

UNIT CODE OF OPERATIONS

Department of Interior Design and Merchandising
College of Human Ecology
EAST CAROLINA UNIVERSITY

1. Approved by the tenured faculty of the unit
Chair, Unit Code Committee: Ginger Woodard Date: 3-1-04
2. Submitted to Department Chair Katherine Warsco Date: 3-1-04
3. Submitted to Dean Margie Gallagher Date: 3-1-04
4. If changed, reapproved by tenured faculty:
Chair, Unit Code Committee not applicable
5. Reviewed/recommended by Faculty Senate Unit Code Screening Committee
Chair: Garris Conner Date: 4-6-04
6. Approved by the East Carolina University Faculty Senate
Chair of the Faculty: Rick Niswander Resolution #04-24 Date: 4-20-04
7. Approved by East Carolina University Chancellor/or designee:
Interim Chancellor: Bill Shelton Date: **4-26-04**
(Effective

date)

DEPARTMENT OF INTERIOR DESIGN AND MERCHANDISING

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 Interior Design and Merchandising, the faculty and administration adopt the following code:

I. Objectives/Mission

The Department of Interior Design and Merchandising (IDMR) is committed to improving the quality of life for individuals, families, and community through teaching which prepares students for competent and dedicated professional practice; research /creative activity which addresses the needs of individuals, families, and community; and service which enables practicing professionals to enhance their contributions to the well-being of society.

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 IDMR consists of full-time faculty holding ranks of professor, associate professor, assistant professor, instructor, and lecturers 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 College of Human Ecology. Only faculty who hold status as a graduate faculty member may vote on university-wide graduate issues.

B. Role of the Chairperson

The Chair of the Department of Interior Design and Merchandising, 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 of the chair conforms to the ECU Faculty Manual, Appendix L, Sections B and F.

The Chair is responsible to the Dean of the College of Human Ecology for administration of the Department of Interior Design and Merchandising, unit plan, budget, facilities, equipment, instruction, research/creative activity, service, personnel, and fund development. The chair ensures that unit and university

code procedures are followed. The chair is also responsible for personnel actions relating to SPA employees assigned to the department.

When the chairperson's position becomes open, the procedures outlined in Appendix L-B 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 chair 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 chair will report to the faculty on department budgets, as well as the department annual reports from the preceding year.

III. Unit Committees, Councils, and Representatives

All committees serve in an advisory capacity to the unit faculty and to the chair. The chair shall be an ex-officio member (without vote) on the committees except for personnel and Appendix L committees on which the chair does not serve. All committees hold regularly scheduled meetings. Other meetings may be held upon request of the committee chairperson, the department chair, 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 a majority of its members.

The department chairperson and the faculty shall be obligated to take action upon all applicable committee recommendations. The chair shall inform committee chairpersons 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, with the election/appointment of new members each year. In the event that a member of a standing committee is unable to complete a term of office, the chair shall notify the department chair of the need for a replacement. If committee action pertains to any member of the standing committees, the department of the member who has the conflict will elect an alternate for that member for that action.

At the first committee meeting of each academic year a chairperson and a secretary for each committee shall be elected, except where otherwise noted. The chairperson shall be an elected member serving a second year or third year of membership, if possible. In the absence of the chairperson of a standing committee, the member senior in rank, then years of service at ECU, shall preside.

1. Curriculum Committee

- a. Structure: The curriculum committee shall consist of all full-time faculty members in the department (a committee of the whole).
- b. Duties: Make recommendations to the College of Human Ecology Curriculum Committee and to the Dean concerning the undergraduate curricula within the College of Human Ecology by:
 - (1) recommending proposals for new courses, tracks, options, and degree programs
 - (2) reviewing and making recommendations on course offerings and changes in the catalogue which require University-action as proposed by the department faculty
 - (3) reviewing and recommending guidelines for admission to programs offered by the Department
 - (4) reviewing guidelines for degree requirements
 - (5) developing and implementing a process for designating and recording curriculum changes linked to learning outcomes assessment.

2. Student Services and Scholarship Committee

- a. Structure: three faculty members elected from the department
- b. Duties: soliciting nominees, evaluating applicants, and recommending student recipients for
Departmental awards and scholarships as well as College wide awards and scholarships to the Dean.

3. Code Committee

- a. Structure: at least three voting faculty members as defined in Appendix L elected from the members who have at least three years of service at ECU

b. Duties:

- (1) meeting annually to review the Code, solicit input from faculty for suggested changes, and recommend revisions to the faculty as needed
- (2) conducting 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 chair at the discretion of the chair or upon recommendation of a majority of the faculty. In consultation with the faculty, chairpersons may appoint or faculty may be elected to ad hoc committees or task forces by department faculty.

C. Representatives

1. Faculty Senator

- a. Faculty senator and alternate shall be elected by the department faculty. The faculty senator shall attend all meetings of the senate and represent the needs and interest of the department at these meetings. The senator will report on critical issues from the Faculty Senate to the faculty within a week of the regular meetings of the Faculty Senate. The senator will also solicit faculty opinions and comments with regard to issues before the Senate
- b. The term of the faculty senator and alternate is 2 years.

2. Joyner Library Rep

- a. Library representative shall be elected by the department faculty or appointed by the department chair

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 department library funds according to policies and procedures established by the department faculty

IV. Faculty Personnel Actions

All department personnel actions shall comply with procedures and practices outlined in the ECU Faculty Manual Appendix D, and other university documents approved by the Chancellor or Provost and Vice Chancellor for Academic Affairs.

A. 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.

B. Teaching Assignments and Reassigned Time

The department chair, in consultation with the Dean, 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.

C. 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 by faculty member and department chair.

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 chair, a statement of goals in teaching, research/creative activity, 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 activity, and service, and these assignments will be agreed upon with the chair 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 college, 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 activity and service criteria. A guide to these criteria approved by a majority of the permanently tenured faculty will be provided in the College of Human Ecology faculty handbook. The CHE faculty handbook is available to all faculty and is located in the department office.

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 tenure-track 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 activity, 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 activity.

D. Reappointment, Tenure and Promotion

1. Criteria for Reappointment

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.

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, D.I.B.2). 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 C-I.D)
- b. Demonstrated competence in teaching, research/creative activities, and

service

- c. A record of satisfactory performance in all three areas of teaching, research/creative activity, 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.

E. 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 College of Human Ecology faculty can be found in the CHE Handbook that is available in the department office.

F. Personnel/Evaluation Files

Personnel files for the Department of Interior Design and Merchandising will be kept and maintained in the chair's office according to the provisions prescribed in the ECU Faculty Manual, Part VI and Appendix C-VI.

V. Meetings of the Department of Interior Design and Merchandising

Meetings of the department shall be conducted in conformity with university policy and Robert's Rules of Order, Newly Revised. The chair shall convene at least one meeting of the faculty each academic semester. Special meetings can be called by the chair or upon a written petition to the chair 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 Interior Design and Merchandising shall complete a self-

evaluation quinquennially as outlined in the ECU Faculty Manual, Appendix L, Section E.

B. Procedures for Review of the SACS Report and All Major Planning Documents.

The chair, in consultation with the faculty, will appoint ad hoc committees and task forces to 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 required for approval.

C. Annual and Quadrennial Evaluation of Unit Administrators

The chair of the Department of Interior Design and Merchandising will be evaluated annually and quadrennially in compliance with Appendix L of the ECU Faculty Manual. 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.

D. University Administrators Evaluation

All eligible Appendix L voting faculty members within the Department of Interior Design and Merchandising shall have an opportunity to participate in evaluations of university administrators consistent with campus-wide procedures developed by the Faculty Senate and the Chancellor (ECU Faculty Manual, Appendix L, Section G)

VII. 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.

VIII. Amending the Code

Any 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

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specified in this code are superceded by the university code, faculty manual, or university structure. The faculty may enact special procedures to comply with changes with a 3/5-majority vote of the faculty. A formal amendment to the code should be made to comply with such changes with 12 months of the enactment of special procedures.