

Effective date: \_\_\_\_\_

Latest Revised Date \_\_\_\_\_

INITIAL CODE OF OPERATIONS

Department of Hospitality Management  
College of Human Ecology

EAST CAROLINA UNIVERSITY

1. Approved by the tenured faculty of the unit  
Chair, Unit Code Committee: Dori Finley 3-24-08  
(editorially revised 4-17-08)
2. Submitted to Department Chairperson Robert O'Halloran 3-24-08, 4-18-08
3. Submitted to Dean Margie Gallagher 3-24-08, 4-18-08
4. If changed, reapproved by tenured faculty:  
Chair, Unit Code Committee Dori Finley 3-24-08, 4-18-08
5. Reviewed/recommended by Faculty Senate Unit Code Screening Committee  
Chair: Garris Conner 3-24-08, 4-18-08
6. Approved by the East Carolina University Faculty Senate  
Chair: Mark Taggart, 4-22-08, Faculty Senate Resolution #08-28
7. Approved by East Carolina University Chancellor/or designee:  
Chancellor: Steve Ballard **May 21, 2008** (Effective date)

Revision of Code: \_\_\_\_\_ Complete; or \_\_\_\_\_ Part(s) Effective: \_\_\_\_\_

## Department of Hospitality Management

### 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*.

In order to establish governance of the East Carolina University Department of Hospitality Management, the faculty and administration adopt the following code:

#### **I. Objectives/Mission**

The Department of Hospitality Management (HMGT) is committed to improving the well-being of society through teaching which prepares students for competent professional practice, research/creative activities which address the issues of importance to individuals, families, and business, and service which enhances the profession of Hospitality Management.

#### **II. Organization/Composition of the Department**

##### **A. Definitions of Voting Faculty Members**

In all matters, except for those outlined in Appendices D, L, and other pertinent appendices of the *ECU Faculty Manual*, the voting faculty in HMGT consists of full-time faculty holding rank or title of professor, associate professor, assistant professor, or instructor with at least 51% teaching and research/creative activity assignments.

The voting graduate faculty shall consist of those faculty who have been appointed as graduate faculty members, associate graduate faculty members, or graduate teaching faculty members of the ECU Graduate Faculty as defined in Appendix F of the *ECU Faculty Manual*, and who hold at least a 51% teaching/research/creative activity appointment in the Department of Hospitality Management. Only faculty who hold status as a graduate faculty member may vote on university-wide graduate issues.

##### **B. Role of the Chairperson**

The Chairperson of the Department of HMGT, as chief administrative officer of the unit, is responsible for the department in accordance with the policies determined by the department, college and university codes. The selection, term of office and evaluation for the Chairperson shall conform to *ECU Faculty Manual, Appendix L, Sections B and F. Evaluation of the Chairperson* be in accordance with established University policies.

The Chairperson is responsible to the Dean of the College of Human Ecology (CHE) for administration of the Department of Hospitality Management, unit plan, budget, facilities, equipment, instruction, research/creative activity, service, personnel, and fund development. The Chairperson ensures that unit and university code procedures are followed. The Chairperson is also responsible for personnel actions relating to subject to personnel act (SPA) employees assigned to the department. The Chairperson will utilize university and college resources to carry out the following duties. Duties of the Chairperson include, but are not limited to, the following:

1. Develop course schedules and teaching assignments.
2. Direct the department strategic plan.

3. Develop and administer the department budget.
4. Provide update on department financial status at faculty meetings.
5. Conduct meetings with faculty and staff to review annual evaluations and progress toward tenure letters, as appropriate.
6. Develop plans and evaluate the use of department facilities and equipment.
7. Facilitate faculty and staff development and mentoring programs for tenure track faculty.
8. Conduct orientation programs for new faculty and staff.
9. Provide support for grant writing, budgets, editorial review, and grant administration for faculty.
10. Coordinate an annual fundraising and alumni development program.
11. Coordinate an annual marketing plan for the department programs with updates on a semester basis.
12. Preside at department and program faculty meetings. Appoint a leader for meetings when not able to attend.
13. Assign advising responsibilities and coordinate with College Advising Center and Distance Education (DE)/Graduate Program Coordinator.
14. Develop and support a faculty development leave program.
15. Monitor committee performance and membership.
16. Evaluate program coordinator performance using input from faculty and students.
17. Develop and maintain external relationships.

When the Chairperson's position becomes vacant, the procedures outlined in Appendix L of the *ECU Faculty Manual* will be followed in finding a replacement.

#### C. Procedures for Faculty Consideration of the Annual Budget Request and Annual Report

In the spring of each year, the Department Chairperson will solicit faculty recommendations for department budget priorities for the following academic year, and copies of final department budget requests will be made available to the faculty. At the first faculty meeting in the fall term, the Chairperson will report to the faculty on department budgets, as well as the department annual reports from the preceding year.

#### D. Role of Program Coordinator

A Program Coordinator for the Distance Education/Graduate curriculum will be appointed by the Chairperson and negotiated with the faculty member, including a stipend or release time. The coordinator works in coordination with the faculty and Chairperson and is responsible to the Chairperson. The Program Coordinator will be reviewed annually by the Chairperson using input from program faculty and students. Duties of the program coordinator include the following as needed by the program:

1. Facilitate the development and revision of curricula.
2. Market programs and handle requests for information.
3. Coordinate admissions processes.
4. Serve on faculty search committees.
5. Develop and maintain external relationships in conjunction with Chairperson.
6. Schedule program faculty meetings.
7. Develop and submit budget requests for program using faculty, staff, and student input.
8. Direct accreditation processes and the program evaluation process.

### III. Unit Committees, Councils, and Representatives

All committees serve in an advisory capacity to the unit faculty and to the Chairperson. The Chairperson shall be an ex-officio member (without vote) on the committees except for personnel and Appendix L committees on which the Chairperson does not serve. All standing committees shall hold regularly scheduled meetings. Other meetings may be held upon request of the committee chair, the Department Chairperson, or a majority of the committee. The chair of each committee shall report regularly at unit meetings and shall file minutes of all meetings, along with an annual report of the committee's accomplishments, with the departmental office at the end of the academic year. The quorum for each committee shall be all voting committee members.

The Department Chairperson and the faculty shall be obligated to take action upon all applicable committee recommendations. The Chairperson shall inform committee chairs and faculty specifically involved, as appropriate, of actions taken.

#### A. Standing Committees

The standing committees of the unit are: Curriculum, Student Services and Scholarship, and Code committees. Committee members shall be elected or appointed in the spring to serve staggered three-year terms with the election of new members each year. Regular expired vacancies on each committee shall be filled in the spring through election or appointment as specified in each committee's structure. In the event that a member of a standing committee is unable to complete a term of office, the chair of the committee shall notify the Department Chairperson of the need for a replacement.

The senior faculty committee member shall convene the first meeting of each committee at the beginning of the academic year. At the first committee meeting of each academic year a chair and a secretary for each committee shall be elected, except where otherwise noted. The chair shall be an elected member serving a second year or third year of membership, if possible. In the absence of the chair of a standing committee, the member senior in rank, or if there are more than one at the same rank, then the faculty member with the most years of service, shall preside.

##### 1. Curriculum Committee

- a. Structure: The curriculum committee shall consist of five tenured, probationary-term, and full-time fixed-term faculty members in the department
- b. Duties: Make recommendations to the University Curriculum Committee concerning the undergraduate curricula within the department following approval of faculty:
  - (1) Recommend proposals for new courses, tracks, options, and degree programs.
  - (2) Review and make recommendations on course offerings and changes in the catalogue which require University action as proposed by the department faculty.
  - (3) Review and recommend guidelines for admission to programs offered by the department
  - (4) Review guidelines for degree requirements.
  - (5) Develop and implement a process for designating and recording curriculum changes linked to learning outcomes assessment.

##### 2. Student Services and Scholarship Committee

- a. Structure: The student services and scholarship committee shall consist of three faculty members from the department.
- b. Duties:
  - (1) Solicit nominees, evaluate applicants, and recommend student recipients for department awards and scholarships.
  - (2) Direct arrangements for the department graduation reception.

##### 3. Code Committee

- a. Structure: Three faculty members (as defined by Appendix L) elected from the members who have at least three years of service at ECU.
- b. Duties:
  - (1) Review annually the Code, solicits input from faculty for suggested changes, and recommends revisions to the faculty as needed.
  - (2) Conduct a complete review of the Code according to the schedule developed by the University Unit Code Screening Committee.

#### B. Ad Hoc Committees and Task Forces

Ad hoc committees shall be established by the Chairperson or upon recommendation of a majority of the faculty. In consultation with the faculty, the Chairperson may appoint or faculty may be elected to ad hoc committees or task forces by department faculty. Results of the ad hoc committee and or taskforces will then be shared with the faculty and or appropriate committee for possible action.

### C. Councils

Councils of the unit are: Graduate Faculty Council.

#### 1. Graduate Faculty Council

a. Structure: The Graduate Faculty Council consists of all members of the Graduate Faculty. Voting faculty are defined in Appendix F in the *ECU Faculty Manual*. The DE/Graduate Program Coordinator shall serve as chair of the Graduate Faculty Council.

#### b. Duties:

- (1) Serve as Graduate Curriculum Committee for Department.
- (2) Consider all graduate curriculum proposals.
- (3) Approve all graduate program development requests.
- (4) Establish graduate program admissions processes and criteria.
- (5) Develop procedures and approve applications for Graduate Faculty membership.
- (6) Make recommendations for graduate program budget requests, marketing, and evaluation.

### D. Representatives

#### 1. Faculty Senators

- a. Faculty senators and alternates shall be elected by the department faculty following procedures in the *ECU Faculty Manual*. The Faculty Senators shall attend all meetings of the Senate and represent the needs and interest of the department at these meetings. The senators will report on critical issues from the Faculty Senate to the faculty within a week of the regular meetings of the Faculty Senate. The senators will also solicit faculty opinions and comments with regard to issues before the Senate
- b. The term of the Faculty Senator is 2 years.

#### 2. Joyner Library Representative

- a. The Library Representative shall be elected by the department faculty or appointed by the Department Chairperson and negotiated with the faculty member.
- b. Duties:
- (1) Serve as liaison between the department and Joyner Library in matters pertaining to the selection and acquisition of books, periodicals and other materials.
  - (2) Assume responsibility for the utilization of library funds according to policies and procedures established by the department faculty.

#### 3. College of Human Ecology Faculty Council Representatives

- a. Faculty council representatives shall be elected by the department faculty following procedures in the CHE Constitution. Council representatives shall report critical issues to the faculty within one week of each meeting.
- b. The term of the Faculty Council Representative is 2 years.

#### 4. College of Human Ecology Ad hoc Representatives

Ad hoc representatives shall be appointed by the Department Chairperson and negotiated with the faculty member.

## IV. Faculty Personnel Actions

All department personnel actions shall comply with procedures and practices outlined in the *ECU Faculty*

*Manual* Appendix C and D, and other university documents approved by the chancellor or provost and vice chancellor for academic affairs.

A. Personnel Committee

1. Structure: Two tenured faculty members, one probationary term faculty member, and an alternate tenured and an alternate probationary term faculty member elected by a majority of the department voting faculty.
2. Duties: as described in Appendix C and Appendix D of the *ECU Faculty Manual*.

B. Selection and Appointment of New Faculty

The procedures and criteria for the selection and appointment of new faculty members in each department will comply with those listed in the *ECU Faculty Manual* as outlined in Appendices C and D.

C. Teaching Assignments and Reassigned Time

The Department Chairperson will be responsible for making teaching assignments and assignment of reassigned time in accordance with procedures outlined in the *ECU Faculty Manual*, Appendix C, Section II.

D. Faculty Evaluation

1. Annual Performance Evaluation

Faculty members work under the leadership of the Department Chairperson to carry out and maintain excellence in academic programs within departments, provide effective teaching, develop productive research/creative activities programs, provide service to the university, profession, and the community, and function in special assignments as mutually agreed.

All faculty evaluations shall be conducted according to procedures prescribed by the *ECU Faculty Manual*, Appendix C-III. At the beginning of each academic year, each faculty member will develop, in conjunction with and with the approval of the Department Chairperson, a statement of goals in teaching, research/creative activities, service, and other activities, where appropriate. This statement will include the relative weight of evaluation in each category of performance. Under special circumstances, faculty members' loads may include assignments other than teaching, research/creative activities, and service, and these assignments will be agreed upon with the Chairperson and included as part of the goal statement at the beginning of the year. Goals will be developed based upon the needs of the faculty member, the department and school, and should reflect the relative weights of assignments established under part IV.C2 of this code.

The faculty member will be evaluated annually near the end of the spring semester. The annual evaluation will be based upon the annual report as related to completion of the goals established at the beginning of the academic year and to teaching, research/creative activities and service criteria. A guide to these criteria approved by a majority of the permanently tenured faculty will be provided in the Department of Hospitality Management faculty handbook which is maintained in the department office and is available to all faculty.

2. Relative Weights for Annual Faculty Evaluation

The relative weight of teaching, research/creative activity, and service in the annual faculty performance evaluation of tenured and probationary faculty (as specified in Appendix C of the *ECU Faculty Manual*) shall be at least 25%, 25%, and 10%, respectively. Exceptions to this load may be made in writing with mutual agreement of the faculty member and the Chairperson when special opportunities in teaching, research/creative activities or service arise (i.e., reassigned time from teaching or research/creative activities grants). Fixed-term faculty will usually have assignments that vary from the above weights. However, in no case will service be weighted more than teaching or

research/creative activities.

#### E. Procedures for Developing Criteria for Salary Increases

When merit pay funds are available for distribution within the Department of Hospitality Management, the chair shall, as part of the annual evaluation of faculty, using weights dictated by this Code and those mutually agreed to by the chair and the faculty member being evaluated, recommend each faculty member's merit award to the respective Associate Dean. The Associate Dean recommends each faculty member's merit award to the Dean.

The criteria on which these awards shall be based are the faculty member's performance in teaching/advising, research/creative activities, and service, as well as contributions to the Department and College's mission and strategic plan. The chair's recommendation shall be based upon the duties, responsibilities, and accomplishments as reflected in the annual faculty evaluation.

The Dean shall report annually to the unit and each faculty member salary increments in accordance with East Carolina University Faculty Manual Appendix C.

#### F Reappointment, Tenure and Promotion

##### 1. Criteria for Reappointment or Subsequent Appointment

Probationary term faculty shall be evaluated for reappointment based on a continuing need for the faculty member's expertise, the availability of resources, and a level of performance in teaching, research/creative activities, and service that indicates the faculty member is making satisfactory progress toward the goal of receiving a favorable recommendation for the granting of permanent tenure and where appropriate, promotion.

Fixed-term faculty will be considered for subsequent appointment based on continuing need for the faculty member's expertise, the availability of resources, and satisfactory performance in teaching, service and other duties assigned to the faculty member.

##### 2. Criteria for Tenure

"Conferral of tenure shall be based on the faculty member's demonstrated professional competence, in teaching, research/creative activities and service; a potential for future contribution; and the institution's needs and resources" (*ECU Faculty Manual, Appendix D*). Within the context of university policy, conferral of permanent tenure shall be based on the following criteria:

- a. An appropriate terminal degree as "evaluated by the academic unit and affirmed by the appropriate administrative officer and the profession concerned" (*ECU Faculty Manual, Appendix C*).
- b. Demonstrated competence in teaching, research/creative activities and service.
- c. A record of satisfactory performance in all three areas of teaching, research/creative activities, and service will be expected. A strong record of accomplishment in one of these areas will not be considered a substitute for deficiencies in another area. In no case will service be weighted heavier than teaching or research/creative activities.
- d. Evidence is expected of potential for continued professional growth and on-going contributions to the field.

##### 3. Criteria for Promotion

Promotion shall be based upon the faculty member's total demonstrated professional competence and

achievement following criteria for each rank as described in Appendix C of the *ECU Faculty Manual*.

G. Policy for the cumulative review of permanently tenured faculty

Post-tenure review of all tenured faculty will follow procedures outlined in the *ECU Faculty Manual*, Appendix B. Specific procedures developed for Hospitality Management faculty can be found in the HMGT Faculty Handbook which is maintained in the departmental office.

H. Personnel/Evaluation Files

Personnel files for the Department of HMGT will be kept and maintained in a secured locked storage space according to the provisions prescribed in the *ECU Faculty Manual*, Part VI and Appendix C.

**V. Meetings of the Department of Hospitality Management**

Meetings of the department shall be conducted in conformity with university policy and Robert's Rules of Order, Newly Revised. The Chairperson shall convene at least one meeting of the faculty each academic semester. Special meetings can be called by the Chairperson or upon a written petition to the Chairperson from a majority of the voting members of the faculty or from a department committee.

**VI. Evaluation of Department and Department Administrators**

A. Quinquennial Unit Program Evaluation

The Department of HMGT shall complete a self-evaluation quinquennially as outlined in the *ECU Faculty Manual*, Appendix L.

B. Procedures for Review of all Major Planning Documents.

The Chairperson and program coordinators, in consultation with the faculty, will develop the periodic planning and self-study documents for the department required by the university. All major planning and self-study documents for departments will be reviewed and approved by the faculty in regular or called meetings, with a 2/3 majority vote of all voting faculty required for approval.

C. Annual and Quadrennial Evaluation of Unit Administrators

The Chairperson of the Department of HMGT will be evaluated annually and quadrennially **in accordance with established University policies**. In addition to conducting the balloting for the Quadrennial Evaluation of the Unit Administrator, the elected Faculty Leader of the Quadrennial Unit Administrator Evaluation will request a summary of accomplishments from the Unit Administrator that will be made available to the faculty as part of the evaluation process.

E. University Administrators Evaluation

All eligible voting faculty members (as defined by Appendix L) within the Department of HMGT shall have an opportunity to participate in evaluations of university administrators **in accordance with established University policies**.

**VII. Amending the Code**

Any HMGT faculty member may initiate a proposed amendment to the Code. Proposed amendments may be presented to the faculty at any regularly scheduled faculty meeting. The vote on a proposed amendment to the Code requires notice at a previous meeting. Following approval of a majority of the total voting faculty, a 3/5 vote of the permanently tenured faculty shall be required for an amendment to carry in the Department, whereafter it must receive the approval of the Faculty Senate and the chancellor of East Carolina University. Code procedures as specified in this code are superseded by changes in the university

code, *ECU Faculty Manual*, or university structure. The faculty may enact special procedures to comply with changes with a 3/5-majority vote of the permanently tenured faculty. A formal amendment to the code should be made to comply with such changes within 12 months of the enactment of special procedures.

#### **VIII. Enabling Clause**

Following approval by a majority of the total faculty, the Code shall go into effect upon acceptance by a 3/5 majority of the permanently tenured faculty of the Department, the Faculty Senate and the chancellor of East Carolina University. The unit administrators should ensure that code procedures are followed.