

**UNIT CODE OF OPERATIONS  
EAST CAROLINA UNIVERSITY**

Code Approval

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| 1. Approved by the tenured faculty of the Unit :                         |        | 11-19-97 |
| 2. Submitted to Dean:  |        | 11-6-98  |
| 3. If changed, reapproved by tenured faculty:                            |        | -----    |
| 4. Reviewed/recommended by Faculty Senate Unit Code Screening Committee: |        | 9-7-99   |
| 5. Approved by the East Carolina University Faculty Senate:              | #99-24 | 10-5-99  |
| 6. Approved by East Carolina University Chancellor/or designee:          |        | 10-25-99 |

## DEPARTMENT OF PHILOSOPHY

### College of Arts and Sciences

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. Objectives/Mission

The purpose of the Department of Philosophy of the College of Arts and Sciences is to further the attainment of the University's objectives by providing instruction, research, and service in philosophy (and, as appropriate, religion), within the boundaries of the discipline recognized by the profession at large (where issues concerning the scope of philosophy are recognized philosophical questions). In pursuing this task, the Department will strive to maintain high academic standards, retain faculty, provide guidance and instruction to students, and support scholarly research and efforts at publication in recognized professional journals and presses. It is not the aim of the department to impart an established dogma, but to provide a liberal arts education that will allow students to form their own ideas creatively, critically, and intelligently. Nevertheless, each faculty member has the right to present his or her own viewpoint in interpreting the subject matter of the course. As citizens of the department, faculty should strive to be collegial and to cooperate with each other toward accomplishing these objectives.

#### Section II. Organization/Composition

##### A. The Faculty

The faculty of the Department of Philosophy consists of any person holding permanent tenure in the Department of Philosophy, any person holding an adjunct appointment in the Department of Philosophy, any person holding a probationary-term appointment in the Department of Philosophy, and any person holding a full- or part-time fixed-term appointment in the Department of Philosophy (lecturers and visiting assistant professors, visiting associate professors, and visiting professors).

A voting faculty member of the Department of Philosophy is someone who holds a full-time faculty position with East Carolina University and a greater than one-half time position in the Department of Philosophy, holds regular professorial rank (instructor, assistant professor, associate professor, or professor), has at least one-half of the teaching/research duties normally assigned in the unit, is in at least the twelfth consecutive calendar month of appointment to the faculty of the unit or meets the above conditions and is on leave of absence from all university duties but is in attendance at the meeting of the appropriate committee at the time of the committee's vote. (When a vote by the faculty of the Department of Philosophy is required by this Code, the vote is by the voting faculty as defined above unless otherwise specified.)

The graduate faculty of the department consist of those faculty members in the department appointed or reappointed as Graduate Faculty Members or Associate Graduate Faculty Members and those faculty members in the department who satisfy the conditions for being Graduate Teaching Faculty Members, who are appointed as Adjunct Members or who are Ex-Officio Members in accordance with the policies and procedures stated in the the East

Carolina University Faculty Manual, Appendix F, Section I.

B. The Chair of the Department is the chief administrator of departmental affairs and reports directly to the dean of the College of Arts and Sciences. The selection and tenure as the chair shall conform with the East Carolina University Code (according to the East Carolina University Faculty Manual, Appendix L, Section B). The chair shall:

1. represent the department in its relation with other units of the university,
2. administer the affairs of the department according to the policies determined by the university and the department,
3. supervise the counseling of students and their registration and prepare the teaching schedule for each semester and summer school session according to Section VII. of this Code,
4. forward departmental recommendations decided according to Section VII of this Code, with his or her own, to the next higher administrator,
5. manage the operation of the departmental office and staff and have general responsibility for proper space use and for all equipment and supplies belonging to the department,
6. manage and be responsible for the budget and all other funds assigned to or belonging to the department,
7. present to the faculty an anonymous statistical summary of the Chair's annual evaluations of all of the department's faculty members,
8. when a faculty vacancy occurs, convene the department and follow the procedures specified in Section IV. A. of this Code,
9. preside over departmental and faculty meetings, supervise the writing of minutes and agenda, and make them available to the department's faculty members,
10. be responsible for enforcing the unit code,
11. consult with the Department Personnel Committee in preparing progress-towards-tenure letters for the department's probationary-term faculty members, and
12. consult with the Department Personnel Committee in preparing the department's annual report.

C. At the beginning of each semester and at the end of the academic year, the chair will present the department budget to the faculty for discussion (in accordance with the East Carolina University Faculty Manual, Appendix L, Section C, 3, h.). At the end of the academic year, the chair will also present the department's annual report to the faculty.

### Section III. Permanent tenure, Promotion, and Personnel Committees

Membership on and actions of the Personnel, Tenure, and Promotion Committees shall be conducted according to the East Carolina University Faculty Manual, Appendix D, Section

IV. Newly permanently tenured faculty members excluding the department chair shall become voting members of the relevant committees (e.g., Tenure, Promotion) on the date of conferral of permanent tenure provided that the faculty member has been a full-time faculty member in the Department of Philosophy for at least twelve months and otherwise satisfies the definition of "voting faculty member" stated in the East Carolina University Faculty Manual, Appendix D, Section IV., excluding the department chair.

The Personnel Committee shall consist of the department's full voting faculty, subject to the requirement that at least 2/3 of the members must be permanently tenured.

The Tenure Committee shall consist of all permanently tenured faculty in the department who satisfy the definition of "voting faculty members" stated in the East Carolina University Faculty Manual, Appendix D, Section IV., excluding the department chair. The Personnel Committee chair shall preside over the Tenure Committee. If the Personnel Committee chair does not hold permanent tenure, the committee chair is not eligible to vote.

The Promotion Committee shall consist all permanently tenured and probationary-term faculty members who hold rank at least equal to the rank for which the candidate is being considered, excluding the department chair. The Personnel Committee chair shall preside over the Promotion Committee. If the Personnel Committee chair does not hold rank at least equal to the rank for which the candidate is being considered, the committee chair is not eligible to vote.

The Personnel, Tenure, and Promotion Committees, when dealing with personnel matters, shall go into executive session. The chair of the Personnel Committee, who also serves as chair of the Tenure Committee and Promotion Committee, shall be elected through a majority vote of the Personnel Committee members at the first scheduled committee meeting of the academic year and will serve a one-year term. The chair of the Personnel Committee shall forward committee actions to the department chair and the affected faculty member in accordance with the policies and procedures specified in the East Carolina University Faculty Manual, Appendix D, Section IV.

#### Section IV. Standing Committees

The department's standing committees are the Curriculum Committee and the Visiting Speakers Committee. Ad hoc committees will be created as needed by the department chair or department faculty. Membership on these committees will be determined as follows. The department chair shall nominate, and the members of the department will confirm by majority vote, persons to serve these various committees. In all cases of nominations made by the chair, faculty may make other nominations from the floor. A quorum for standing or ad hoc committee meetings shall be a majority of the committee's membership. Chairs of these committees shall notify the department chair of the committee's actions and shall forward committee actions to the department for approval by the majority of the voting faculty at a faculty meeting.

#### Section V. Faculty Personnel Action

##### A. Selection and Appointment of New Faculty

Initial Probationary-Term Appointments. When a probationary-term position becomes available, the department shall meet and the faculty members holding regular professorial rank shall by majority vote determine an area of specialization. The department chair shall

then solicit applications for the position and shall forward the files of all applicants to the chair of the Personnel Committee. The Personnel Committee shall review the applications and vote to recommend applicants for appointment in accordance with the policies and procedures of the East Carolina University Faculty Manual, Appendix D. Any candidate who receives a majority vote of the Personnel Committee shall be recommended for appointment.

Initial Fixed-term Appointments. When a fixed-term position becomes available, the department shall meet and the faculty members holding regular professorial rank shall by majority vote determine an area of specialization. The department chair shall then solicit applications for the position and shall forward the files of all applicants to the chair of the Personnel Committee. The Personnel Committee shall review the applications and vote to recommend applicants for appointment in accordance with the policies and procedures of the East Carolina University Faculty Manual, Appendix D. Any candidate who receives a majority vote of the Personnel Committee shall be recommended for appointment.

(For subsequent fixed-term appointments, see section IV D below.)

Specific procedures will accord with the conditions and criteria for appointments in the East Carolina University Faculty Manual, Appendix C Section I.

#### B. Teaching Assignments and Reassigned Time

Before each semester, at the time for planning faculty teaching assignments, the department chair shall report to the faculty names of faculty members who will receive reassigned time from teaching to pursue research or other duties.

After soliciting faculty teaching preferences for courses and times, and before making final faculty assignments (at least two weeks before the time the registrar must have the next term's schedule), the chair shall inform the faculty of the teaching assignments and times of each faculty member. If changes to a faculty member's assignment become necessary, when possible the chair shall notify the faculty member of such changes before turning in the schedule. The chair shall make a reasonable effort to accommodate course and time preferences of each faculty member.

#### C. Faculty evaluation

1. Procedures for Annual Evaluations. At the end of each academic year, the chair shall formulate an evaluation of each faculty member according to the East Carolina University Faculty Manual, Appendix C, Section 5. Each faculty member will provide evidence of his or her accomplishments in the three categories of 1) teaching/advising effectiveness, 2) research/creative activity, and 3) professional service.

2. Criteria for Annual Evaluations. The chair will use the following criteria and the relative weights in determining each faculty member's annual evaluation. (NOTE: Each of the three criteria is followed by a set of general considerations and a list of possible activities that might be considered in the annual evaluation process. Unless otherwise stated, the location of an item on a list does NOT imply any ranking of importance. Nor are the lists exhaustive or mutually exclusive. The items on a given list are not necessarily of equal weight.)

a. Teaching/Advising Effectiveness (40%)

General considerations: Foremost, (1) articulating salient aspects of an area of philosophy (or religion, where appropriate) rigorously yet accessibly, whether in or out of the traditional classroom setting; (2) academic advising, where unit operating procedures or the chair provide the opportunity; and (3) other contributions toward the University's fundamental mission of transmitting knowledge, including participation in curriculum development. Besides these general considerations, other considerations for evaluating teaching effectiveness include (Items 1-3 shall receive more weight than items 4-8):

1. results from peer evaluations (where appropriate),
2. other supporting information of teaching effectiveness,
3. lucid, well-written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students,
4. results from student evaluations,
5. participation in unit discussions regarding curriculum and program development,
6. participation in achieving the unit's overall program goals,
7. participation in advising students regarding course work, independent research, and program choices, and
8. service as a philosophy major, Religious Studies program (where appropriate), or General College advisor.

The following is a list of some activities that might count as evidence of teaching effectiveness in the annual evaluation (subject to the above-stated NOTE):

Attendance at teaching-related workshops/presentations

Course development

Curriculum design and development

Instructional workload

Peer evaluation of teaching

Special courses (e.g., Honors Seminars)

Surveys of student opinion

Textbooks reviewed

Development of pedagogical materials

Publication of textbook

Publication of an article on teaching philosophy (or religious studies, where appropriate)

b. Research/Creative Activity (40%)

General Considerations. Research consists of (1) serious examination aimed at the discovery and interpretation of knowledge, revision of accepted theories or creation of new theories in light of new knowledge, or practical application of such new and revised theories; (2) disseminating such discovery, interpretation, or revision through refereed scholarly publications or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses; and (3) presenting the results of scholarly inquiry at professional meetings. Both the length and the quality of published work shall be considered. Citation in published works of others and reputation of the press in which the published work appears are significant measures of quality. Textbooks shall count as research only if they have significant impact on scholarship within the discipline. Secondary considerations shall include, where appropriate, such activities as securing grants from agencies in support of the candidate's research program, papers published in conference proceedings, and other publications (e.g., editing a collection of scholarly articles for a reputable scholarly press). Papers read at professional meetings, while often important, shall usually warrant less consideration.

In addition, the following items require a long time from inception to completion. They normally include such phases as preparation, submission, review, revision, acceptance, and publication. Significant credit will be awarded at the time of the item's completion, normally defined as the time of physical appearance of the item as a publication or presentation. Partial credit may be awarded earlier in the process:

Article in journal or other professional publication

Book or chapter in a book

Scholarly, critical book review in journal or other professional publication

Paper or abstract in proceedings of professional association

Paper or abstract presented at a meeting of a professional association

Research grant or contract

The following items do not take as long a time from inception to completion. Credit will be awarded at the time of completion only, normally defined as the time of doing the activity:

Panelist, commentator, or discussant at a professional meeting

Reviewer or referee for a journal or other professional publication

Purely descriptive book review in journal or other professional publication

c. Professional Service (20%)

General considerations: Service consists of formal or informal assignments or activities for the department, College, University, the community at large, and the profession. Examples include:

Unit: Participating in department committees as specified by unit Code, administrative duties, and special assignments from the chair.

College: Participating in college-level committees and assignments.

University: Participating in university-level administrative or Faculty Senate committees and assignments.

Community: Participating in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies.

Profession: Participating in service functions of professional organizations, especially as an officer; writing or editing books or resource manuals that are compilations of previously available materials (whereas books or resource materials that advance or make a significant contribution to the discipline or contain a significant amount of original research material shall count as research).

#### D. Probationary Term Reappointment and Fixed-term Subsequent Appointments.

Recommendations for the reappointment and progress toward permanent tenure of probationary-term faculty members shall proceed according to the procedures specified in the East Carolina University Faculty Manual, Appendix D Section IV.

For subsequent fixed-term appointments, the Personnel Committee shall meet in January to vote on its recommendation. Unless a majority of the membership of the committee votes to recommend subsequent appointment, the committee shall recommend to the department chair to request permission from the Dean of the College of Arts and Sciences and the Vice Chancellor for Academic Affairs to advertise the position for the coming year.

In all cases of reappointment or subsequent appointment, the recommendation shall be based solely on the general conditions specified in the East Carolina University Faculty Manual, and the specific criteria stated in Section V. C. of this Code. The Tenure Committee's recommendation to reappoint shall be based entirely upon evaluation of the candidate's performance in the three areas of teaching/advising, research/creative activity, and service, as reported in the Personnel Action Dossier. The Personnel Committee's recommendation for subsequent appointment shall be based entirely on evaluation of the candidate's performance in the three areas of teaching/advising, research/creative activity, and service unless otherwise specified in the fixed-term faculty member's employment contract.

#### E. Merit Award/Salary

The department chair shall base all recommendations for merit salary increments on the annual evaluation specified in Section IV. C. of this Code, consistent with the East Carolina University Faculty Manual, Appendix C, Section V. The department chair shall report to the department's faculty members the specific procedures used for determining merit pay increments.

#### F. Personnel/Evaluation Files

Personnel files will be kept on all faculty according to the East Carolina University Faculty Manual, Appendix C Section VI.

#### G. Permanent Tenure and Promotion

Recommendations for permanent tenure and for promotion shall proceed according to the procedures specified in the East Carolina University Faculty Manual, Appendix D, Section IV.

The criteria for reappointment, merit salary increases, permanent tenure, and promotion

include the items in the lists of possible activities identified in Section IV. C. 2. above, and as specified in the East Carolina University Faculty Manual, Appendix C ,Section III. and in Section VII. of this Code.

## Section VI. Meetings

Faculty meetings shall conform to University Policy. The chair shall announce all regular faculty meetings at least seven days before the meeting. Faculty are required to attend departmental faculty meetings unless excused by the chair. Special meetings require two days' notice. The department chair, the chair of the Personnel Committee, or a majority of the members of the faculty in residence may call regular or special meetings of the faculty. In all cases, the party calling for a faculty meeting or a special faculty meeting will make a reasonable effort to accommodate the scheduling conflicts of faculty members. If no faculty member objects, a mail vote in lieu of a formal meeting can be conducted (excluding personnel actions and unless otherwise specified or prohibited by the Appendices of the Faculty Manual).

The chair (or a designated representative) shall preside at all regular and special faculty meetings. A quorum shall consist of the majority of full-time members of the department faculty who are not on leave. The most recent edition of Robert's Rules of Order, Newly Revised will determine department action, unless the East Carolina University Faculty Manual, Appendix L, Section 1, explicitly states otherwise. The proceedings shall also follow procedures and rules specified in the most recent edition of Robert's Rules of Order, Newly Revised. The chair shall distribute the minutes of departmental meetings to the faculty before the next regular faculty meeting and to the Dean of the College of Arts and Sciences and the Vice Chancellor for Academic Affairs.

The chairs of the standing committees shall announce meetings to the members at least five working days before the meeting. The chair shall circulate the agenda for the meeting at least one day before the meeting. In the absence of the chair of a standing committee, the elected faculty member senior in years of service to East Carolina University shall preside. Committee chairs or a designated committee member shall keep the minutes of standing committee meetings. Minutes shall be available to the department faculty.

## Section VII. Evaluations

A. Faculty vote of approval or disapproval of the unit's SACS report, major planning documents, and all other assessments of unit operations (e.g., evaluations of administrative officials) shall be according to the East Carolina University Faculty Manual, Appendix L, Section C.

B. Program evaluation. The unit shall conduct a Five-Year Unit Program Evaluation, beginning with the 1999-2000 academic year, according to the East Carolina University Faculty Manual, Appendix L, Section E.

C. Unit administrator evaluation. The department shall conduct a Quadrennial Unit Administrator Evaluation in conformity with the East Carolina University Faculty Manual, Appendix L, Section F.

D. University administrators evaluation. The department shall conduct an Annual Evaluation of University Administrators in accordance with the East Carolina University Faculty Manual, Appendix L, Section G.

#### Section VIII. Enabling

This code will become effective when ratified by the majority of the permanently tenured faculty members of the department, and by the Unit Code Screening Committee of the Faculty Senate, the Faculty Senate and the Chancellor of East Carolina University, according to the East Carolina University Faculty Manual, Appendix L, Section C. 1.

#### Section IX. Amendment of Code

Amendments to this Code must be submitted to the department faculty in writing at least thirty days before consideration. Enactment of amendments will require approval of 2/3 of the voting faculty members, and must be ratified by a majority of the permanently tenured members. Amendments will become effective when ratified by the Unit Code Screening Committee of the Faculty Senate, the Faculty Senate, and the Chancellor of East Carolina University, according to the East Carolina University Faculty Manual, Appendix L, Section D.