of Graduate Studies.

#### G. Graduate Degree Program Directors

1. Each HHP graduate degree program shall have a designated Graduate Degree Program Director in accordance with *ECU/FM* [Part II](#).

2. Each Graduate Degree Program Director is responsible for assisting the Departmental Director of Graduate Studies in fulfilling the duties specific to their designated degree program outlined in the [Graduate Program Directors and Coordinators Handbook](#) put forth by the Graduate School.
3. The Graduate Degree Program Director is appointed by the Chair of the Department and serves at the discretion of the Chair.

#### H. Special Units of the College

##### 1. Establishing Special Units

Special units of the College can promote, implement, and administer interdisciplinary research and service. Such special units serve a unique mission distinguished from that of an individual department. Special units are administratively responsible to the Dean, unless otherwise specified in the *HHP Code*.

The initial step in developing a request to form a special unit in the College is a discussion with the appropriate Department Chair and then the Dean. Prior to establishing a special unit, the Dean will seek input from the Executive Committee and faculty of the College. The Dean, in consultation with the Executive Committee, will negotiate the principles of operation for a new special unit employing processes used by existing special units of the College or establishing more appropriate principles.

In the event that consideration of eliminating a special unit of the College is warranted, the Dean will determine such action in consultation with the Executive Committee. The Dean will report elimination of a special unit to the faculty of the College.

##### 2. Human Performance Laboratory

The Human Performance Laboratory (HPL) is an interdisciplinary research and service extension of the College.

- a. The Director of the HPL is responsible to the Dean of the College regarding the administration of the laboratory.

- 1) The Dean, in consultation with the Department Chairs, will appoint the Director of the HPL. The Director of the HPL will hold primary faculty appointment in a department within the College. The appointment of the faculty member who will

serve as Director will adhere to [Part VIII](#) and [Part IX](#) of the *ECU/FM*.

- 2) The Director of the HPL will perform administrative tasks for the Laboratory: state continuation account, receipts account, foundation accounts, grants in which the Director is Principal Investigator, and graduate assistantships assigned to the Laboratory.
- 3) The Director of the HPL will schedule all activities in facilities assigned to the Laboratory. Instructional scheduling of academic classes using HPL facilities will be done in consultation with the Director of the HPL.
- 4) Approval will be required of the Chair of the affected department and the Director of the HPL on all contracts and grants initiated by faculty members working in conjunction with the HPL.
- 5) The Director of the HPL will provide input on annual evaluation of faculty affiliated with the HPL to the Chair of the Department in which the faculty holds appointment.
- 6) The Dean of the College will be responsible for evaluating the Director of the HPL with regard to Laboratory administration.
- 7) The Director of the HPL will provide an annual report of the activities of the Laboratory to the Dean of the College and, upon request, to the faculty of the College.

b. Faculty affiliated with the HPL

- 1) Faculty may be designated as affiliated with the HPL by the Dean of the College after consultation with the affected Chair and the Director of the HPL.
- 2) All faculty appointments for individuals affiliated with the HPL will be conducted by the department in which the appointment is held and in full accordance with [Part IX](#) of the *ECU/FM*.
- 3) Annual evaluations of faculty affiliated with the HPL will be conducted by the appropriate Department Chair with input from the Director of the HPL related to Laboratory activities.

### 3. Military Programs

- a. The College mission aligns with the preparedness and fitness value of the Military Programs and provides support for the minor in Military Science (Army) and minor in Aerospace Studies (Air Force). The ROTC cadet training programs and academic minor degrees are managed through the College of Health and Human Performance.
- b. The Director of Military Programs is designated by the Chancellor. The Director represents the Chancellor on military associated issues and also represents the ROTC academic programs charged with developing military officers.
- c. The Office of Military Programs reports to the Chancellor's Office and manages the administrative activities associated with the campus based Army and Air Force ROTC programs as well as all coordinating military issues, opportunities, and activities involving the university as a whole.
- d. The Commander of the Army Program and Commander of the Air Force Program are the administrative officer of their respective programs. The Commanders report to the Director of Military Programs and the Dean of the College of Health and Human Performance and are responsible for recruiting, educating, training, and commissioning officer cadets.
- e. The Commanders and all other military personnel assigned to the ROTC programs are selected by the respective branch of service after rigorous review of assignments, transcripts, leadership experience and are required to have supervisor approval as well as acceptance by the Chancellor of East Carolina University. All military personnel retain their status within their service branch and are not employees of East Carolina University, although they may serve as instructor of record. Consequently all military personnel are not included in FTE (full time equivalent) calculations. Evaluation and advancement of the cadre are completed by the military.
- f. Personnel within the Office of Military Programs do not have voting rights in the College; however, input shall be solicited by ballot or other mechanism on issues impacting the Military Programs. With the exception of committees responsible for personnel actions, Military Program personnel are eligible to serve on College committees.

## **Section IV      COMMITTEES OF THE UNIT**

### **A. Standing College Committees**

All Standing College Committee appointments with the exception of the Executive Committee shall be for three years and become effective on the day of Fall Faculty Convocation. Diverse representation on committees is encouraged. Chairs of Standing Committees serve a twelve month term beginning on the day of Fall Faculty Convocation.

#### **1. Executive Committee of the College**

##### **a. Function of the Committee**

The function of the Executive Committee is to advise and assist the Dean in the operation of the College. The Committee's responsibilities include, but are not limited to:

- 1) providing input on establishing, eliminating, and operating special units within the college;
- 2) drafting rating criteria for salary increases; and
- 3) consulting with the Dean on preparation of the annual budget and annual report.

##### **b. Composition of the Committee**

The Executive Committee of the College is comprised of the Dean, Associate Deans, Department Chairs, and the Director of Military Programs. Other ex-officio members may be appointed by the Dean.

#### **2. College Undergraduate Curriculum Committee**

##### **a. Function of the Committee**

The function of the College Undergraduate Curriculum Committee is to review all undergraduate curriculum-related business approved by departments. The Chair of the College Undergraduate Curriculum Committee shall submit approved items to the HHP Liaison to the University Curriculum Committee (UCC) for review by the Dean. Proposals approved by the Dean are then submitted by the liaison to the UCC. The Chair of the proposing department or an appointed representative will attend university-level curriculum-related meetings at which the department's proposal will be considered in order to explain the proposal and respond to questions.

b. Composition of the Committee

The College Undergraduate Curriculum Committee shall consist of one member selected by the voting faculty of each of the departments, and two at-large members elected by the College faculty in the last college faculty meeting of spring semester. The two at-large members may not come from the same department. The term of membership for all members shall be for three years. The committee shall elect a chair each year immediately following the elections.

c. Meetings of the Committee

- 1) The Committee shall meet as frequently as necessary. At least five working days prior to each meeting, the chair of the committee will provide the College faculty with written notification of the time and location of the meeting, the agenda, and access to written course/curriculum proposals.
- 2) The Chair of any proposing department or an appointed representative will be expected to attend the meeting at which the department's proposal will be considered to explain the proposal and respond to questions. Representatives of other departments in the College may attend and speak regarding such proposals.

3. College Graduate Curriculum Committee

a. Function of the Committee

The function of the Committee is to receive and review all graduate curriculum-related business approved by departmental Graduate Faculties and make recommendations to the Dean.

Any College graduate faculty member may propose curriculum changes, but every proposal must first be approved by graduate faculty in that member's department prior to submission to the College Graduate Curriculum Committee according to the following protocol:

- 1) A graduate faculty member presents a written proposal for curriculum business to the Departmental Director of Graduate Studies. The Director shall present the proposal for consideration at the next available departmental Graduate Faculty meeting. At least five working days prior to

the meeting, he/she shall distribute copies of any proposed curriculum matter to the Graduate Faculty.

- 2) After approval by departmental graduate faculty, the Departmental Director of Graduate Studies or a representative appointed by the Director shall forward the proposal to the College Graduate Curriculum Committee.
- 3) The College Director of Graduate Studies will schedule a College Graduate Faculty meeting to consider the proposal. At least five working days prior to the meeting, the College Director of Graduate Studies will provide the graduate faculty written notification of the time and location of the meeting, the agenda, and documentation of any course/curriculum proposals. Proposals approved by the College Graduate Faculty shall be forwarded for review by the Dean. Proposals reviewed and acted upon by the Dean are then submitted by the College Director of Graduate Studies to the University Graduate Curriculum Committee and/or other committees as appropriate.

b. Composition of the College Graduate Curriculum Committee

The College Graduate Curriculum Committee shall consist of all voting graduate faculty and will be chaired by the College Director of Graduate Studies (non-voting).

4. Departmental Undergraduate Curriculum Committees

a. Function of the Committees

The function of the committees is to review all undergraduate curriculum matters proposed by faculty within that department according to the following protocol:

- 1) Any faculty member may propose undergraduate curriculum changes to the Chair of the Departmental Undergraduate Curriculum Committee. Such proposals shall be written and in the appropriate format required by the University.
- 2) The Committee Chair shall convene meetings as needed of the Departmental Undergraduate Curriculum Committee. Faculty members shall be invited to explain their proposals and respond to questions. The Committee shall make recommendations to the departmental faculty regarding all proposals received.

- 3) At least five working days prior to a departmental faculty meeting, the Chair of the Committee shall notify the faculty of the department of the nature of any curriculum matters to be presented for their approval and forward copies of the proposals.
- 4) At the departmental meeting, the Chair of the Undergraduate Curriculum Committee shall present to the departmental faculty the proposal received and the recommendation of the Committee. The faculty members shall be provided opportunity at this time to explain the proposal and/or respond to the recommendation.
- 5) The Chair of the Department shall conduct a vote of the faculty for each curriculum matter proposed.
- 6) The Chair of the Department or designee shall submit approved proposals to the College Undergraduate Curriculum Committee Chair.

b. Composition of the Committees

- 1) Each department shall elect an Undergraduate Curriculum Committee of not less than three faculty members. Members shall be elected to three-year terms by each department prior to the final college faculty meeting in spring semester.
- 2) The Departmental Undergraduate Curriculum Committees shall elect Chairs from among their membership immediately following committee membership elections.

5. College Diversity Committee

a. Function of the Committee

The function of the College Diversity Committee is to advise and assist the Dean in diversity-related activities of the College.

b. Duties of the Committee:

- 1) oversee implementation and continued development of diversity-related items within the College Strategic Plan;
- 2) plan and conduct activities that promote an understanding and appreciation of diversity;

- 3) serve as a resource for recruitment, retention, and promotion of a diverse faculty and staff;
- 4) act as a resource to recruit, retain, and graduate a diverse student body;
- 5) provide assistance when requested to incorporate multicultural and diversity perspectives in the curriculum;
- 6) serve as the diversity liaison for their department or program; and
- 7) the Chair of the HHP Diversity Committee may be appointed by the Dean to serve as the College representative at University-level diversity-related events.

c. Composition of the Committee

The College Diversity Committee shall consist of one faculty or staff member and one student from each of the three departments, one faculty or staff representative from Military Programs, and one staff representative from the HHP Advising Center. Selection of representatives shall be facilitated by the department or program administrator in April and become effective on the day of Fall Convocation. The Committee shall elect a chair each year immediately following spring selections. The term of membership shall be three years for faculty or staff and one year for student members. Student members can serve on the committee for consecutive years. The committee shall maintain staggered three-year terms for faculty or staff members.

B. Departmental Personnel Action Committees

All personnel recommendations are initiated at the department level. The composition and function of departmental personnel committees, tenure committees, and promotion committees shall be in accordance with [Part IX](#) of the *ECU/FM*.

1. The Personnel Committee in each department shall be elected annually at or prior to the final department faculty meeting in the spring semester. Its term begins on the day of Fall Faculty Convocation. The departmental Personnel Committee Chair will be elected by the committee members immediately following

committee election. The Department Chair is excluded from membership on the Committee.

2. Newly permanently tenured or promoted faculty who are voting faculty members according to the *ECU/FM Part IX* will become members of applicable committees at the time their promotion or tenure becomes effective.
3. Minutes of all meetings dealing with personnel actions shall be maintained by the chair of the committee and will include date of the meeting, members in attendance and absent, and actions taken. At the end of his/her term, the committee chair will forward these minutes to the departmental office to be maintained in accordance with the [\*ECU General Records Retention and Disposition Schedule\*](#).
4. In accordance with [Part IX](#) of the *ECU/FM*, the Tenure Committee and the Department Chair will select the materials to be sent to external reviewers.
5. Electronic balloting may not be used for personnel actions.

#### C. Ad Hoc Committees

*Ad hoc* committees may be established at the discretion of the Dean or appropriate Department Chair. The charge to any *ad hoc* committee must specify the membership, method of selection, duties and responsibilities, and expected date of conclusion. An *ad hoc* committee shall not assume the duties and responsibilities of a standing committee.

## Section V      **EVALUATION OF FACULTY**

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

1. After seeking input from the Department Chairs, the Dean determines faculty position requests submitted to the Vice Chancellor of Academic Affairs and allocation of faculty positions. When faculty positions are allocated to a department by the Dean, the Department Chair will notify the departmental Personnel Committee of the number and nature of the positions. The Personnel Committee may select a search committee of faculty to fulfill the responsibilities of soliciting and screening applicants and recommending to the department's Personnel Committee candidates for initial appointments. The search committee will determine a chair from among its membership. At least one member

of any search committee must be a member of the departmental Personnel Committee.

2. Search committees will follow the guidelines as defined in the *ECU/FM Part IX*. For all search committees, a majority of the committee members must be voting faculty as defined in *ECU/FM Part IX* and will be from within the department that is conducting the search. A search committee for a probationary appointment or appointments with permanent tenure will consist of a minimum of four faculty members. Three of the committee members are to be faculty of the College. The additional committee member will be a faculty member of the University from a department other than the one conducting the search. Under special circumstances, such as summer searches, the Dean may allow as few as three search committee members. Search committees for all other faculty positions will consist of a minimum of three faculty members.

After reviewing the current ECU policies and practices, the search committee in consultation with the department faculty, Department Chair, and Dean will develop the position announcement (responsibilities and minimum qualifications), advertise the position, and screen candidates for the position. Provisions should be made for a quorum of the Personnel Committee to meet with candidates during on-site interviews. The Search Committee then will submit a written report to the Personnel Committee. The Personnel Committee will then make its recommendation(s) to the Department Chair. After concurring or not concurring with the Personnel Committee recommendation(s), the Department Chair will then make his or her recommendation to the Dean. Upon approval of the recommendation(s), the Dean, in consultation with the Department Chair, shall negotiate with the recommended candidate(s) or delegate that responsibility to the Department Chair.

3. Criteria for evaluation of potential faculty members utilizes the general criteria specified in *ECU/FM Part VIII* and the *HHP Code* Section V, E, 1.

#### B. Teaching Assignments and Reassigned Time

1. Teaching responsibilities shall be assigned in accordance with [Part VIII](#), *ECU/FM*.
2. The Dean, Departmental Chairs, and/or Directors of special units will make every effort to respond to faculty requests for reassigned time in order to promote faculty productivity and opportunity,

provided it is allowable under University workload guidelines and the instructional needs of the department can be met.

### C. Annual Evaluation of Faculty Members

1. During each spring semester, each faculty member shall receive an evaluation of his/her performance for the academic year by the appropriate Department Chair and, when applicable, the Dean. Other chairs and/or directors will be consulted for input as needed or directed.
2. The general criteria for performance evaluations within the College are those explained in [Part VIII](#) of the *ECU/FM* as well as those approved by the Department and College. Each department in the College shall establish guidelines expressing departmental performance expectations. These guidelines shall be consistent with the criteria for annual evaluation contained in this section of this Code. The following criteria will be used in the annual evaluation process. (NOTE: Each of the three criteria is followed by a list of possible activities, which might be considered in the annual evaluation process. The location of an item within the lists is NOT intended to imply any ranking of importance, nor are the lists intended to be exhaustive or mutually exclusive. The items on each of the three lists are not necessarily of equal weight. Relative weights must conform to the guidelines in Section VI, C, of this Code.)

#### a. Teaching Effectiveness

Attendance at teaching-related workshops/presentations  
Certification received in professional area  
Course development  
Curriculum design and development  
Innovation in teaching methodology  
Instructional workload  
Nature of courses taught  
Other assessments of teaching effectiveness  
Peer evaluation of teaching  
Special courses  
Student advising and mentoring  
Student opinion survey  
Supervision of student interns or field experiences  
Supervision of student research  
Teaching awards  
Teaching grant or contract  
Related activities

b. Research/Creative Activity

The research/creative activity process is recognized as sequential and includes such phases as preparation, submission, review, revision, acceptance, and publication. Significant credit will be awarded at the time of the item's completion, which will normally be defined as the time of physical appearance of the item as or in a publication. Partial credit may be awarded earlier in the process. The evaluation of scholarship is primarily based upon peer-reviewed materials.

Article in peer-reviewed refereed journal or other professional publication

Article in trade journal or popular press

Book or chapter in book

Book review in journal or other professional publication

Case (for use in course instruction) intended for publication

Paper or abstract in proceedings of professional association

Research grant or contract

Research related presentations

Related activities

The following items are recognized as not taking as long a time from inception to completion as those above. Credit will be awarded at the time of completion, which will normally be defined as the time of doing the activity.

Panelist at professional meeting

Related activities

c. Service to the University, Profession, or Community

Accreditation review leadership and/or contribution

Advising student organizations and activities

Committee work (department, college, or university level)

Community service related to professional area

Consulting activities related to professional area

Editor or co-editor of book, journal, or other professional publication

Faculty Senate

Providing research assistance to colleagues

Public service related to professional area

Professional organizations (member, officer, reviewer, discussant, chairperson, presenter)

Representing the unit at professional meeting, seminar,  
professional development activity, or comparable meeting  
Reviewer for journal or other professional publication  
Seminars presented  
Service grant or contract  
Related activities

d. Other

Activities include but are not limited to:  
Directing the activities of a department or program  
Grant administration (External)  
Special departmental, college, or university assignments

3. The relative weight assigned to each area of faculty performance may vary among faculty members in the College, but must be determined in accordance with the following guidelines:
- a. Except in special cases, the specific weights given to teaching, research, and service for each permanently tenured and probationary-term faculty member shall not be less than 25% teaching, 25% research/creative activity, and 10% service. The allocation of the remaining 40% to these categories shall adhere to the prescription of the *ECU/FM*, [Part VIII](#) (i.e., that the weight assigned to service shall not be greater than that assigned to either teaching effectiveness or research). The total relative weight must equal 100%.
  - b. A specific weight must be given to teaching, research, and service for each fixed-term faculty member and shall be determined and agreed upon by that faculty member and the appropriate Department Chair as stated in the terms of the faculty member's contract. Fixed-term faculty will be evaluated in accordance with the terms of their contracts.
  - c. Only in exceptional cases may research/creative activity be weighted more heavily than teaching or may other responsibilities (coaches, trainer, etc.) be weighted more heavily than teaching or research.
  - d. Joint appointments  
For faculty holding joint appointments, a specific weight must be given to teaching, research, and service (*ECU/FM* [Part IX](#)). Weightings shall be determined and agreed upon by that faculty member and the Department Chair of the primary academic unit, in consultation with the chair/administrator where the faculty

member holds joint appointment. The total relative weight must equal 100%.

4. The relative weight will be based on such factors as the nature of the faculty member's appointment, his or her academic training and interests, professional standards and expectations in his/her teaching field(s), the continued professional development of the faculty member (including progress towards tenure and/or promotion), and the goals of the Department, College, and University.
  5. In assigning the relative weight to be given to teaching, research/creative activity, service, and other responsibilities in a faculty member's annual evaluation, this procedure will be followed:
    - a. Each faculty member and the appropriate Department Chair shall make a determination of the relative weight by the end of the spring semester preceding the academic year to be evaluated. In the case of new faculty, relative weights will be determined within the first month of employment. The determination must be in accordance with the guidelines above and the form stating the assignment of the weighting must be approved by the Department Chair before it is official. Exceptions to the relative weight guidelines above require approval by the Dean. The form will be filed in the faculty member's Personnel File. In circumstances, such as faculty funded partially or in full by external funds, the relative weighting will be collaboratively determined by the principal investigator or funding source supervisor, the Chair and individual involved, and approved by each of them before submitting to the Dean for approval. Faculty with reassigned time for grants and contracts will be expected to make every effort to reimburse the departments in which they hold academic rank for such reassigned time.
    - b. The assignment of relative weight may be changed only for professional reasons, prior to the beginning of the evaluation process, and only after there has been a meeting of the appropriate Department Chair and faculty member involved. All changes must be approved by the Dean.
    - c. In the event there is a disagreement concerning the weight, either with the initial assignment or with any subsequent changes that occur, the Dean has the final authority to resolve the issue.
- D. Performance Review of Tenured Faculty

At five year intervals each tenured faculty shall have a review of his/her professional performance conducted in accordance with [Part IX](#) of the *ECU/FM*. Each department's tenure committee will act in accordance with the *ECU/FM* to establish the standards and complete the reviews utilizing the standards recommended by the Faculty Senate in effect during the evaluation period.

## E. Appointment, Reappointment, Tenure, and Professional Advancement

### 1. Appointment

Initial appointment of probationary term or tenured faculty will be based on the needs and resources of the institution as well as evidence of potential in terms of professional competence and future contributions.

#### a. General Criteria for Appointment

For appointment, as well as reappointment and promotion, the faculty member is evaluated on potential or achievements in:

- Teaching
- Research/Creative Activity
- Service to the university, the profession, and the community

#### 1) Teaching

As delineated in [Part VIII](#) of the *ECU/FM*:

East Carolina University recognizes the primary importance of teaching. [The College] expects each member of the faculty to have knowledge of subject matter commensurate with one's teaching assignment, to maintain awareness of developments in one's discipline, and to communicate to students one's knowledge of and interest in the discipline. The faculty member will encourage students in responsible and careful inquiry, in appreciation of the interrelation of various disciplines, and in recognition of the uses of learning and the value of the educated mind. Teaching includes activities and responsibilities beyond the classroom setting, e.g., advisement; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; the direction of research projects and papers, dissertations, and theses; and other contacts and relationships outside the classroom.

## 2) Research/Creative Activity

East Carolina University and the College encourages and supports the continuing efforts of faculty to develop a deeper appreciation of the importance of professional competency acquired through scholarship (research, creative activities/innovation, and engagement/outreach) appropriate to one's discipline. A faculty member's research and creative activities shall reflect the high professional standards incumbent upon those who enjoy full academic freedom; such activities must be measured by standards of quality peer-reviewed materials, not merely by quantity.

## 3) Service

East Carolina University and the College consider service to the university, the academic profession, and the community as an important aspect of academic performance. (see *ECU/FM Part VIII*).

### b. Specific Criteria for Appointment

Specific criterion for initial appointments are outlined in [Part VIII](#) of the *ECU/FM*. Activity to be considered for each factor (teaching, research, and service) is specified in the *HHP Code*, Section V, C.

## 2. Reappointment of Probationary Appointments

As delineated in the *ECU/FM Part IX*, probationary term faculty shall be evaluated for reappointment based on the needs and resources of the institution as well as evidence of potential in terms of professional competence and future contributions. The level of performance in teaching, research/creative activity and service is what indicates the faculty member is meeting expectations toward the goal of receiving a favorable recommendation for granting of permanent tenure and, where appropriate, promotion. Recommendations for the reappointment and progress toward tenure letters of probationary faculty members shall be made in accordance with the procedures specified in [Part IX](#) and [Part X](#) of the *ECU/FM*. In addition to the criteria stated in *ECU/FM*, the following shall apply:

Instructor: Meeting expectations toward tenure in all appropriate areas of professional activity, including past and present and

potential contributions as described in [Part VIII](#) and [Part IX](#) of the *ECU/FM*. A faculty member appointed as instructor is eligible for only one reappointment of two years at the rank of instructor.

Assistant Professor: Meeting expectations toward tenure in all appropriate areas of professional activity, including past and present and potential contributions as described in [Part VIII](#) and [Part IX](#) of the *ECU/FM*.

Associate Professor: Demonstrated success during the probationary period, in the areas of professional activity as described [Part VIII](#) and [Part IX](#) of the *ECU/FM*.

Professor: Demonstrated success during the probationary period, in the areas of professional activity described in [Part VIII](#) and [Part IX](#) of the *ECU/FM*.

If a faculty member receives notice of non-reappointment, he/she may appeal the decision as described in *ECU/FM* [Part IX](#) .

### 3. Permanent Tenure

Recommendations for permanent tenure shall be made in accordance with the criteria and procedures specified in [Part IX](#) and [Part X](#) of the *ECU/FM* and the following:

- a. An appropriate terminal degree (*ECU/FM* [Part VIII](#) and [Part IX](#))
- b. Demonstrated competence in each of the areas of teaching, research/creative activity, and service. An exceptional record in one area cannot substitute for deficiencies in another area.

#### 1) Teaching

Regardless of instructional format (e.g., classroom, online, hybrid) the record of teaching accomplishment shall include evidence of effective instruction and/or student supervision, the development of teaching-related materials or procedures, and student advising.

- (a) A record of teaching effectiveness must be documented in a manner that includes results from university-approved peer reviews and student input processes. Faculty may also elect to include additional methods of evaluation, which are consistent with university policies

and procedures outlined in the *ECU/FM* as well as in Faculty Senate [Resolution 91-28](#).

- (b) In addition to instruction and field or clinical supervision, the record of teaching accomplishment by faculty shall include, but not be limited to: course and curriculum development; grants and contracts in support of teaching; innovations in teaching; development and production of instructional materials; professional contributions in the area of teaching, including teaching-related publications and presentations; continuing education for the purpose of developing teaching skills or methods; and awards in teaching.
- (c) The record of faculty accomplishment shall include evidence of academic and career advising or mentoring offered to students. It is expected that faculty will advise or mentor students in accordance with program requirements and university policies and procedures. Faculty will be available to students during regularly held office hours (*ECU/FM Part VI*) and university registration periods and will refer students to appropriate resources for additional assistance.

## 2) Research/Creative Activity

The record of accomplishment of faculty in the area of research/creative activity will be evaluated in terms of quality, quantity, and evidence of an on-going, focused program of research that contributes to the individual's discipline.

- (a) The faculty member's research/creativity record must reflect a continuing, focused program of activity that results in publications in refereed journals and proceedings, refereed presentations or juried exhibitions or competitions in nationally recognized outlets.
- (b) Efforts to secure internal or external funding for research are expected.
- (c) The record may also include other research-related professional contributions such as the publication of scholarly monographs, books, or book chapters or reports to granting agencies.

## 3) Service

Service is activity that contributes to the advancement and welfare of the University, the College, the Department, one's discipline, the students, or the community. Such activity is valuable, noteworthy, and should contribute to the Department, College, and University mission and goals. East Carolina University and the College consider service to the university, the academic profession, and the community as an important aspect of academic performance (see *ECU/FM Part VIII*). A consistent record of service to the profession, Department, College, University, and/or community is expected. The faculty member's record of service must reflect consistent contributions and developing leadership across a range of activity among University, College and departmental committees; professional organizations; and service to the community which utilizes the faculty member's professional expertise.

If a faculty member receives notice of non-conferral of permanent tenure, he/she may appeal the decision as described in *ECU/FM Part IX*.

#### 4. Promotion

Recommendations for promotion shall be made in accordance with the criteria and procedures specified in *Part VIII*, *Part IX*, and *Part X* of the *ECU/FM*.

Promotion shall be based primarily upon the faculty member's total demonstrated professional competence and achievement. Procedures to be followed for promotion are found in the *ECU/FM Part IX* and *Part X*. Among the many qualifications which may be considered when making recommendations for promotion, the following are essential:

Assistant Professor - Qualifications necessary to be appointed to the rank of instructor; an appropriate terminal degree, as evaluated by the academic unit and affirmed by the appropriate administrative officer and the profession concerned; a record of progress toward teaching excellence; and evidence of a potential for continued professional growth which shall, in part, be measured by research/creative activity and membership in professional organizations.

Associate Professor - Qualifications of the previous rank; evidence of teaching excellence; a record of consistent and

satisfactory creative or research activity resulting in publication or comparable productivity; a record of participation in professional organizations; effective service on departmental, College, academic, or administrative committees; and a record of effective service to the profession.

Professor - Qualifications of the previous ranks; an established record of excellence in teaching; a record of significant publication, creative or research activity; a record of significant professional service.

If a faculty member receives notice of non-conferral of a promotion, he/she may appeal the decision as described in *ECU/FM* [Part XII](#).

#### F. Fixed-Term Appointments

Fixed-term faculty shall be appointed according to procedures specified in [Part IX](#) of the *ECU/FM* (refer to [Part VIII](#) for appropriate titles). Documented past achievements and potential for future contributions in the areas of responsibility designated for the position are primary elements in selection of fixed-term faculty. These faculty members are responsible for satisfactory fulfillment of the responsibilities specified in their letters of appointment. Fixed-term appointments extend for the term specified in their letters of appointment.

Assignment of relative weights and performance evaluation of fixed-term faculty are based on the procedures and criteria specified in Section V. C of the *HHP Code* in accordance with the responsibilities specified in the letter of appointment. Fixed-term faculty are eligible for salary increases as stipulated in *ECU/FM* [Part VIII](#) based upon annual evaluation and criteria established by the *UNC Board of Governors*, *ECU Board of Trustees*, and in the [HHP Faculty Evaluation Guidelines](#) pertaining to assigned responsibilities.

Given availability of resources, subsequent new appointments of fixed-term faculty shall be based upon demonstrated satisfactory performance of assigned responsibilities and potential future contributions to department needs. Fixed-term faculty seeking subsequent new appointment shall submit a request for such and a portfolio utilizing the items in the Cumulative Report (*ECU/FM* [Part X](#)) associated with the responsibilities specified in the letter of appointment and future contribution to the unit and/or other relevant materials as specified by the department.

The criteria for advancement in title of a fixed-term faculty member includes those stipulated in [Part VIII](#) of *ECU/FM* and demonstrated

excellence in performance of the duties of the letter of appointment and supported by the annual performance evaluation completed by the Department Chair. As stipulated in the *ECU/FM Part VIII* the fixed-term faculty member submits a written request for advancement in title to the Department Chair. The Chair then forwards the request for consideration and action by the Department Personnel Committee. The Committee's recommendation is forwarded to the Department Chair for consideration and recommendation to the Dean. Both the Personnel Committee and Department Chair are to provide the faculty member with notice of their decisions within one week of their respective decision. Advancement in title shall be effective upon subsequent new appointment.

#### G. Criteria for Salary Increases

The rating criteria used for salary increases are detailed in the [\*HHP Faculty Evaluation Guidelines\*](#) document. Revisions to these guidelines are drafted by the College Executive Committee and sent to the faculty allowing one week for review. Faculty may provide feedback via email, in writing, or verbally, as per instructions. Input from the faculty is reviewed by the Executive Committee prior to final approval by the Dean. Any department specific modifications to the College guidelines will be presented by the Department Chair to the Executive Committee for consideration and sent to the faculty of the affected department for a one week review period. Input from the faculty is reviewed by the Executive Committee prior to final approval by the Dean.

## **Section VI      PROCEDURES FOR MEETINGS**

Meetings of the College shall be held at least once a semester. Departmental meetings shall be held as needed. Faculty shall be given written notice of all regular faculty meetings (College, Department, or Graduate) and copies of relevant materials at least five working days prior to meetings. Either the unit administrator or a majority of the faculty members have authority to call special meetings of the College or of their Department. Special meetings require at least two days prior notice. Faculty are required to attend all College and departmental faculty meetings, unless excused by the appropriate unit administrator.

A quorum must be present in order to conduct official business at College or Department meetings. A quorum shall consist of a majority of the faculty members of the College or Department who are eligible to vote on the item of business. Action shall be determined by a majority of the votes cast by the faculty in attendance at the meeting, unless otherwise noted. Departmental Graduate Student Organization presidents may attend meetings as non-voting participants.

- The Dean or designee shall preside at meetings of the College.
- The Department Chair or designee shall preside at meetings of the Department.
- The College Director of Graduate Studies or designee shall preside at meetings of the College Graduate Faculty.
- The Departmental Director of Graduate Studies or designee shall preside at meetings of the Department Graduate Faculty.

Excluding all personnel actions, the faculty of the College who are eligible to vote on an item may determine through approval of an official motion to hold balloting by mail, hand delivered ballots (see process described in [ECU/FM Part IX](#)), or a comparably confidential and secure electronic balloting procedure in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*. When balloting takes place outside an official meeting, balloting will be open for one week. Action shall be determined by the majority of the votes cast, unless otherwise noted.

With the exception of meetings dealing with personnel actions, minutes of all departmental committees, departmental and College standing committees, and faculty and graduate faculty meetings shall be maintained by the chair of these meetings. That individual shall forward copies of these minutes to the Dean's Office for College meetings or to the departmental office for Department meetings where they shall be available to faculty. These documents will be maintained in accordance with the [ECU General Records Retention and Disposition Schedule](#).

All proceedings shall be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*.

## **Section VII VOTING BY FACULTY MEMBERS**

The Dean shall make available to the faculty a copy of the College's Strategic Plan and other major planning documents and assessments of unit operation (excluding Academic Program Review) for at least ten working days prior to voting their approval or disapproval. Approval by a majority of the full-time faculty of the College will be required before submission to persons outside the unit.

A document that addresses only one department, program or group of programs in a department requires approval by the full-time faculty in that department or involved program(s) before it may be released. Voting shall be coordinated by either the College or departmental administrator as is

appropriate for the document. The faculty of the College who are eligible to vote on these documents may determine through approval of an official motion to hold balloting by mail, hand delivered ballots (see process described in *ECU/FM Part IX*), or a comparably confidential and secure electronic balloting procedure in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*. Electronic balloting may not be used for personnel actions.

## **Section VIII BUDGET**

The Dean shall prepare the College's annual budget and annual report in consultation with the Executive Committee. The Dean will discuss the annual budget and annual report with the faculty in a regular faculty meeting at the beginning of the academic year. A copy of the College annual report will be made available to faculty upon request.

## **Section IX AMENDMENT PROCEDURES**

Amendments resulting from the ECU mandated review of unit codes are presented in writing to the College faculty at least seven working days prior to a regularly scheduled faculty meeting for inclusion as an agenda item. All other amendments to this Code may be offered by any College faculty member by submitting the amendment with signatures of support of at least 20% of the College voting faculty. The proposed amendments, with signatures, must be presented, in writing, to the College faculty at least seven working days prior to a regularly scheduled faculty meeting for inclusion as an agenda item. Amendments must be approved by use of secret ballot by a majority of the voting faculty, including a two-thirds majority of the permanently tenured faculty. Amendments to this Code also require the approval of the Unit Code Screening Committee of the Faculty Senate, the Faculty Senate, and the Chancellor of East Carolina University.

This Code shall be effective upon approval by the Chancellor.

**Original Code approval:**

Code Committee Report Approved March 27, 1996 by the full H&HP faculty.

Code Committee Report Approved April 3, 1996 by the probationary H&HP faculty.

Code Approved November 6, 1996 by a majority of the permanently tenured H&HP faculty.

Code Reviewed February 10, 1997 by the Faculty Senate Code Screening Committee.

Code Approved May 2, 1997 by a majority of the permanently tenured H&HP faculty.

Code Approved September 4, 1997 by the Faculty Senate Code Screening Committee.

Code Approved March 12, 1998 by a majority of the permanently tenured H&HP faculty

Code Reviewed September 22, 1998 by the Faculty Senate Unit Code Screening Committee

Code Approved February 24, 1999 by a majority of the permanently tenured H&HP Faculty.

Code Approved April 6, 1999 by the Faculty Senate Code Screening Committee.

Code Approved April 27, 1999 by the Faculty Senate.

Code Approved May 14, 1999 by the Chancellor.

**Code Revision:**

Code Revision Approved November 27, 2006 by a majority of the permanently tenured H&HP faculty.

Code Revision Approved February 1, 2007 by the Faculty Senate Code Screening Committee.

Code Revision Approved February 20, 2007 by the Faculty Senate.

Code Revision Approved March 13, 2007 by the Chancellor.

**Code Revision:**

Code Revision Approved April 23, 2014 by a majority of the permanently tenured H&HP faculty.