

**UNIT CODE OF OPERATIONS  
EAST CAROLINA UNIVERSITY**

History Code Approval

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# CODE OF OPERATIONS

The Department of History

## 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. Departmental Objectives**

It is the purpose of the Department of History to make a vital contribution to liberal education through study of the human past, to prepare students for advanced work in the professions, and to promote research in history. In its effort to achieve these challenging objectives, the Department seeks to develop and maintain excellence in academic programs, to retain a competent and productive faculty, and to support scholarship, research, and publication. It is the function of the Department to advise and instruct undergraduate and graduate students, both major and non-major, and to encourage their participation in the professional and cultural aspects of the discipline. The Department of History will coordinate its programs with other disciplines to understand, in historical perspective, the world in which the students live.

### **Section II. Composition of the Department**

The Faculty of the Department of History shall consist of all faculty with appointment in the Department; all persons with full-time fixed-term appointments in the Department; and all persons on yearly or continuing appointments. Faculty members defined by the Graduate School in accordance with the East Carolina University Faculty Manual, Appendix F, constitute the Graduate Faculty of the Department.

### **Section III. Voting**

To cast a vote on issues listed in the current version of Appendix L as found in the East Carolina University *Faculty Manual*, a voting member must meet the criteria stipulated in Appendix L. To cast a vote on issues listed in the current version of Appendix D as found in the East Carolina University *Faculty Manual*, a voting member must meet the criteria stipulated in Appendix D. To vote on other matters and concerns involving the graduate program, a person must meet the criteria for membership in the Graduate Faculty of the Department of History. Members of the Graduate Faculty who are employed full-time by the University shall recommend policy on all matters affecting the graduate program.

#### **Section IV. Officers of the Department of History**

- A. The Chair of the Department is the chief administrative officer of the Department. The selection and tenure of office of the Chair shall conform with the East Carolina University Code as specified in Appendix L. The Chair shall:
1. represent the Department within the University Community;
  2. administer the affairs of the Department in accordance with the policies determined by the department code, Department, College, and University;
  3. supervise the scheduling of classes, advising of students, and their registration; and assignment of graduate students with assistantships to their duties;
  4. manage the operation of the departmental office and its staff, and have general responsibility for proper space utilization and for equipment and supplies belonging to the Department;
  5. prepare the departmental budgets in consultation with the Executive Committee, administer the budgets and other funds assigned to or belonging to the Department and review the status of the budgets and funds with the Executive Committee;
  6. evaluate annually each member of the Faculty of the Department using criteria adopted and approved by the Department; since teaching and scholarly activities are the prime obligations of the members of this Department, they shall be the paramount considerations used in the evaluation; service although important shall not be considered greater than or equal to either teaching or scholarly activity (see below Section VI.);
  7. recommend salary increments to the Dean of the College of Arts and Sciences, giving consideration to the principles and criteria established by the Department;
  8. conduct negotiations for hiring faculty members in cooperation with the Personnel Committee;
  9. preside over departmental meetings and supervise the composition and distribution of departmental minutes;
  10. serve as chair of the Executive Committee of the Department;
  11. forward recommendations of the Faculty of the Department of History to the appropriate administrative authority above the

unit level;

12. conduct annually a review of the performance of the four directors in the Department of History;
13. where reasonable and appropriate delegate responsibilities to Department officers, directors, faculty committees, or, in matters pertaining to the Department office, to the staff member who serves as office manager; in matters of faculty personnel action and salary recommendations, however, the Chair may not delegate his/her responsibilities to any other person or persons.
14. discuss with the Faculty of the Department the unit's annual budget request and its unit annual report;
15. and provide a means for Faculty of the Department to vote on the unit's SACS report, major planning documents, and other assessments of the unit prior to submission to person(s) outside the unit;

B. The Director of Graduate Studies shall be nominated by the Chair and elected by a majority of the Graduate Faculty. His/her term of appointment shall coincide normally with that of the Chair or continue until a successor has been nominated by the Chair and has been elected by the Graduate Faculty. The Director of Graduate Studies shall:

1. consult with and advise prospective graduate students in history, and prepare and distribute information describing the requirements for entrance into and completion of the program, graduate assistantships, fellowship grants, and other awards available to graduate students in history. He/she shall conduct a program of recruitment to enroll qualified students in the graduate program of the Department;
2. coordinate, in cooperation with the Chair of the Department and the Dean of the Graduate School, procedures relating to the admission of prospective history students in graduate instruction;
3. prepare schedules for graduate students in history who have not yet been assigned to a thesis director; assign graduate students in history to a member of the Department's Graduate Faculty (including Associate Graduate Faculty) who shall thereafter serve as adviser and thesis director;
4. be responsible for maintaining the academic records of graduate students enrolled in the Department, handling inquiries and requests for assistance that pertain to graduate work in the Department of History, and collecting and recording information pertaining to professional activities of former graduate students in history;
5. approve the membership of each M.A. thesis committee after consultation with the student and adviser; schedule and administer written comprehensive examinations in history;

6. serve on the Graduate Committee and cooperate with this Committee in the selection of graduate assistantships, fellowships, and the recipients of other awards;
  7. serve as a member of the Curriculum Committee;
  8. act for the Chair in his/her absence on graduate matters.
  9. advise the Chair in the formulation of the class schedule for graduate courses in history.
- C. The Director of Undergraduate Studies shall be nominated by the Chair of the Department and elected by a majority of the Faculty of the History Department. His/her term of appointment shall coincide normally with that of the Chair or continue until a successor has been nominated by the Chair and elected by the faculty. The Director of Undergraduate Studies shall:
1. receive students into the Department, review academic records, and assign students to appropriate faculty advisers. He/she shall maintain a database for undergraduate history majors. He/she shall also counsel potential history students who are interested in the Department's programs and advise interested history undergraduates concerning admission to graduate programs in history;
  2. process such forms as are designated by the Chair;
  3. keep abreast of regulations regarding major, minor, and general education requirements to inform Academic Advisers and students;
  4. serve on the Department's Undergraduate Committee;
  5. serve as a member of the Curriculum Committee;
  6. act for the Chair in his/her absence on undergraduate matters;
  7. advise the Chair in the formulation of the class schedule for undergraduate courses in history;
  8. be responsible for maintaining the academic records of undergraduate majors enrolled in the Department, handling inquiries and requests for assistance that pertain to undergraduate work in the Department of History, and collecting and recording information pertaining to professional activities of former undergraduate majors in history;
  9. identify and recommend candidates, in consultation with the Director of Social Studies Education for Secondary Schools, the Faculty adviser of Phi Alpha Theta, and the Department Chair, for undergraduate scholarships and honors to the Undergraduate Committee;

10. cooperate with the Director of Social Studies Education for Secondary Schools in the admission of students seeking social studies certification to the Upper Division of Teacher Education.

D. The Director of Social Studies Education for Secondary Schools shall be appointed by the Chair. The Director must be a member of the Faculty of the Department of History who holds the appropriate academic credentials and whose principal teaching responsibility is in history and social studies education for the secondary schools. The Director of Social Studies Education for Secondary Schools shall:

1. recruit and counsel prospective undergraduate and graduate students interested in teaching history and social studies in the secondary schools;
2. advise students enrolled in history and social studies education in the secondary schools of curricular, certification, and testing requirements. He/she shall recommend, in cooperation with the Chair, candidates for the teaching certificate;
3. coordinate, in cooperation with the Chair of the Department of History and the Director of Teacher Education, procedures relating to the admission of students seeking social studies certification to the Upper Division of Teacher Education;
4. in coordination with the Director of Clinical Experiences, assign students to secondary schools for directed observations and student teaching;
5. maintain a database, including information from periodic follow-up studies, of students recommended for social studies certification;
6. keep abreast of the certification standards and guidelines of the North Carolina Department of Public Instruction and the National Council for the Accreditation of Teacher Education; be responsible for the preparation of self-study reports for the accreditation of the social studies program;
7. maintain an active North Carolina teaching license in social studies;
8. serve on the Curriculum Committee of the Department of History and the Council for Teacher Education. He/she shall coordinate proposed curricular changes with the Departments of Anthropology, Economics, Geography, Political Science, Psychology, and Sociology;
9. conduct an annual review of the history and social studies education program;
10. serve as a liaison between the Department of History and the secondary schools.

E. The Director of the Program in Maritime History and Nautical Archaeology shall be appointed by the Chair. The Director must be a member of the Faculty of the Department of History who holds

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appropriate academic credentials. The Director of the Program Maritime History and Nautical Archaeology shall:

1. preside at Program staff meetings, appoint committees, recommend allocations for travel funds to the Chair, and lead Program faculty and staff in promoting professional growth and effective public relations;
2. report monthly to the Faculty of the Department of History, make an annual report on the state of the Program to the Chair, and advise the Chair and committees on matters pertaining to the Program;
3. initiate and administer arrangements with other institutions of higher learning, museums, government agencies, private foundations, and other appropriate bodies;
4. recommend the Program's operational budget to the Chair and supervise expenditures of allocated funds, provide administrative support for initiation and realization of grants in the Program;
5. assume responsibility for maintaining a current inventory of and caring for Program equipment and for reporting to the University Business Office breakage and needed repairs;
6. cooperate with the Department's Director of Graduate Studies in recruiting students for the Program and counsel students concerning thesis topics and career development;
7. serve on the Graduate and Executive committees of the Department of History;
8. manage the operation of the Program's office and its staff, conduct SPA staff evaluations, recommend to the Chair work assignments for graduate students with assistantships, and exercise general responsibility for proper space utilization and for equipment and supplies belonging to the Program.

## **Section V. Committees**

### **A. Standing Committees**

Members of standing committees shall be elected by a majority of the Faculty of the Department of History present and voting. At the second departmental meeting of the calendar year, the faculty shall elect three members to a Nominating Committee. The members shall serve for one year and nominate candidates in the event that committee vacancies occur. The chair of the Committee shall be elected by the Committee. The Nominating Committee shall survey the faculty for committee preferences and submit a slate of candidates for openings on standing committees one week in advance of the last scheduled meeting of the Department in the academic year. At that meeting, nominations from the floor shall be in order. Fixed-term and probationary faculty shall be eligible to election on standing committees, except as noted below. The Graduate

Committee shall be elected by and from the Graduate Faculty, to whom it shall report. A faculty member shall be eligible for no more than two consecutive full terms on a particular standing committee but shall be eligible to election to the Committee after a lapse of one year. A quorum for standing committees shall be a majority of elected faculty.

Standing committee meetings shall be open to members of the Faculty of the Department eligible to membership on the committee, except as specified by North Carolina Statute. Standing committee action shall be subject to approval by the Faculty of the Department, or by the faculty so specified.

Members shall be elected for three-year consecutive and overlapping terms, which shall commence at the beginning of the academic year and run for three calendar years or until their successors have been elected. The Chair of the Department shall serve as an ex-officio member of standing committees. With the exception of the Executive Committee, committee chairs shall be limited to no more than three consecutive annual terms. Following a one-year lapse, the individual shall again be eligible for office.

The standing committees of the Department shall consist of the Executive Committee, Curriculum Committee, Graduate Committee, Undergraduate Committee, and Research and Publications Committee. Members of a standing committee may elect from its membership a subcommittee to perform tasks as assigned.

1. The Executive Committee shall consist of the chair of each standing committee and the chair of the Personnel Committee. Additional members shall include the Departmental Chair, who shall serve as its chair, and the Director of the Program in Maritime History and Nautical Archaeology. It shall:
  - a. coordinate and make recommendations to the Faculty of the Department for basic policy;
  - b. make recommendations to the Faculty of the Department for the long-range development;
  - c. recommend to the Department's Tenure Committee the allocation of faculty and staff positions;
  - d. make recommendations to the Chair of the Department for the proper allocation of departmental resources and report results to the Faculty of the Department;
  - e. advise the Chair concerning the composition of an annual schedule of the Department and the assignment of individual responsibilities of the faculty;
  - f. review periodically the departmental code and make recommendations to the permanently tenured faculty of the Department, if necessary, for its revision;



- b. oversee undergraduate special programs (the 4550-4551 Honors, for example) and recommend to the Chair coordinators to supervise their operation;
  - c. establish procedures for the academic and career counseling of history majors;
  - d. coordinate with and advise the member of the Faculty of the Department of History responsible for the operation of the History Learning Lab;
  - e. establish priorities for the acquisition and use of audio-visual instructional materials, teaching aids, and the instructional environment;
  - f. assist the Directors of Undergraduate Studies and Graduate Studies and the Graduate Committee with Department-sponsored student activities.
5. The Research and Publications Committee shall consist of the Chair of the Department, ex-officio, and six elected members. At the first meeting of the academic year, the chair of the committee shall be elected by the members of the committee. It shall:
- a. distribute information concerning research grants and related activities;
  - b. promote research activities by members of the Department through such vehicles as the Department Research Seminar and History Roundtable;
  - c. recommend to the Faculty of the Department action for the development of library holdings;
  - d. select the library representative who acts as an intermediary between the Department and library in selecting new books for the library's collection;
  - e. oversee the selection of the Brewster Lecturer and the Brewster Scholar, and work with the Chair of the Department in arranging for the Lecture;
  - f. solicit proposals from the Faculty of the Department and recommend to the Chair expenditures from the Paschal Fund;
  - g. promote interest in history through public lectures, symposia, and other programs.

B. Personnel Action Committees

- 1. The Tenure Committee shall be responsible for making recommendations regarding initial appointments with permanent tenure, reappointments of

probationary-term faculty members, and the granting of permanent tenure. It shall consist of all of the permanently tenured voting faculty of the Department, as defined by Appendix D, including those who are on leave yet physically present at the time of the vote, but excluding the Chair of the Department.

2. The Personnel Committee shall be responsible for making recommendations for fixed-term appointments and initial probationary appointments. It shall consist of all of the permanently tenured and all of the probationary-term faculty, as defined in Appendix D, so long as the latter number does not exceed one-third of the total membership of the Committee. In the latter event, the voting faculty members of the Department shall elect a contingent of probationary-term faculty members equal to, but not to exceed in number, one-half the number of the permanently tenured faculty members. The Committee shall include those members who are on leave yet physically present at the time of the vote, but excluding the Chair of the Department. The Personnel Committee shall perform those functions as listed in Appendix D.
  3. The Promotion Committee shall be responsible for making recommendations for promotion in rank. It shall consist of the permanently tenured and probationary-term faculty, as defined in Appendix D, excluding the Chair of the Department. Members must hold rank at least equal to the rank for which the candidate is being considered.
- C. The chair of the Personnel Committee shall be permanently tenured, hold the rank of Professor, and be elected annually by and from the Personnel Committee's membership. The chair shall preside over the Tenure and Promotion Committees and may participate in the decisions of any committee of which the chair is a member. The chair shall be responsible for calling the meetings of such committees, obtaining and distributing materials to be used during deliberation of such bodies, ensuring that a valid vote has been taken, communicating the results of such votes to the appropriate faculty and to the Chair of the Department, and performing other duties as designated by the Department.

## **Section VI. Criteria for Appointments, Professional Advancement, and Annual Evaluation**

- A. The general criteria for annual evaluation/salary increments used to evaluate a faculty member for achievement are, in order of importance: (1) teaching; (2) research and scholarly activities; and (3) professional service to the department, the university, the profession, and the community. Service shall be no less than 10% of the faculty member's assignment. The department chair and faculty member shall determine the relative weights at the time of employment or prior to the beginning of the academic year.
- B. For appointments and professional advancement, evaluation should be based on the following:
  1. Teaching. The Department of History considers teaching to be of primary importance to the University. The Department of History expects faculty

members to have knowledge of subject matter commensurate with teaching assignments, to maintain awareness of developments in the discipline, and to communicate to students their knowledge of and interest in the discipline. The faculty member is expected to encourage students in responsible and careful inquiry.

a. Teaching criteria. Teaching shall include:

- 1) Development of curricula; syllabi; and other teaching materials (software, textbooks) for implementation in the classroom or for dissemination through publications, papers, public lectures and programs or non-print media.
- 2) Transmission of knowledge in a challenging but accessible manner in the traditional as well as non-traditional classroom.
- 3) Development of forms of fair and rigorous assessment for evaluating students' academic achievement.
- 4) Participation as appropriate in student academic advising in regard to course work, program progress, program choices, and career planning.
- 5) Involvement as appropriate in student mentoring in regard to directing independent study, honors, and thesis research.
- 6) Other activities that may be considered as teaching including, for example, organization and participation in collaborative content-based programs with schools; and preparation of museum exhibitions, films, and videotapes as forms of teaching.

b. Measures for evaluation of teaching:

- 1) Portfolios prepared by faculty members. The portfolios shall include a syllabus or course outline, listing title of course; instructor's name, office number and office hours; course objectives, major topics, reading and writing assignments; number and weight of tests and examinations; title of textbook(s); and attendance requirements. The portfolios may also include other instructional materials and information that faculty members voluntarily make available as evidence of teaching effectiveness. Portfolio materials shall be kept cumulatively on file for fixed-term faculty and for the probationary period of probationary-term faculty. Permanently tenured faculty shall keep portfolio materials current for one-year periods after end-of-year evaluations.
- 2) Peer observation (the direct observation of classroom teaching) of probationary-term faculty.
- 3) Student opinion of instruction data

## 2. Research and scholarly activities

- a. The department encourages and supports the continuing efforts of faculty members to pursue research and scholarship. A faculty member's research and scholarly activities shall reflect the high professional standards incumbent upon those who enjoy full academic freedom; such activities must be measured by standards of quality, not merely by quantity.
- b. The advancement of knowledge through research comprehends (1) serious inquiry aimed at the discovery and interpretation of knowledge and the revision of accepted understanding in the light of new knowledge, and (2) the appropriate professional dissemination of the finding of such inquiry. The bases of research may be manuscript and printed sources, material culture, oral history interviews, archaeological investigations, and other source materials. Professional dissemination of research findings comes primarily through publication in the form of a monograph or refereed journal article.
- c. Other vehicles for dissemination of research findings include delivery of a paper or lecture at a meeting or conference, composition of a field study, preparation of a museum exhibit or other project or program, or presentation in a contract research paper, policy paper, or other commissioned study. The advancement of knowledge also comprehends documentary or critical editions, translations, and works of synthesis or textbooks that make an original contribution.
- d. While less significant than the advancement of knowledge through research, other kinds of scholarly activity form an important part of professional work. Such activity includes editing anthologies, journals, series of volumes and newsletters; publication of book reviews and review essays in journals or anthologies; synthesis of scholarship through publication in a textbook, magazine, encyclopedia, or other outlet, or presentation in a paper or lecture, museum exhibition or other public program, or contract research report, policy paper, or other commissioned study; research and publication in history education; reviewing or refereeing manuscripts for scholarly publications; and organizing scholarly meetings. Scholarly activity may also include various efforts in public history including public programming in museums and other cultural and educational institutions; consulting and providing expert testimony on public policy and other matters; writing and compiling institutional and other histories; historic preservation and cultural resource management; or archival administration and the creation of bibliographies and databases.

## 3. Professional Service

- a. The Department of History considers service to the Department, University, one's discipline and profession, and community as important.
  - b. Service shall include committee assignments, both administrative and academic in the department, college, and university; it shall also include professional service reviewing or refereeing manuscripts for professional colleagues and granting agencies; evaluating research of faculty for other universities; holding office and committee responsibilities in professional groups and associations; participating in community service directly related to the faculty member's profession, including articles and reviews in popular publications, service on committees, commissions, and boards.
- C. Among the many qualifications that may be considered when making initial appointments, the following specific criteria are essential:
1. Instructor: Evidence of a sound educational background for the position, including as a minimum the master's degree; and evidence of teaching ability.
  2. Assistant Professor: Qualifications of the previous rank; a terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned; evidence of potential for continued professional growth, which shall be in part measured by teaching effectiveness, the mastery of the subject matter, research and scholarly activities; and professional service.
  3. Associate Professor: Qualifications of the previous ranks; evidence of teaching effectiveness at the undergraduate and graduate level; a record of research resulting in publication and/or scholarly activity with comparable results; a record of participation in professional organizations; effective service on departmental, college, academic and/or administrative committees; and a record of effective service to the profession and discipline.
  4. Professor: Qualifications of the previous ranks; an established record of excellence in teaching; an established record in significant publication and/or scholarly activity with comparable results; and a record of significant service to the profession and discipline.
- D. Professional advancement through promotion is a means by which professional achievement is encouraged, recognized, and rewarded by the university. Among the many qualifications that may be considered when making recommendations for promotion, the following are essential:
1. 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 that shall, in part,

be measured by research and scholarly activity and service to the profession and discipline.

2. Associate professor: Qualifications of the previous rank; evidence of teaching excellence; a record of research resulting in publication and/or scholarly activity with comparable results; a record of participation in professional organizations; and effective service on departmental, college, academic, and/or administrative committees.
3. Professor: Qualifications of the previous ranks; an established record of excellence in teaching; a record of significant research publication and scholarly activity; a record of significant service to the profession and discipline; and significant service as a member on departmental, college, and academic and/or administrative committees.

## **Section VII. Procedures for Appointments, Reappointments, and the Granting of Permanent Tenure**

### **A. Recruitment of Faculty**

1. When a full-time faculty position is available to the Department, the Executive Committee drafts a position description for approval by the Department's Tenure Committee. Following concurrence by the Department's Tenure Committee and the appropriate administrative authorities, the description is forwarded to the Executive Committee, which develops an announcement of the position's availability, according to University policies and subject to approval by the appropriate administrative authorities.
2. The chair of the Personnel Committee, following consultation with the Chair of the Department and appropriate members of the faculty, recommends the composition of a search committee to the Personnel Committee. Following approval by the Personnel Committee, the Search Committee conducts a search following University policies to fill the available position. The Search Committee recommends to the Personnel Committee candidate(s) for the available position. The Personnel Committee approves or rejects the recommendation(s). The Chair of the Personnel Committee forwards its recommendation(s) to the next higher authority; the Chair of the Department does or does not concur.
3. Should the Personnel Committee reject the recommended nominee(s), the search remains open. The Search Committee recommends to the Personnel Committee additional nominations. Should the Personnel Committee request a new search, the process described in A. 2 is initiated again.
4. In the instance of appointing persons to available part-time positions and/or adjunct positions, the Chair of the Department shall submit a list to the Personnel Committee of persons to fill such vacancies. The Personnel Committee shall approve persons from the list. Should the list be rejected, the process as described herein is repeated. Following approval of the candidates, the Chair of the Department seeks approval as appropriate of the nominated candidates.

B. Initiation of Recommendations for Reappointments

1. The Department of History's procedures for making reappointments and the conferral of permanent tenure shall conform to and be consistent with the substantive and procedural provisions of the current edition of Appendix D of the East Carolina University *Faculty Manual*.
2. Pursuant to timely notification from the Chair of the Department, the Tenure Committee shall distribute to the probationary-term faculty members subject to periodic reappointment the approved University documents.
3. The candidate shall compile a Personnel Action Dossier (PAD) in accordance with the provisions of Appendix D, East Carolina University *Faculty Manual*.
4. The Personnel Action Dossiers of candidates shall include written materials used by the Tenure Committee and shall be made available in the departmental office at least one week prior to a specially called meeting of the Tenure Committee.
5. The Tenure Committee, with the chair of the Committee presiding, shall consider and vote upon the candidate. Recommendations of the Tenure Committee for or against reappointment of candidates shall be conveyed by letter from the chair of the Tenure Committee to the Chair of the Department.
6. Subsequent procedures governing the disposition of departmental recommendations are provided in Appendix D, East Carolina University *Faculty Manual*.
7. The procedures for appeal of notice of nonreappointment are provided in Appendix D, East Carolina University *Faculty Manual*.

C. Granting of Permanent Tenure

1. Recommendations for granting University permanent tenure shall originate with the Tenure Committee. A majority of the members of the Tenure Committee of the Department must approve the recommendation to initiate the grant of permanent tenure.
2. Recommendations of the Tenure Committee concerning the conferral of permanent tenure shall be forwarded by the Chair of the Department to the appropriate administrative authority above this unit level.
3. Pursuant to timely notification from the Chair of the Department, the Tenure Committee will consider a recommendation for or against the conferral of permanent tenure upon designated probationary-term faculty members. The Committee will provide each designated faculty member the appropriate University documents. In addition to the completed University

documents, the Committee shall utilize any other materials found in the candidates' Personnel Action Dossiers.

4. The Personnel Action Dossiers shall be assembled and maintained in accordance with the provisions of IV.F. in Appendix D, East Carolina University *Faculty Manual*.
5. The Tenure Committee in preparing a recommendation for or against conferral of permanent tenure shall apply criteria outlined in Section VI of this Code.
6. The Personnel Action Dossiers of candidates shall include all written materials used by the Tenure Committee and shall be made available for examination at least one calendar week prior to a called meeting of the Tenure Committee.
7. Recommendations of the Tenure Committee concerning conferral of permanent tenure shall be conveyed by letter from the chair of the Tenure Committee to the Chair of the Department of History.
8. Subsequent procedures governing the disposition of departmental recommendations are provided in Appendix D.

D. Progress toward Tenure Letters

1. Each spring semester the Chair of the Department of History, in consultation with the Personnel Committee, will write a progress toward tenure letter to each probationary-term faculty member. In accordance with the procedures specified in Appendix D, East Carolina University *Faculty Manual*, this letter will be placed in the Personnel Action Dossier of each probationary-term faculty member.

## **Section VIII. Procedures for Promotions**

A. Recommendations for Promotion

1. Each academic year the Promotion Committee will notify permanently tenured and probationary-term faculty of less than full academic rank of its schedule for considering promotion requests. At the same time, the Committee will provide each notified faculty member the appropriate University documents.
2. The faculty member must complete the appropriate University documents ("Format . . .") and attach a letter clearly indicating his/her wish to be considered for advancement in academic rank.

3. The candidate shall compile a Personnel Action Dossier (PAD) in accordance with the provisions of Appendix D, East Carolina University *Faculty Manual*. In addition, faculty members are also urged to include in their PAD any additional material they believe might be pertinent in determining readiness for promotion.
4. To initiate the process of external peer review of research and scholarly activity, the Personnel Committee will utilize those procedures for external peer review for promotion specified in Appendix D, East Carolina University *Faculty Manual*.
5. After receipt of the Personnel Action Dossier, the Promotion Committee will review the candidate's qualifications for promotion. Recommendations shall be conveyed by letter from the Chair of the Promotion Committee to the Chair of the Department.
6. Recommendations of the Department concerning promotions shall be forwarded by the Chair of the Department to the appropriate administrative authority above this unit level.

#### **Section IX. Meetings**

- A. Meetings of the Department shall be in conformity with University policy. Either the Chair or a majority of the members of the Faculty of the Department in residence shall have the authority to call special meetings of the Department. The Chair of the Department shall circulate the agenda for meetings three days in advance, except in emergencies.
- B. The agenda shall include matters of departmental policy recommended by a member of the Faculty of the Department or any standing or special committee. An item shall be placed on the agenda not later than the time of the second regular meeting of the Department after receipt of the recommendation.
- C. The Chair (or any designated representative of the Chair) shall preside over all meetings of the Department. At all meetings an actual quorum shall be present. A quorum shall consist of a majority of the members of the Faculty of the Department in residence. No votes shall be cast by proxy. Departmental action will be determined by those present and voting. In the absence of specific rules adopted by the Department, the proceedings shall be conducted according to the most recent edition of *Robert's Rules of Order*. Minutes of departmental meetings shall be kept by a person designated by the Chair; the minutes shall be distributed to members of the Faculty of the Department of History.
- D. The quorum for standing committees shall be a majority of elected members. In the absence of the chair of a standing committee, the elected member senior in rank and service shall preside. Minutes of each standing committee shall be kept by a secretary elected by the committee. Each secretary shall distribute the minutes to the Faculty of the Department of History.

#### **Section X. Evaluation of Unit, Unit Administrator(s) and University Administrators**

- A. The faculty of the Department will conduct program, unit administrator and University administrator(s) evaluations in accordance with the provisions of Appendix L, East Carolina University Faculty Manual.

**Section XI. Amendment**

- A. This code may be amended at any meeting of the Department by a majority of the permanently tenured Faculty of the Department as defined in Appendix L, East Carolina University *Faculty Manual*, providing that seven days' notice of the proposed action has been given and that the amendment is accepted by the Faculty Senate and the Chancellor.

1 November 1994