

**UNIT CODE OF OPERATIONS
DEPARTMENT OF INTERIOR DESIGN AND MERCHANDISING
COLLEGE OF HEALTH AND HUMAN PERFORMANCE
EAST CAROLINA UNIVERSITY**

New Unit Code Approval

1. Approved by the tenured faculty of the unit:

Chair, Code Unit Proposal Committee *Jimmy Chen* Date: 8/29/2016

2. If changed, reapproved by tenured faculty*:

Chair, Code Unit Proposal Committee _____ Date: _____

3. Submitted to Next Highest Administrator for advice:

Kathy Lewis Date: 8/29/2016

4. Approved by the tenured faculty of the provisional code unit:

Susan A. McEhee Date: 9-28-16

5. Submitted to Next Highest Administrator for advice:

Dee L. Wolf Date: 10-25-16

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

Chair, Unit Code Screening Committee *Cheryl Johnson* Date: 2-15-17

7. Approved by the East Carolina University Faculty Senate: F3 Resolution #18-24

Chair of the Faculty *Joe Stut* Date: 3-27-18

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

Chancellor: *Chris P. Schick* Date: 7/9/18

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

Effective Date of Code: 7-9-18

* 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 a majority of the tenured faculty of the unit.

**UNIT CODE FOR
DEPARTMENT OF INTERIOR DESIGN AND MERCHANDISING (IDMR)
COLLEGE OF HEALTH AND HUMAN PERFORMANCE
EAST CAROLINA UNIVERSITY**

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Department of Interior Design and Merchandising's internal affairs and is consistent with the East Carolina University (ECU) [Policy Manual](#), the *ECU Faculty Manual*, and all established University policies.

The mission of the Department of Interior Design and Merchandising is to educate future leaders and professionals to enrich the wellbeing of individuals and communities through innovative teaching, research, service and community engagement.

Section II FACULTY

A. Definitions of the unit's faculty

The faculty of the Department of Interior Design and Merchandising (IDMR) consists of all persons with University appointments who hold regular academic rank in the Department as assistant professor, associate professor, and professor; and persons who hold fixed-term appointments as specified in the *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).

B. Criteria for serving as a voting faculty member of the unit.

In all matters except for those outlined in the *ECU Faculty Manual*, [Part IV](#), and [Part IX](#), and other sections of the *ECU Faculty Manual*, the voting faculty in the Department of Interior Design and Merchandising consists of full-time faculty with a greater than 50% teaching and research/creative activity assignments in the Department.

C. Approved criteria for appointment to the graduate faculty

The process and criteria for graduate appointments is defined in the *IDMR Faculty Guidelines* attached with this Code and maintained in the Departmental office and Faculty Senate office. 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 EAST CAROLINA UNIVERSITY Graduate Faculty as defined in the *ECU Faculty Manual*, [Part II](#), more specifically defined in the *Graduate Faculty Membership* of *IDMR Faculty Guidelines*, and who hold a greater than 50% teaching, research/creative activity, or administrative appointment in the Department of Interior Design and Merchandising.

D. Criteria for emeritus status in the unit.

The Department of Interior Design and Merchandising recognizes Emeritus status for a retired, permanently disabled, or deceased faculty member (which may include a Phased Retirement participant) who has made a significant contribution to the University through a distinguished record of

scholarship, teaching and/or service. A recommendation for emeritus status must be initiated by the Personnel Committee, approved by the Department Chair and forwarded to the Dean. This recommendation is sent to the Chancellor. Emeritus status will be conferred on faculty following *ECU Faculty Manual, Part VIII*.

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 *ECU Faculty Manual, Part VIII* and *Part IX*.

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. Either concurring or non-concurring with the recommendation, the Department Chair presents the recommendation to the Dean of the College. Upon approval by the Dean, the recommendation is forwarded to Academic Affairs.

The faculty title of adjunct 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 OF THE UNIT

A. 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. The selection, term of office, and administrative review of the Chair will conform to *ECU Faculty Manual*, [Part II](#).

The Chair is responsible to the Dean of the College of Health and Human Performance (CHHP) for administration of the Department of Interior Design and Merchandising's unit plan, budget, facilities, equipment, teaching, research/creative activity, service, personnel, and fund development. The Chair ensures that unit code and University policies and procedures are followed. The Chair is also responsible for personnel actions relating to employees including staff and students assigned to the Department.

B. Duties of the Chair

1. serve as the departmental representative to the Dean and other departments within the College, other units and departments within the University, and other agencies, organizations, and institutions;
2. advocate for the professions represented by the department;
3. plan, administer and manage the affairs of the department in accordance with this code and the policies and procedures determined by the University, College, and Department;
4. 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;
5. work with the department on procedures with regards to grants, contracts, and other revenues generated by the department and its programs;
6. manage departmental operations, including the departmental office and staff; oversee maintenance of 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;
7. after obtaining input from the faculty, determine personnel needs and oversee the utilization of faculty and staff positions, space, and all other resources allocated to the department by the Dean;
8. determine teaching assignments, reassigned time, and other duties for faculty based on faculty positions, program needs and available resources; and schedule departmental course offerings after obtaining inputs from each program curriculum committee chair;
9. supervise selection, employment, and performance evaluation of departmental staff;
10. mentor and/or facilitate the professional development of all faculty in

terms of teaching effectiveness, scholarship 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;

11. with input from administrators/supervisors of special units of the College or University to whom faculty have been reassigned, conduct annual performance evaluations of reassigned faculty;
12. 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 the *ECU Faculty Manual*, [Part VIII](#);
13. consult with the Tenure Committee regarding the progress toward tenure letters as dictated in the *ECU Faculty Manual*, [Part IX](#);
14. 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 the *ECU Faculty Manual*, [Part IX](#);
15. complete a five-year review of tenured faculty members' professional performance including, if warranted, creation of an individual development plan in accordance with the *ECU Faculty Manual*, [Part IX](#);
16. assess qualifications of candidates for faculty positions to ensure appropriate credentialing; and initiate and approve credentialing of instructors of record within the department;
17. call and preside over departmental faculty meetings and supervise the writing and distribution of departmental faculty meeting minutes;
18. 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.
19. review and act upon curriculum proposals and catalog changes, and ensure presentation to appropriate University committees;
20. recommend to the Dean of the College a member of the faculty to carry out the duties of the chair during brief temporary absences of the chair;
21. ensure that code procedures are followed;
22. ensure that the department's annual budget, budget request and annual report are discussed with the faculty;

23. facilitate the self-evaluation of the operation and effectiveness of the department and, in accordance with the *ECU Faculty Manual*, [Part IV](#), the Academic Program Review;
24. make available to the faculty a copy of any major departmental planning document (e.g., Strategic Plan), assessments of departmental operation, and Unit Academic Program Review at least seven days prior to voting their approval or disapproval;
25. coordinate voting on 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; and
26. perform other duties as delegated by the Dean of the College.

Section IV COMMITTEES OF THE UNIT

A. Standing Committees.

All standing committee chairs are elected annually at the beginning faculty meeting of the year by a majority vote of all voting faculty members. The chairs serve annual term starting by the beginning of fall semester.

1. Undergraduate Curriculum Committee
 - a. Membership:
The Undergraduate Curriculum Committee shall consist of all voting faculty members in the respective academic program (a committee of the whole) as defined in section II.B of this Code.
 - b. Duties:
The duties of the committee are to make recommendations to the Chair concerning the undergraduate curricula within the Department of Interior Design and Merchandising. The committee will:
 - i. recommend proposals for new courses, tracks, options, and degree programs;
 - ii. review and make recommendations on course offerings and changes in the catalog which require University action as proposed by the Department faculty;
 - iii. review and recommend requirements for admission to, retention in, and degree completion of programs offered by the Department; and
 - iv. develop and implement a process for designating and recording curriculum changes linked to learning outcomes assessment.
2. Awards and Scholarship Committee
 - a. Membership
The Award and Scholarship Committee shall consist of all voting faculty members in the respective academic program (a committee of the whole) as defined in section II.B of this Code.
 - b. Duties

The duties of the Awards and Scholarship Committee are to solicit applicants, accept and evaluate applications, and recommend faculty and student recipients for Departmental, College, and University-wide awards and scholarships to the appropriate individual or committee requesting the nomination.

3. Code Committee

a. Membership

The Code Committee shall consist of at least three voting faculty members as defined in the *ECU Faculty Manual*, [Part IV](#), elected from the members who have at least three years of service at East Carolina University and normally at the beginning faculty meeting of the year.

b. Duties

The Code Committee shall

- i. meet annually to review the Code, solicit input from faculty for suggested changes, and recommend revisions to the faculty as needed; and
- ii. conduct a comprehensive review of the Code as specified in of the *ECU Faculty Manual*, [Part IV](#).

B. Personnel Committee, Tenure Committee, Promotion Committee

Personnel matters will be handled by the Personnel, Tenure and Promotion committees in accordance with the *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).

1. Personnel Committee

a. Membership

The membership of the committee shall be established in accordance with *ECU Faculty Manual*, [Part IX](#). At least two-thirds of the Committee membership shall be permanently tenured voting faculty members.

b. Chair

In accordance with *ECU Faculty Manual*, [Part IX](#), the Chair of the IDMR Personnel Committee shall be permanently tenured and shall be elected annually by and from the committee's membership. The Chair shall preside over all committees making personnel recommendations to the faculty, and may participate in the decisions of any committee of which the Chair is a member. The elected Chair of the committee shall obtain and distribute materials to be used during the deliberation of such bodies, insure that a valid vote has been taken, communicate the results of such votes to the appropriate faculty and to the unit administrator, and perform other duties as designated by the unit.

c. Duties

Duties of the Personnel Committee are as described in *ECU Faculty Manual*, [Part IX](#).

2. Promotion Committee

Membership and function of the Promotion Committee is defined by the *ECU Faculty Manual*, [Part IX](#).

3. Tenure Committee

Membership and function of the Tenure Committee is defined by the *ECU Faculty Manual*, [Part IX](#).

Section V

EVALUATION OF FACULTY

- A. Guidelines, criteria, and weights governing the evaluation of tenured and probationary (tenure-track) faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure follow the *ECU Faculty Manual*, [Part IV](#), [Part VIII](#), [Part IX](#), [Part X](#), and [Part XI](#).

ECU is committed to recruiting, retaining, and developing faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution's mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary (tenure-track) faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions.

1. Annual evaluation of tenured and probationary (tenure-track) faculty members

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

Evaluations of probationary (tenure track), and tenured faculty shall be conducted according to procedures prescribed by the *ECU Faculty Manual*, [Part VIII](#). At the beginning of each academic year, each faculty member will develop, in conjunction with the Department Chair, 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 based on the faculty member's assigned load.

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 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 the college, and should reflect the relative weights of assignments.

The relative weight of teaching, research/creative activity, and service in the annual faculty performance evaluation of tenured and probationary

faculty shall each 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 Chair when special opportunities in teaching, research/creative activities, service, or administrative assignments become available (e.g., reassigned time from teaching or research/creative activities grants). All exceptions must follow the *ECU Faculty Manual*, [Part VIII](#), that the weight assigned to service shall not be greater than that assigned to either teaching or research/creative activity.

The faculty member will submit an annual report that relates to the completion of the goals established at the beginning of the academic year and to teaching, research/creative activity and service criteria. The Chair will prepare an annual evaluation following the *ECU Faculty Manual*, [Part VIII](#). The annual evaluation will be based in part upon the faculty member's annual report using criteria that have been approved by a majority of the permanently tenured faculty and are available in the *IDMR Faculty Guidelines*, which are attached to this Code and maintained in the Departmental office, Faculty Senate office, and is available to all faculty members.

2. Criteria for Salary Increases

When merit pay funds are available for distribution within the Department of Interior Design and Merchandising, the Chair shall recommend merit award to the Dean based on the faculty member's annual performance evaluation scores determined by the *IDMR Faculty Guidelines*. The Chair's recommendation shall be based upon the duties, responsibilities, and accomplishments as reflected in the annual faculty evaluation. All salary recommendations must follow established University policies and procedures in accordance with *ECU Faculty Manual*, [Part VIII](#).

As stated in *ECU Faculty Manual*, [Part VIII](#), the Chair shall report annually to the unit, in dollar amounts and percentages, the total increment allotted, mean salary increment, and range in salary increments for the unit. Each faculty member shall be informed by the Chair of any salary increment recommendations made on behalf of the faculty member.

3. Appointment, Reappointment, Tenure, and Promotion

Selection and Appointment of new Faculty will follow the guidelines as defined in the *ECU Faculty Manual*, [Part IX](#). Criteria for evaluation of potential faculty members utilizes the general criteria specified in *ECU Faculty Manual*, [Part VIII](#).

Reappointment of probationary (tenure track) faculty and promotion and tenure processes will follow the *ECU Faculty Manual*, [Part IX](#) and [Part X](#).

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.

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*, [Part IX](#)). Within the context of university policy, conferral of permanent tenure shall be based on the following criteria and those specified in the *IDMR Faculty Guidelines*, including:

- a. An appropriate terminal degree as evaluated by the academic unit and affirmed by the appropriate administrative officer and the profession concerned.
- b. Demonstrated competence in teaching, research/creative activities and service.
- c. A record of satisfactory performance in all the 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.

Promotion shall be based upon the faculty member's total demonstrated professional competence and achievement following criteria for each rank as described in the *ECU Faculty Manual*, [Part VIII](#), and those specified in the *IDMR Faculty Guidelines*.

- B. Guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title will follow the *ECU Faculty Manual*, [Part VIII](#).
 1. The faculty member will be evaluated annually or at the end of the contract term by the Chair based on the weights for teaching and service assigned in the contract. Criteria for faculty evaluation have been approved by a majority of the permanently tenured faculty and are available in the *IDMR Faculty Guidelines*.
 2. 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.

3. The criteria and procedure for advancement in title of a fixed-term faculty member includes those stipulated in *ECU Faculty Manual, Part VIII*, 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 according to *IDMR Faculty Guidelines*.

C. 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 the *ECU Faculty Manual, Part IX*. The Department's Tenure Committee will act in accordance with the *ECU Faculty Manual* to establish the standards and complete the reviews utilizing the standards recommended by the Faculty Senate in effect during the evaluation period and criteria specified by the Department in the [IDMR Faculty Guidelines](#).

Section VI PROCEDURES FOR MEETINGS WITHIN THE UNIT

The Chair shall convene at least one meeting of the faculty each 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 upon resolution of any standing committee of the Department. Meetings of the Department shall conform to University policy and *Robert's Rules of Order, Newly Revised*.

The prerogative of the Chair of Interior Design and Merchandising to assemble the faculty as desired for administrative purposes is duly recognized.

- A. The Chair shall notify faculty in writing or electronically at least five working days prior to a regular meeting or as soon as possible prior to a special meeting concerning the time, place, and agenda of a meeting.
- B. Items may be placed on the agenda by a faculty member.
 1. Any member of the faculty shall be entitled to place an item on the agenda if it pertains to the business of the Department and if it is presented in writing to the Chair of the Department prior to distribution of the meeting notice.
 2. Proposals from the floor regarding new business will be included on the agenda with consent of a two-thirds vote of the voting faculty present.
- C. Voting in all faculty meetings may be by voice vote, show of hands, or by secret ballot. A secret ballot may be requested by any member of the faculty and must be honored.
- D. Quorum will be 51% of the voting faculty on the roster as of September 10 of each academic year in accordance with this Code.

Section VII VOTING BY FACULTY MEMBERS

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 and accrediting bodies.

The Chair will, in a timely manner, present to the faculty for review the final drafts of the Department's major planning documents, assessment documents, Unit Academic Program Review as referenced in *ECU Faculty Manual*, [Part IV](#), and other major reports prior to their submission in final form to person(s) outside the Department.

Accreditation Reports and Self-studies include but are not limited to: Southern Association of Colleges and Schools (SACS) reports, Council for Interior Design Accreditation (CIDA), the National Association of Schools of Art and Design (NASAD), and the National Kitchen and Bath Association (NKBA), American Association for Family and Consumer Sciences (AAFCS), major planning documents, and other assessments of the Department's operations. The Chair shall make available to the faculty copies of evaluation and accreditation reports allowing ten (10) working days for faculty review and consideration/vote.

Section VIII BUDGET

Procedures for discussing with its unit administrator the unit's

A. Annual budget request

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.

B. Annual budget report

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.

Section IX AMENDMENT PROCEDURES

Robert's Rules of Order, Newly Revised "Bylaws," #55, Article IX and *ECU Faculty Manual*, [Part IV](#) will be followed with regard to all votes and amendments to this Code. This Code MUST be approved by a 3/5ths majority of the permanently voting tenured faculty members of the unit. 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 recommendation of a majority of the total voting faculty, a 3/5 majority vote of the permanently tenured faculty shall be required for an amendment to carry in the Department, where after it must receive the approval of the Faculty Senate and the Chancellor of East Carolina University. If discrepancies exist, procedures as specified in this Code are superseded by the *ECU Faculty Manual* or other established University policies and procedures.

ATTACHMENTS

IDMR FACULTY GUIDELINES

The IDMR Faculty Guidelines consist of the following documents:

1. Graduate Faculty Membership
2. Faculty Evaluation Matrix
3. Faculty Annual Evaluation Instrument
4. Performance (Post-Tenure) Review Instrument