

**UNIT CODE OF OPERATIONS  
EAST CAROLINA UNIVERSITY**

Code Approval

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## **CODE OF OPERATIONS OF THE DEPARTMENT OF MATHEMATICS**

### **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**

The primary obligation of the Department of Mathematics is to serve the best educational interests of the students of East Carolina University. Consequently, the Department is obliged to assemble and maintain a competent faculty that is capable of discerning, implementing, and perpetuating curricula of excellence which are consistent with the primary obligation and which enhance and support the objectives of the Department, the University, and the mathematics community.

The principal objectives of the Department are:

To provide and support broad liberal and professional education in the disciplines of mathematics, and statistics that prepare students for life-long learning and that nurture greater comprehension of the truths, precision, and deductive reasoning that characterize these disciplines.

To prepare students for meaningful careers in teaching, research, and other professions.

To promote programs of excellence in the aforementioned disciplines and to encourage participation of its students and faculty in the professional and cultural activities of those disciplines.

To design and offer to non-majors appropriate service courses in the aforementioned disciplines.

To cooperate and coordinate with other disciplines and academic institutions in the promotion of advanced study, excellence in teaching, research, and the dissemination of knowledge.

To provide service to the profession and the community.

In pursuit of these important objectives, the Department's main functions are:

To develop and sustain excellent academic programs for undergraduate and graduate students, both major and non-major.

To maintain a competent and productive faculty who are dedicated to quality teaching, research, scholarship, and service.

To create and maintain a stimulating academic environment for teaching, scholarship, research, and the intellectual development of students and faculty.

To encourage faculty and students to participate in professional activities and to provide service to the region.

To seek adequate resources and facilities to accomplish the departmental objectives.

## SECTION II: ORGANIZATION OF THE DEPARTMENT

**2.1 Faculty:** The ***Faculty of the Mathematics Department*** shall consist of all persons appointed to the department whose departmental duties in teaching, research, and/or administration constitute at least half the normal teaching/research program as practiced in the Department, and all persons appointed to the Department who: (i) hold permanent tenure in the Department and serve as University officers, or (ii) are on leave of absence.

The ***Regular Departmental Faculty*** are those probationary term or permanently tenured departmental faculty who hold regular rank (i.e., Instructor, Assistant Professor, Associate Professor, or Professor).

The ***Graduate Faculty of the Mathematics Department*** shall consist of the departmental faculty who are graduate faculty, associate graduate faculty, adjunct graduate faculty or ex officio graduate faculty members of the Graduate Faculty of East Carolina University.

**2.2 Voting:** All departmental members are eligible to vote on any issue brought before the department, except as proscribed by this code, *Fac. Man.* Appendix L, or *Fac. Man.* Appendix D.

To vote on issues proscribed by *Fac. Man.* Appendix L or *Fac. Man.* Appendix D, a member of the departmental faculty must satisfy the definition of a "***voting faculty member***" stipulated by the appropriate appendix. Such a person must:

- \* have been appointed to a full-time faculty position in the Department.
- \* have academic rank.
- \* be in at least the twelfth consecutive calendar month of appointment to the faculty of the Department (counting all intervening summer months).

\* at the time of the voting be carrying at East Carolina University not less than half the normal teaching/research load as practiced in the Department; however, departmental faculty who are otherwise eligible to vote on the aforementioned issues shall include all persons appointed to the Department who are on leaves of absence or who hold permanent tenure in the Department and serve as University officers, except as proscribed by the various appendices (e.g. Section 4, *Fac. Man.* Appendix D for tenure or promotion).

Any departmental member on leave of absence who satisfies the *Fac. Man.* Appendix L definition of a "voting faculty member" shall be eligible to participate in the election of the unit's nominating committee for appointment of administrative officials, in making recommendations on code content to the unit's permanently tenured faculty, and in quadrennial evaluations of the effectiveness of unit programs and/or administrators, provided that the absence of the member on leave shall not have exceeded twelve months duration at the time of the voting and provided that the member on leave returns to East Carolina University to participate. In the event that return to the campus of East Carolina University is impractical, the departmental member shall be eligible to participate only in quadrennial evaluations of the effectiveness of unit programs and/or administrators. (See *Fac. Man.* Appendix L, p. L-2 for additional voting instructions via registered mail.)

To vote on graduate matters or concerns, one must be a member of the departmental graduate faculty.

### **2.3 Officers of the Department of Mathematics:**

A. The ***Chairperson of the Department*** is the chief administrative officer of the Department. The selection procedure for and the term of office of the chairperson are defined in *Fac. Man.* Appendix L. The chairperson shall represent the faculty of the department to the administration and shall be responsible for the execution of the University and College policies insofar as they concern the Department.

In addition, the chairperson shall:

1. In consultation with the departmental area coordinators:
  - a. Determine the courses to be offered and prepare the schedule of classes each academic term.
  - b. Assign faculty teaching responsibilities and reassigned time for research each academic term, giving due consideration to guidelines recommended by appropriate departmental committees.

- c. Establish other ad hoc departmental committees as needed.
  - d. Prepare, prioritize, and administer the departmental budget and travel resources; discuss with faculty the unit's proposed annual budget and annual report.
  - e. Develop a long-range plan for the department, including plans for programs, faculty, goals, and policies.
  - f. Prepare the department for accreditation and evaluation.
2. In consultation with each departmental member, annually establish that faculty member's duties in teaching, research, and service, and determine the relative weight to be assigned each duty. Moreover, with T,R, and S representing the weights assigned to teaching, research, and service, respectively, the permissible ranges, as percentages, for each departmental faculty member are:  $30\% \leq T \leq 70\%$ ;  $20\% \leq R \leq 60\%$ ; and  $10\% \leq S \leq 30\%$ , subject to the conditions that  $T + R + S = 100\%$  and  $S \leq R$ .

Based upon each member's assigned duties and weights, the chairperson shall evaluate annually each faculty member's performance in teaching, research/scholarship, and service.

In recognition of the heavy teaching load carried by the Department and of teaching as the primary responsibility of the University and the Department, the chairperson shall assure that teaching effectiveness shall, for the Department as a whole, account for at least 60% of the total annual evaluative criteria of the Department.

3. Manage and maintain departmental facilities and equipment; supervise and evaluate clerical and technical staff; and maintain essential departmental records.
4. Preside over departmental meetings and distribute written agendas and minutes of those meetings.
5. Provide for the flow of essential information to the faculty to inform them of departmental, College, and University plans, activities, expectations, and actions. Specific items to be communicated to the faculty include: approved departmental budget line items (travel, supplies, equipment), the departmental annual report, and the percentages of all departmental faculty salary increase monies assigned as across-the-board raises, merit raises, and other raises.
6. Receive and forward to the departmental Personnel Committee

applications for positions in the department which have been approved by the appropriate departmental area committee (consisting of all departmental voting (as per *Fac. Man.* Appendix L) faculty in the appropriate disciplinary area).

7. Transmit in a timely fashion all mandated faculty recommendations to appropriate university officials.
8. Discharge the duties and responsibilities stipulated by the *Faculty Manual*.
9. Provide timely notification to the chair of the departmental Personnel Committee of all personnel actions required or expected, making available at least one week prior to the called meeting the PAD (see 4.4) of each individual being considered for promotion and/or permanently tenured.
10. Enforce the provisions of this code.

B. The ***Director of Graduate Studies*** shall be nominated by the chairperson from among the departmental members who are members of the East Carolina Graduate Faculty and confirmed by a majority vote (of those present and voting) of the departmental graduate faculty. If the nominee is not approved, the chairperson shall nominate another faculty member. The Director of Graduate Studies shall serve for a term of four years or until such time as the chairperson terminates the appointment.

The Director of Graduate Studies shall:

1. Serve as the departmental representative to the Graduate Assembly.
2. Consult with and advise prospective graduate students; prepare and make available for distribution information describing special requirements and procedures not explicitly described in the graduate catalog.
3. Approve, in cooperation with the departmental chairperson and the Dean of the Graduate School the admission of prospective, qualified students to graduate studies.
4. Coordinate the advisement of all departmental graduate students.
5. Prepare, in cooperation with the departmental chairperson and the area coordinators, a schedule of graduate courses to be offered each academic term.
6. Administer the comprehensive examinations, arrange for the selection of theses committees, and schedule and participate in the defense of theses and research projects.

7. Oversee the maintenance of records, transcripts, grade reports, student progress reports and other relevant data on departmental graduate students.
8. Act on matters affecting the graduate programs in the absence of the chairperson of the Department.
9. Chair, as voting member, the Graduate Committee and all meetings of the departmental graduate faculty.
10. Lead in planning the graduate curriculum and in formulating degree requirements with the Graduate Committee, the graduate faculty, and the chairperson.
11. Publicize the graduate programs of the department.

C. For each of the two areas of study in the Department -- Mathematics, and Statistics -- there shall be an **Area Coordinator**, each of whom shall be nominated by the chairperson and confirmed by a majority vote of the appropriate departmental area voting faculty. If a nominee for Coordinator is not approved, the chairperson shall make another nomination. Each Coordinator shall serve for a term of four years or until such time as the chairperson terminates the appointment.

The duties and responsibilities of the area coordinators are delegated to each by the chairperson. The Coordinators shall:

1. Recommend to the chairperson the undergraduate courses and, in consultation with the Director of Graduate Studies, the graduate courses to be offered each academic term. It shall be the coordinators' duty to establish and publicize a three-year rotation of courses in the areas to provide advanced notification to majors of expected availability of courses. Each Coordinator shall solicit annually from the area's faculty their individual teaching preferences and shall provide the chairperson with a copy of this survey. In the assignment of teaching duties, the chairperson should give primary consideration to the adequacy of the qualifications of the faculty assigned a particular course.
2. Lead the faculty in area curriculum development and revision, submitting all recommendations, after appropriate discussion with area faculty, to the Undergraduate Curriculum Committee or the Graduate Committee for its

consideration. Recommendations for action are then made by the Undergraduate Curriculum Committee or the Graduate Committee to the appropriate departmental faculty.

3. Lead the area faculty in establishing area goals and objectives as part of the Department's planning process.
4. Lead the area faculty in assessment of the area's programs, goals, objectives, and students.
5. Lead the area faculty in recruitment of new area faculty, advising the chairperson on the composition of search committees and the development of advertisements, guidelines, and procedures used for faculty recruitment.
6. Serve as a spokesperson for the area faculty: This involves, but is not limited to, acquiring, prioritizing, and transmitting to the chairperson the area faculty's needs and requests for equipment or supplies required in teaching, research/scholarship, or service.
7. Be responsible for evaluation of courses in the area for students requesting transfer credit to East Carolina University.
8. Each area coordinator shall schedule and chair all meetings of the respective department area faculty, which shall meet at least once per semester, and perform such other duties as the area faculty, Coordinator, and chairperson agree are important for the welfare of the area.

### **SECTION III. DEPARTMENTAL COMMITTEES**

The standing committees of the Department are: the Evaluation Committee, Graduate Committee, Personnel Committee, Teaching Committee, and Undergraduate Curriculum Committee. The Promotion Committees and the Tenure Committee are special committees. The departmental chairperson shall not be a member of any departmental standing or special committee.

**3.1 Evaluation Committee:** The Committee will consist of five voting departmental faculty (as defined by *Fac. Man.* Appendix L) elected by a majority (present and voting) of the Department's voting faculty. Beginning in 1998-99 and every fifth year thereafter,

members shall be elected for five-year terms at the first faculty meeting of the academic year. The Committee shall be responsible for the Five-Year Unit Program Evaluation report mandated by *Fac. Man.* Appendix L, E. and shall, in consultation with the departmental chairperson, coordinate the creation of the Department's Southern Association of Colleges and Schools ("SACS") report. The Five-Year Unit Evaluation report shall be submitted to the voting departmental faculty (as prescribed by *Fac. Man.* Appendix L, E., 3.), requiring, for approval, a vote of 3/5 of the entire departmental voting faculty.

In addition to the duties and responsibilities prescribed by *Fac. Man.* Appendix L, the Committee's Five-Year Evaluation shall:

- I. review the effectiveness of the departmental Code and recommend to the permanently-tenured faculty suggested amendments.
2. with each quadrennial evaluation of the departmental chairperson, review the departmental Code and report to the Faculty Senate that the Code meets or fails to meet current Senate guidelines.
3. study faculty salaries, providing means, medians, and standard deviations of departmental salaries for the Department, and for the Department by rank, sex, and highest degree held. Report findings and recommendations to the departmental faculty in the committee's annual report.

The Evaluation Committee shall, in consultation with the departmental chairperson and other appropriate faculty, review and report to the departmental faculty on all major planning documents and other assessments of unit operations prior to their submission to the departmental voting faculty (as per *Fac. Man.* Appendix L), whose majority (present and voting) approval is required before such reports or documents are submitted to an outside administrator.

**3.2 Personnel Committee:** The Personnel Committee shall consist of five permanently tenured departmental faculty members, at least one of whom shall be an associate professor and at least one of whom shall be a professor, elected by a majority (present and voting) of the Department's voting faculty (as defined in *Fac. Man.* Appendix D). The Chair of the Personnel Committee shall be elected by the members of the Personnel Committee as specified in section 3.8 and shall discharge the duties and responsibilities stipulated by *Fac. Man.* Appendix D.

The Personnel Committee shall:

- I. Discharge the duties and responsibilities stipulated by *Fac. Man.* Appendix D.

2. Recommend to the departmental voting faculty (as per *Fac. Man.* Appendix L) changes perceived to be needed in departmental criteria for appointments, reappointments, promotions, and the granting of permanent tenure.

Those recommendations which, after presentation and debate, are approved by

a majority of the departmental voting faculty shall become formal recommendations for amendments to this Code. (See Section VI.)

3. Study, annually, departmental criteria for award of merit pay raises and recommend to the departmental voting faculty (as per *Fac. Man.* Appendix L) changes perceived to be needed. Those recommendations which, after presentation and debate, are approved by a majority of the departmental voting faculty shall become formal recommendations for amendments to this Code. (See Section VI.)

4. Conduct, annually and in consultation with the departmental chair, a thorough evaluation of each probationary departmental faculty member's performance in teaching, research/scholarship and service. A copy of this evaluation shall be placed in the faculty member's personnel file and shall represent the basis for peer review of performance expressed in the probationary member's annual progress-toward-tenure letter.

**3.3 Promotion Committees:** The composition and functions of the Promotion Committees are prescribed by *Fac. Man.* Appendix D, IV., giving attention to IV.C.

A quorum for a Promotion Committee meeting is a majority of the membership of the committee.

**3.4 Tenure Committee:** The composition and function of the Tenure Committee is prescribed by *Fac. Man.* Appendix D, IV., giving attention to IV.C.

A quorum for a meeting of the Tenure Committee is a majority of the members of the committee.

**3.5 Graduate Committee:** The Graduate Committee shall consist of four members elected from the departmental graduate faculty; the Director of Graduate Studies, *ex officio* with vote; and the Area Coordinators, *ex officio* without vote (unless elected by the procedures herein, Section III.) Except when otherwise necessitated, the Graduate Committee reports to the departmental graduate faculty. The Graduate Committee shall:

1. Make recommendations for graduate program development, graduate course offerings, adjustments in degree requirements and policies, and curricula

changes.

2. Confer with other faculty to facilitate design and availability of effective service courses appropriate for and attractive to graduate students in other disciplines.
3. Strengthen departmental programs by promoting teaching effectiveness, scholarly study, high standards of performance, and the recruitment of able graduate students.

**3.6 Teaching Committee:** The Committee shall consist of five departmental faculty members and shall make recommendations to the departmental faculty concerning teaching loads and course assignments. Recommendations of the Committee that are approved by a majority of departmental faculty present and voting are forwarded to the chairperson of the Department. The Committee shall:

1. Recommend measures that seek to enhance teaching effectiveness and the evaluation thereof.
2. Oversee implementation of alternate methods of assessing teaching effectiveness.
3. Recommend impartial selection criteria and procedures that are consistent with curricula demands for determining faculty employment in each summer term.
4. Serve as a recourse committee for any departmental faculty member who wishes to appeal a departmental assignment. The Committee shall hear the appeal and shall make a recommendation to the chairperson in an effort to resolve the dispute. [For other appeal options, consult Appendix Y of the *Fac. Man.*]
5. Consult, as needed, with the Director of Graduate Studies and the departmental chairperson on courses to be taught by graduate teaching assistants.

**3.7 Undergraduate Curriculum Committee:** The Committee shall consist of five persons elected from the departmental faculty, in addition to the Area Coordinators who shall serve as ex officio members without vote (unless elected by the procedures of herein, Section III.) The Committee shall:

1. Make recommendations to the departmental voting faculty (as per *Fac. Man.* Appendix L) for undergraduate program development, undergraduate course offerings, adjustments in degree requirements and policies, and

curricula changes.

2. Elect from its membership a departmental representative to the Arts and Sciences Curriculum Committee who shall oversee the timely transmission of departmentally-approved curriculum actions to the Arts and Sciences Curriculum Committee.
3. Confer with other faculty to design and provide effective service courses appropriate for and attractive to undergraduates in other disciplines;
4. Seek to strengthen departmental programs by promoting teaching effectiveness and scholarly study, high standards, and the recruitment of academically able students.

### **3.8 Rules for standing committees:**

Members of all departmental standing committees are to be elected by a majority (present and voting) of the departmental voting faculty (as per *Fac. Man.* Appendix L) in April, with membership beginning on the first day of the next academic year and continuing for three years. In the event that a vacancy should occur, the regular, voting faculty shall meet to elect a person to fill the position for the unexpired term.

Each standing committee shall elect a chairperson and a secretary from its elected membership at its first meeting of each academic year, except the Graduate Committee, which shall be chaired by the Director of Graduate Studies.

Election to a standing committee shall occur when a quorum of two-thirds of the appropriate faculty are present and when the election has been announced to the appropriate faculty at least seven days in advance. No departmental faculty member shall serve as a voting member on more than two of the Evaluation, Graduate, Personnel, Teaching, or Undergraduate Curriculum Committees.

At least one week prior to the day of election of member(s) to a departmental standing committee, appropriate faculty shall be provided a form on which they may nominate no more than the number of persons to be elected to said committee. Nominations must be submitted at least two days prior to the day of election. Prior to the election, nominees will be asked to decide if they will stand for election; the names of those declining nomination will be struck from the list of nominees. Ballots will be prepared listing the nominees who have agreed to stand for election and will be distributed to appropriate faculty. From the nominees, the appropriate faculty shall vote, by secret ballot, for one person to be elected to the standing committee in question. A faculty member is elected upon receipt of a majority of votes (blank ballots not counting as votes cast).

If no election has occurred after two rounds of voting, then all nominees who received on the second ballot fewer than the least number of votes received by any one of the top three nominees are ineligible for election to the position being determined. If no election has occurred after three rounds of voting, then the nominee who received on the third ballot fewer than the least number of votes received by any one of the top two nominees is ineligible for election to the position being determined.

Elections to the Graduate Committee shall be governed by rules previously prescribed in this section, except "faculty" shall mean "departmental graduate faculty."

All meetings of the departmental standing committees, except those involving personnel decisions, shall be open to all departmental faculty. The chairperson of each standing committee shall be responsible for giving 24 hours notice to the departmental faculty on the time and place of meetings and for timely distribution of minutes.

The chair of each standing committee shall, except for the departmental Personnel Committee, present a brief annual, written report to the departmental faculty. These reports should follow the form approved for the committees of the Faculty Senate and shall be submitted by the end of the first month of the new academic year.

#### **SECTION IV. FACULTY PERSONNEL ACTIONS**

**4.1 Selection and Appointment of New Faculty:** Selection and appointment of new faculty are governed by *Fac. Man.* Appendix C., I.; *Fac. Man.* Appendix D, IV; and herein, Section III, 3.2.

**4.2 Teaching Assignments and Reassigned Time:** See *Fac. Man.* Appendix C, II; *Fac. Man.* Appendix D, IV; and herein, Section III, 3.6.

#### **4.3 Faculty Evaluations:**

##### **4.3A. CRITERIA FOR EVALUATIONS BY FACULTY:**

I. The Evaluation Committee is charged with those evaluations prescribed by *Fac. Man.* Appendix L, C.5, and E. (See herein, Section III, 3.1.) The criteria on which the Five-Year Unit Program Evaluation is to be based are the Departmental Objectives and Functions of Section I herein.

##### **2.a. Quadrennial Evaluation of Chairperson:**

The Personnel Committee shall ensure that the provision of *Fac. Man.*, Appendix L, F. are followed when conducting the quadrennial evaluation of the chairperson.

##### **2.b. Emergency Procedures:**

In the event that the effectiveness of the chairperson should become an issue between quadrennial evaluations and, in the opinion of the voting departmental faculty, demands immediate attention, this situation shall be formally declared by petition, signed by a majority of the departmental voting faculty, declaring non-confidence in the chairperson. Said petition shall be directed to the Dean of Harriot College of Arts and Sciences, the Vice-Chancellor for Academic Affairs, and the Chancellor of East Carolina University. Transmission of such a petition constitutes a formal request for the immediate removal of the chairperson. The Chairperson of the Personnel Committee shall, upon receipt of the petition with the required number of signatures, transmit the petition as prescribed.

### **3. Annual Evaluation of University Administrators:**

Using evaluation forms approved by the Faculty Senate and Chancellor, the departmental faculty shall annually evaluate the effectiveness of appropriate university administrators. The chair of the Personnel Committee shall ensure that the provisions of *Fac. Man.* Appendix L, G. are followed.

#### **4.3B. CRITERIA FOR EVALUATION OF FACULTY:**

The general criteria on which *all* faculty evaluations are to be based are: (1) teaching effectiveness; (2) research/scholarship; and (3) professional service to the department, university, university community and the discipline. The Department acknowledges that its *primary* responsibility is teaching.

Specific criteria for appointment, reappointment, and promotion are found in *Fac. Man.* Appendix C, I. C. and D; *Fac. Man.* Appendix C, IV.; and *Fac. Man.* Appendix D, II., A, 2.

#### **I. Assessment of Teaching Effectiveness:**

Teaching effectiveness shall be measured by: (1) survey(s) of student opinion; (2) peer evaluation; (3) teaching portfolios (composed of syllabi or course outlines, course objectives, major topics, number and weights of tests and examinations, title of textbook(s), grading policies, and/or assigned projects. The portfolio may include other instructional materials and information that faculty voluntarily make available as evidence of teaching effectiveness, including materials that could result from service or summer teaching assignments.); (4) other evidence of teaching effectiveness deemed appropriate by the Department (e.g., contributions to curriculum development, surveys designed to poll the opinions of graduates or graduating seniors, or evaluation of student performance in subsequent courses); (5) quality of academic advising; and/or (6) grant-seeking/securing activity in appropriate areas.

Additional information on methods and materials for assessing teaching effectiveness may be found in "**Procedure for Evaluating Teaching for the**

**Department of Mathematics,"** adopted 3/1/95.

## **2. Assessment of Research/Scholarship:**

A record of consistent achievement of high quality in research/scholarship is a necessary condition for promotion to the senior ranks and for permanently tenured.

Although publishing research articles in refereed journals and grant-seeking/securing activities are traditionally recognized as legitimate, even preferred in most cases, forms of scholarship, they certainly are not the only legitimate kinds of worthwhile scholarly activity. Given the mission of East Carolina University, a broader concept of research/scholarship needs formulation and acceptance. The Committee on Professional Recognition and Rewards, a Committee of the Joint Policy Board for Mathematics, provides in its report of 1994 a definition of scholarship which the Department of Mathematics endorses, to wit:

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"Scholarship in the mathematical sciences includes:

- \* research in core or applied areas that leads to new concepts, insights, discoveries, structures, theorems, or conjectures;
- \* research that leads to the development of new mathematical techniques, or new applications of known techniques, for addressing problems in other fields including the sciences, the social sciences, medicine, and engineering;
- \* research in teaching and learning that leads to new insights into how mathematical knowledge and skills are most effectively taught and learned at all levels;
- \* synthesis, or integration, of existing scholarship, such as surveys, book reviews, and lists of open problems;
- \* exposition that communicates mathematics to new audiences, or to established audiences with improved clarity, either orally or in writing, including technical communications to scientists, engineers, and other mathematicians, as well as books, articles, multimedia materials, and presentations for teachers, government leaders, and the general public;
- \* development of courses, curricula, or instructional materials for teaching mathematics in K-12 as well as at the college level; and
- \* development of software that provides new or improved tools for supporting research in mathematics or its applications, for communicating mathematics, or for teaching and learning mathematics."

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It should also be noted that publications in the mathematical disciplines in refereed conference proceedings devoted to selected and specific topics are valued contributions to the research literature and should be evaluated accordingly.

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As mandated by *Fac. Man.* Appendix D, IV.E, external peer review of the quality of a candidate's research/scholarship shall occur prior to departmental consideration of that candidate's readiness for promotion to the senior ranks or for permanent tenure.

Authorship of textbooks shall be deemed research only if the texts contain results that would be considered new or innovative and would generally qualify for publication in respected disciplinary research journals.

### **3. Assessment of Professional Service:**

While service may not be weighed as heavily as either teaching or research/scholarship in evaluations of faculty, service is an important and, indeed, essential component of appropriate professional activity. A willingness and commitment to serve academically and/or administratively the department, the College, the University, the university community, the educational community and the discipline via committee or other assignments are crucial to the concept of shared governance and the vitality of the university.

### **4. Assessment for Merit Pay Raises:**

When merit pay funds are available for distribution within the Department, the chairperson shall -- as part of his/her annual review of faculty, using weights dictated by this code and those mutually agreed to by the chair and those being reviewed -- determine each faculty member's merit award.

The criteria on which these awards shall be based are the member's performance in teaching, research/scholarship, and service. The chairperson's recommendation shall be based upon the duties and responsibilities assigned for the period of time under review.

The chairperson shall report to each departmental member eligible for a merit increase the recommendation for merit pay for that member; the chairperson shall also reveal the mean and median merit pay awards (dollar amounts and percentage increases) being recommended for all of the departmental members.

#### **4.4 Personnel Action Dossiers:**

The contents and usage of Personnel Action Dossiers (hereinafter, "PAD") are governed by *Fac. Man.* Appendix D, IV., F. Each candidate for reappointment, promotion, and permanently tenured shall compile, in consultation with the chairperson and the chair of the Personnel Committee, his/her PAD. The PAD is to be used by the members of the appropriate departmental committee in their evaluation of the candidate's readiness for the action being requested.

#### **4.5 Procedures for Promotion, Reappointment, and Permanently Tenure:**

The procedures for these personnel actions are prescribed by *Fac. Man.* Appendix D, III and IV; and Section III., 3.2 herein.

Any faculty member requesting promotion or early conferral of permanently tenured shall notify via written memorandum the Chair of the Personnel Committee of this request. Upon receipt of said notification, the Chair of the Personnel Committee shall consult in a timely manner with the faculty member to advise said member of the procedures and needs necessitated by the request.

### **SECTION V. DEPARTMENTAL MEETINGS**

There shall be at least one departmental meeting per semester. Departmental meetings are called by the chairperson or by petition of: (i) a majority of the voting departmental faculty (as per *Fac. Man.* Appendix L), or (ii) a majority of the permanently tenured departmental faculty. If a meeting is called by petition, this meeting shall be held within two weeks of the time the petition is presented to the chairperson.

The agenda shall be distributed for each meeting at least two business days prior to the meeting; and the chairperson, any departmental committee, or any voting departmental faculty member may request that a particular item be placed on the agenda: Such requested items shall be placed on the agenda of at least one of the next two departmental meetings occurring after receipt of the request.

The chairperson, or his/her designee, shall preside over departmental meetings which shall be conducted according to the rules and regulations of the most recent edition of *Robert's Rules of Order, Newly Revised*.

A quorum shall be three-fifths of the voting departmental faculty (as per *Fac. Man.* Appendix L); and a quorum must be present at each departmental meeting to conduct business. Minutes of departmental meetings will be taken by a designee of the chairperson, and shall be distributed in a timely manner to all departmental members after being approved, with needed corrections, by the voting departmental faculty (present and voting) at the next departmental meeting. No votes shall be cast by absentee ballots, except when otherwise prescribed. Motions made during departmental meetings are to be approved by a majority of the voting departmental faculty (present and voting), except where otherwise prescribed.

The preceding stipulations shall apply to the meetings of the departmental

graduate faculty, except that the chairperson of the Graduate Faculty Committee shall preside over the meetings and "faculty" refers to "graduate faculty." The departmental graduate faculty shall meet at least once each year.

## **SECTION VI. AMENDMENT**

A proposed amendment to this code must be submitted in writing and distributed to departmental members at least two weeks prior to its formal consideration by the permanently tenured departmental members. A proposed amendment must be approved by a vote of three-fifths of the permanently tenured, departmental faculty. Absentee ballots will be accepted. Upon approval of the aforementioned three-fifths majority, the amendment is accepted if subsequently approved by the Faculty Senate and the Chancellor of East Carolina University.