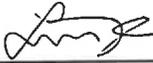


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REVISED UNIT CODE OF OPERATIONS  
DEPARTMENT OF PHYSICS  
THOMAS HARRIOT COLLEGE OF ARTS AND SCIENCES  
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

1. Approved by the applicable code unit voting faculty members:

Chair, Code Unit Committee  Date: 1/26/2021

Unit Administrator  Date: 1/26/2021

2. Submitted to Next Higher Administrator for advice:

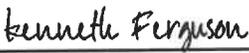
Administrator Alison S. Danell Date: 1/28/2021

3. If changed, reapproved by applicable code unit voting faculty members\*:

Chair, Code Unit Committee  Date: 1/28/2021

Unit Administrator  Date: 1/28/2021

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

DocuSigned by:  
Committee Chair  Date: 4/23/2021 | 6:36 PM EDT  
073520A8C1194FB...

5. Approved by the East Carolina University Faculty Senate: FS #21-37

DocuSigned by:  
Chair of the Faculty  Date: 4/28/2021 | 10:08 AM E  
F0B79798523647F...

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

DocuSigned by:  
Chancellor  Date: 6/10/2021 | 9:56 AM EDT  
AE8BA7A87DF747C...

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

Effective Date of Code: 06-10-2021

\* Any changes to the code that are made after the original approval by at least two-thirds of the applicable code unit voting faculty members, in response to advice received from the next higher administrator, must be approved again by at least two-thirds of the applicable code unit voting faculty members.

**UNIT CODE OF OPERATIONS  
DEPARTMENT OF PHYSICS  
THOMAS HARRIOT COLLEGE OF ARTS AND SCIENCES  
EAST CAROLINA UNIVERSITY**

Section I      PREAMBLE

This Code allows for faculty participation in, and establishes procedures for, the internal affairs of the Department of Physics (hereafter, the Department). It is consistent with the East Carolina University (ECU) [Policy Manual](#), the [East Carolina University Faculty Manual](#), and all established [university policies](#).

MISSION STATEMENT

The mission of the *Department of Physics* is to serve the people of the State of North Carolina and beyond by educating the students enrolled in its courses and programs through excellent teaching at the undergraduate, master's, and doctoral levels. The Faculty of the *Department of Physics* pursues active programs of research in pure and interdisciplinary applied physics seeking to advance the frontiers of knowledge in the chosen fields of specialization.

Section II      FACULTY

A. Definition of the Faculty

The Faculty of the Department consists of all Department members with academic rank or title.

B. Criteria for Serving as a Voting Faculty Member

The voting privileges of the Faculty of the Department are established as follows:

1. For purposes of making recommendations on code content to the permanently tenured faculty, the definition of voting faculty specified in the [East Carolina University Faculty Manual, Part IV, Section II](#), shall apply.
2. For purposes of making recommendations for appointments, reappointments, promotion, and conferral of permanent tenure, the definition of voting faculty specified in the [East Carolina University Faculty Manual, Part IX, Section I](#), shall apply.
3. Unless otherwise specified in the Code or in established University policies, the voting faculty shall include those described in Sections II.B.1. and II.B.2. of this Code, and also all full-time fixed-term faculty in at least their twelfth consecutive calendar month of appointment (counting all intervening summer months, if any) to the faculty of the Department of Physics. It also includes all probationary-term faculty in at least their twelfth consecutive calendar month of appointment (counting all

intervening summer months, if any) but not in their terminal year of appointment. The terminal year is that year after which a probationary-term faculty member has not been reappointed or has not been recommended for permanent tenure.

#### C. Definition of Graduate Faculty

The *Graduate Faculty of the Department* shall consist of all faculty of the Department granted membership in the Graduate School, as either Graduate Faculty or Associate Graduate Faculty, in the manner described in the [East Carolina University Faculty Manual, Part II, Section IV](#) and the criteria and procedures adopted by the Department.

Only *members* of the Graduate Faculty of the Department are eligible to vote on departmental matters concerning the graduate program and have privileges as described in the [East Carolina University Faculty Manual, Part II, Section IV](#).

#### D. Criteria for Emeritus/Emerita Status

As specified in the [East Carolina University Faculty Manual, Part VIII, Section I](#), a faculty member who has made a significant contribution to the Department and University through a distinguished record of scholarship, teaching, and/or service may, upon retirement, disability, or death, be recommended for emeritus/emmerita status by the personnel committee.

### Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

The administrative officers of the Department shall be the Chair, the Assistant Chair for Undergraduate Studies, and the Assistant Chair for Graduate Studies.

#### A. Department Chair

The Chair represents the faculty, staff, and students of the Department before the higher administrative units of the College and University. The selection and tenure of office of the Chair shall be as detailed in the [East Carolina University Faculty Manual, Part II, Section V](#).

Duties of the Chair:

1. Administer the affairs of the Department in accordance with the standard operating procedures and guidelines determined by the Department, College and University, state and federal laws and regulations.
2. Assign teaching responsibilities and reassigned time according to the [East Carolina University Faculty Manual, Part VIII, Section I](#). (See also Section VI.A.2 of this Code.)
3. Manage the operation of the departmental office and its staff, be responsible for proper space utilization and for all equipment assigned to the Department.

4. Ensure that the departmental faculty are fully informed in a timely way of all higher-level administrative actions that impact on any aspect of the departmental operation or on the welfare of individual faculty.
5. Prepare the Departmental Annual Report and discuss it with the faculty.
6. Prepare the Departmental Budget in consultation with the faculty in the manner established in Section IX. of this Code.
7. Provide the faculty with complete copies of the Departmental Budget on the first regular faculty meeting of the academic year.
8. Provide the faculty with complete copies of the Departmental Annual Report at least one week prior to the last regular faculty meeting of the academic year.
9. Receive the recommendations of the Personnel Committee, the Tenure Committee, and the Promotion Committee on personnel actions specified in the [East Carolina University Faculty Manual, Part VIII, Section I](#) and [Part IX, Section I](#), concur or not concur, when appropriate, provide a cumulative evaluation when appropriate, and pass them to the next higher administrative official. (See also, Section VI of this Code.)
10. Preside over departmental meetings and oversee the preparation and distribution of the agenda and minutes of departmental meetings.
11. Follow the procedures established in Section VI.A.1 of this Code for the selection and appointment of new probationary-term and tenured faculty.
12. Award graduate assistantships, after receiving recommendations from the Assistant Chair for Graduate Studies.
13. Maintain the personnel files for all faculty and staff.
14. Appoint directors and coordinators of departmental programs as needed after consulting with the Executive Committee.
15. Determine the courses to be taught in all departmental programs for the regular academic year and for summer school after consulting with the Executive Committee.
16. Approve independent studies courses, reading courses, and other individualized course offerings.
17. Evaluate each faculty member with a position number assigned to the Department according to the [East Carolina University Faculty Manual, Part VIII, Section I](#) and the provisions of Section VI.A.3 of this Code.
18. Recommend salary increments to the Dean of the Thomas Harriot College of Arts and Sciences, giving due consideration to the policies

established by the [East Carolina University Faculty Manual, Part VIII, Section I](#) and the results of the evaluation conducted under the provisions of Section III.A.17. of this Code.

19. Appoint, subject to the confirmation of the faculty (with voting privileges as defined in Section II.B. of this Code), the Assistant Chair for Undergraduate Studies, and appoint, subject to the confirmation of the graduate faculty (with voting privileges as defined in Section II.B. of this Code), the Assistant Chair for Graduate Studies.
20. Recommend to the Personnel Committee the appointment of adjunct faculty in the Department.
21. Designate an Acting Department Chair for those periods when they are temporarily unavailable, out of town on official business, or on vacation.
22. Create and ensure an environment supportive of diversity and fair treatment of all faculty, staff, and students.
23. Ensure that Department resources and duties are distributed fairly and equitably among faculty, considering academic program needs.
24. Ensure that all code procedures are followed.

#### B. Assistant Chair for Undergraduate Studies

The Assistant Chair for Undergraduate Studies shall be appointed by the Department Chair in consultation with the Executive Committee. Eligibility to serve as Assistant Chair for Undergraduate Studies is limited to faculty members of the Department with permanent tenure. Additionally, the Assistant Chair for Undergraduate Studies must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) SACS qualifications to teach in the undergraduate program. The appointment is subject to confirmation, by secret ballot, by the subset of the departmental faculty with voting privileges described in Section II.B. of this Code. The primary duty of the Assistant Chair for Undergraduate Studies is to direct the undergraduate degree programs offered by the Department and serve as Chair of the Undergraduate Committee and lead the recruitment of undergraduate Physics majors, including diverse, minority and underrepresented students. Further, the Assistant Chair for Undergraduate Studies represents the Department before the College and University curriculum committees as well as the College Undergraduate Council, supervises registration and advising of undergraduate majors, maintains permanent student records, and acts for the Department Chair in undergraduate matters when the Chair is absent for a brief period of time. Other duties of the Assistant Chair for Undergraduate Studies will be assigned by the Department Chair and by departmental standard operating procedures and guidelines (see Section X of this Code). The Assistant Chair for Undergraduate Studies is subject to reconfirmation by the subset of the departmental faculty described above contemporaneously with the Chair's

five-year review. (See Section IV of this Code for additional information regarding academic program coordination and curriculum oversight.)

#### C. Assistant Chair for Graduate Studies

The Assistant Chair for Graduate Studies shall be appointed by the Department Chair in consultation with the Executive Committee. Eligibility to serve as Assistant Chair for Graduate Studies requires permanent tenure and graduate faculty membership as specified in the [East Carolina University Faculty Manual, Part II, Section IV](#). Additionally, the Assistant Chair for Graduate Studies must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) qualifications to teach in the graduate program. The appointment is subject to confirmation, by secret ballot, by the graduate faculty of the Department with voting privileges described in Section II.C. of this Code. The primary duty of the Assistant Chair for Graduate Studies is to direct the graduate degree programs offered by the Department and serve as Chair of the Graduate Committee. Further, the Assistant Chair for Graduate Studies leads in recruitment and orientation of graduate students including diverse, minority, and underrepresented students and creates a welcoming atmosphere for these groups. Additionally, the Assistant Chair for Graduate Studies maintains graduate student records, represents the Department before the Graduate Program Directors and Coordinators (GPDC) Meeting, serves on the College Graduate Council, and acts for the Department Chair in graduate matters when the Chair is absent for a brief period of time. Other duties of the Assistant Chair for Graduate Studies will be assigned by the Department Chair and by departmental standard operating procedures. The Assistant Chair for Graduate Studies is subject to reconfirmation by the subset of the departmental faculty described above contemporaneously with the Department Chair's five-year review. (See Section IV of this Code for additional information regarding academic program coordination and curriculum oversight.)

#### D. Special Coordinators

The **special coordinators** in the Department shall be determined by departmental standard operating procedures and guidelines (see Section X of this Code). All special coordinators shall be appointed annually by the Chair after consulting with the Executive Committee. A faculty member may appeal any appointment of a special coordinator to the faculty of the Department.

### Section IV CURRICULUM OVERSIGHT AND PROGRAM COORDINATION

Qualified faculty are responsible for overseeing and coordinating all educational programs to assure that each degree program and/or concentration contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency. Curriculum development, review, and revision are the responsibility of discipline-specific qualified faculty for each degree program, concentration, and level (undergraduate, masters, etc.). Final curriculum

decisions rest with faculty who possess the required academic qualifications in fields directly related to the program area of study and whose professional experience is relevant to the program discipline. See Section V.A of this Code for information regarding the roles of Undergraduate Committee and Graduate Committee. Qualifications of academic program officers are delineated in this Section below and in Section III above.

- A. The Assistant Chair for Undergraduate Studies serves as program director overseeing and coordinating curricular content for all undergraduate degree programs offered by the Department. The Assistant Chair for Graduate Studies serves as program director overseeing and coordinating curricular content for all graduate degree programs offered by the Department. (Refer to [SACSCOC Principle](#), 6.2.c).
- B. The program director responsibilities of the Assistant Chair for Undergraduate Studies are given in Section III.B. of this Code, and the program director responsibilities of the Assistant Chair for Graduate Studies are given in Section III.C of this Code.
- C. The academic and professional qualifications of the Assistant Chair for Undergraduate Studies are given in Section III.B. of this Code. The academic and professional qualifications of the Assistant Chair for Graduate Studies are given in Section III.C of this Code.

## Section V COMMITTEES OF THE DEPARTMENT OF PHYSICS

- A. Standing Committees. The standing committees of the Department shall be the Executive Committee, the Undergraduate Committee, and the Graduate Committee. The chairs of the standing committees will report to the faculty at each departmental meeting. A quorum for meeting of the standing committees shall be one-half of the membership, unless otherwise determined by the [East Carolina University Faculty Manual](#).
  - 1. The **Executive Committee** advises the Chair on all aspects of the administration of the Department. The Executive Committee shall consist of three full-time members of the departmental faculty. The Department Chair and the two Assistant Chairs will serve *ex officio* without vote. The Executive Committee shall be nominated and elected by the faculty fulfilling the requirements in Section II.B.3 of this Code to staggered three-year terms from a slate of candidates nominated by the faculty of the Department, at the first faculty meeting of the academic year. The Chair of the Executive Committee shall be the member in their third year of service. The Executive Committee shall meet at least once monthly during the regular academic year. All actions of the Executive Committee shall be reported to the Faculty at the next regularly scheduled faculty meeting. Additional duties of the Executive Committee are to:
    - a. Serve as nominating committee for membership on all standing and Ad Hoc committees and for the appointment of special coordinators.

- b. Serve as the long-range planning committee of the Department by recommending planning to the faculty in all areas except those specifically delegated to other committees or coordinators.
  - c. Serve as the departmental committee that develops and recommends standard operating procedures to the faculty in all areas except those specifically delegated to other committees or coordinators.
  - d. Consult with the two Assistant Chairs to make recommendations to the Department Chair for class scheduling and for teaching assignments during the regular academic year and during summer school.
  - e. Support the Chair in creating and ensuring an environment supportive of diversity and fair treatment of all faculty, staff, and students.
  - f. Conduct all Unit and Program evaluations, especially those described in Section VIII. of this Code.
  - g. Recommend to the Faculty of the Department any proposed changes it perceives to be necessary in the Code of Operations (see Section X of this Code).
2. The **Undergraduate Committee** shall consist of the Assistant Chair for Undergraduate Studies and two faculty members elected to staggered two-year terms by the Executive Committee. Faculty members eligible to serve on the Undergraduate Committee are those fulfilling the requirements established in Section II.B.3. of this Code. The Undergraduate Committee shall:
- a. Evaluate and recommend to the Faculty proposals for new undergraduate courses and undergraduate degree programs.
  - b. Evaluate and recommend to the Faculty proposals to revise existing undergraduate courses and undergraduate degree programs.
  - c. Recommend standard operating procedures and pursue planning and assessment of all undergraduate degree programs offered by the Department.
  - d. Assist in the recruitment of undergraduate Physics majors with attention to recruitment of women, diverse, and minority students.
  - e. Assist in the promotion of undergraduate research and the recruitment of undergraduate researchers.
  - f. Perform any additional duties assigned by departmental standard operating procedures and guidelines.

3. The **Graduate Committee** shall consist of the Assistant Chair for Graduate Studies and two graduate faculty members of the Department (as described in Section II.C. of this Code) elected to staggered two-year terms by the Executive Committee. The Graduate Committee shall:
  - a. Evaluate and recommend to the Faculty proposals for new graduate courses and graduate degree programs.
  - b. Evaluate and recommend to the Faculty proposals to revise existing graduate courses and graduate degree programs.
  - c. Assist in the recruitment of students in all graduate degree programs offered by the Department with attention to recruitment of women, diverse, and minority students.
  - d. Advise the Assistant Chair for Graduate Studies on the admission of students to all graduate degree programs offered by the Department.
  - e. Recommend standard operating procedures and pursue planning and assessment of all graduate degree programs offered by the Department.
  - f. Perform any additional duties assigned by departmental standard operating procedures and guidelines.
- B. Personnel Committee, Tenure Committee, and Promotion Committee. Personnel matters will be handled by the Personnel, Tenure, and Promotion Committees in the manner described in the [East Carolina University Faculty Manual, Part VIII](#) and [Part IX](#).

1. The **Personnel Committee** makes recommendations for adjunct, fixed-term, and initial probationary-term faculty appointments, as well as recommends granting of emeritus status for faculty members. The Personnel Committee shall consist of three eligible faculty members nominated and elected annually by the faculty, at the first meeting of the academic year. Eligibility to serve on this Committee and the definition of voting faculty for the purpose of electing the Personnel Committee are established in the [East Carolina University Faculty Manual, Part IX, Section I](#), under the heading entitled "Tenure-granting units."

The **Chair of the Personnel Committee** shall be permanently tenured and elected annually by and from the committee's membership. Duties of the Personnel Committee and its Chair will be as specified in the [East Carolina University Faculty Manual, Part IX, Section I](#). Responsibilities of the Personnel Committee include making recommendations for adjunct, fixed-term, and initial probationary-term faculty appointments as well as recommending emeritus or emerita status for faculty members.

The Personnel Committee may at their discretion elect a Search Committee for a faculty vacancy as appropriate. The majority of the

members of a search committee must be selected from among the departmental faculty members satisfying the conditions established in Section II.A of this Code.

2. The **Tenure Committee** makes recommendations for reappointments of probationary-term faculty members, the granting of permanent tenure, and conferral of tenure for initial appointments with permanent tenure. The Tenure Committee shall be composed and have duties as described in the [East Carolina University Faculty Manual, Part IX, Section I](#).
3. The **Promotion Committee** makes recommendations for promotions in rank and recommends the ranks of initial appointments at the associate professor or professor level. The Promotion Committee shall be composed and have duties as described in the [East Carolina University Faculty Manual, Part IX, Section I](#).

C. *Ad Hoc* Committees. As special needs arise, *Ad Hoc* Committees and their officers may be appointed by the Chair of the Department or the Department Faculty. Each *Ad Hoc* Committee will follow procedures detailed in the charge to that committee upon its creation. An *Ad Hoc* Committee expires after making its final report or in twelve months, whichever comes first.

## Section VI EVALUATION OF FACULTY

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. Faculty should adhere to ECU policy and guidelines on diversity. ECU celebrates diversity among its faculty, staff, and students, and is committed to fostering respect for human difference and equal opportunities for all, regardless of membership in a University protected class.

### A. Tenured and Probationary-Term Faculty

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

The initiation, review, and approval of appointments of new faculty will be in accord with the provisions of [Part VIII, Section I](#); [Part IX, Section I](#); and all other pertinent sections of the [East Carolina University Faculty](#)

Manual. In fulfilling these provisions, the Department will abide by the following procedural rules.

Upon notification by the Department Chair of the number and nature of new probationary-term or tenured positions to be filled (the [East Carolina University Faculty Manual, Part VIII, Section I](#)), the Chair of the Personnel Committee will convene a meeting of the Tenure Committee. The purpose of this meeting shall be to establish the requirements for the position(s) and to recommend to the Department Chair, the method for and wording of the job advertisement. The Personnel Committee may at their discretion appoint a Search Committee selected from among the departmental faculty members satisfying the conditions established in Section II.A. of this Code. A search committee may include members of other code units, if deemed necessary to the success of the search. However, in appointing members to such a multidisciplinary committee, the Personnel Committee will look for external members with academic rank or title in their home units. Further, at least 2/3 of the membership of a search committee must be from the Department.

When a Search Committee is appointed, it must report its recommendations to the Personnel Committee within seven calendar months of the date of the Tenure Committee meeting that established requirements for the vacant position(s). If no prospective faculty member is found within seven calendar months of the date of the Tenure Committee meeting that established requirements for the vacant position(s), the Search Committee must request the Chair of the Personnel Committee to call a meeting of the Tenure Committee to reassess the requirements for the position. The Tenure Committee may decide at this stage whether to continue the search or declare it unsuccessful. If a search is unsuccessful, the Chair of the Personnel Committee shall notify the Department Chair; if notified by the Chair of the continued availability of positions to be filled and of their number and nature, the Chair of the Personnel Committee shall reconvene the Tenure Committee to begin a new search, subject to the same rules described above.

Any search not resulting in a recommendation to the Chair of the Department by seven calendar days prior to the University Spring Commencement requires that the Chair of the Personnel Committee convene a meeting of the Tenure Committee no later than two calendar days prior to the University Spring Commencement. At this meeting the Tenure Committee will decide whether the search shall be continued over the Summer or declared unsuccessful. If the Tenure Committee declares the search unsuccessful, it will re-examine the requirements for the position (if still available) along the lines herein established on or after the following Faculty Convocation day. If a quorum cannot be reached for this meeting, the search will be automatically declared unsuccessful and the procedure described above applies.

If the Tenure Committee authorizes a search to be continued over the Summer, candidates' interviews can only occur in days where a majority

of the membership of the Tenure Committee is available to meet and interview with the candidate.

When a search produces a recommendation by the Personnel Committee and the Chair concurs, but negotiations with the candidate must take place past the University Spring Commencement, the Department Chair and the Tenure Committee must meet before the end of the regular academic year to agree on the terms of appointment that could affect a future tenure decision.

It is ultimately the duty of the Personnel Committee, in the manner provided in the [East Carolina University Faculty Manual, Part IX, Section I](#), to recommend to the Department Chair prospective faculty members satisfying the requirements established for the position. In case the initial appointment is to be made with tenure or with reduced probationary term, the Tenure Committee must approve the appointment by simple majority before the notification is made to the Department Chair.

The [East Carolina University Faculty Manual, Part IX, Section I](#) stipulates that the Department Chair shall initiate the inclusion of special terms and conditions in documents of appointment of a faculty member. Prior to their recommendation, the Chair will submit the recommended terms and conditions to the Tenure Committee for consideration and discussion of those items that could affect a future tenure recommendation by the departmental Tenure Committee.

## 2. Teaching Assignments and Reassigned Time

Assignment of teaching responsibilities and reassigned time will be made by the Chair in accord with the provisions of the [East Carolina University Faculty Manual, Part VIII, Section I](#) and Department standard operating procedures and guidelines (see Section X of this Code).

## 3. Annual Faculty Evaluation

Evaluation of faculty will be by the Chair in accord with the provisions of the [East Carolina University Faculty Manual, Part VIII, Section I](#) and the Physics Department Faculty Productivity Profile (see Section X of this Code). This Faculty Productivity Profile, approved by the faculty, details the relative value attached to the various professional activities engaged in by the faculty and shall be used as a guide for this evaluation. For tenured and probationary-term faculty, the weight given to any category (teaching, research/creative activity, or service) shall not be less than 10%. The weights shall be determined by the Chair in consultation with the faculty member and in accordance with departmental standard operating procedures and guidelines.

## 4. Reappointment

The reappointment of probationary-term faculty will be in accord with the provisions of the [East Carolina University Faculty Manual, Part IX](#),

[Section I](#). The primary criterion to be used for reappointment will be the relative progress being made by the faculty member in a probationary-term appointment towards fulfilling the tenure criteria listed in Section VI.A.6.e of this Code.

5. Merit Salary Allocation

Recommendations of merit salary increments by the Chair are defined in the [East Carolina University Faculty Manual, Part VIII, Section I](#). These recommendations shall be based on the Chair's annual evaluation as guided by the Physics Department Faculty Productivity Profile (see Section X of this Code).

6. Tenure and Promotion for Probationary-Term and Tenured Faculty

The procedures to be followed in tenure and promotion decisions are as established in the [East Carolina University Faculty Manual, Part IX, Section I](#). The following are highlights of the implementation of these procedures within the scope of the Department.

a. Letters of Progress Towards Tenure

Faculty members on probationary terms will be reviewed annually on their progress towards tenure following the procedures established in the [East Carolina University Faculty Manual, Part IX, Section I](#).

b. Request for Early Tenure

A faculty member on probationary term who has not completed their probationary term may request consideration of tenure following the procedures established in the [East Carolina University Faculty Manual, Part IX, Section I](#).

c. Request for Promotion

A faculty member may request promotion in rank following the procedures established in the [East Carolina University Faculty Manual, Part IX, Section I](#).

d. External Reviewers for Promotion and Tenure

The procedure for selection of external reviewers for Tenure and Promotion decisions is described in the [East Carolina University Faculty Manual, Part IX, Section I](#).

e. Departmental Criteria for Tenure and Promotion

Candidates for permanent tenure and promotion shall be evaluated by the following criteria, which are in addition to those prescribed in the [East Carolina University Faculty Manual, Part VIII, Section I](#), and [Part IX, Section I](#).

(1) Teaching/Advising—the articulation of the salient aspects of a discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting; academic advising within the discipline, where Department operating procedures provide such opportunity; and other contributions towards the University's fundamental mission of transmitting knowledge, including participation in curriculum development where academically qualified.

(a) For Permanent Tenure

- (i) Satisfactory overall results from student and peer evaluations.
- (ii) Other documentation of teaching effectiveness using instruments and procedures approved by the Department in the standard operating procedures and guidelines (see Part X of this Code).
- (iii) Clearly written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.
- (iv) Active role in the development of the curriculum and programs of the Department where academically qualified.
- (v) Active role in advising students regarding course and laboratory work, independent research, program choices, and career planning, when Department operating procedures provide such opportunity.
- (vi) Achievement and maintenance of a level of excellence in teaching and advising effectiveness consistent with Department standards specified in the Productivity Profile (see Part X of this Code).

(b) For Promotion to Associate Professor

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure.

(c) For Promotion to Professor

The teaching criteria for promotion to Professor are continuing excellence in teaching and advising. The candidate is expected to have made the most of opportunities to exhibit:

- (i) Leadership achievements in curriculum and program development where academically qualified.
  - (ii) Leadership and advisory role with probationary-term faculty regarding advancement of teaching and advising effectiveness consistent with Departmental standards specified in the Productivity Profile (see Part X of this Code).
- (2) Research—scholarly inquiry leading to the discovery and interpretation of knowledge, revision of accepted theories or laws in the light of new knowledge, or practical application of such new or revised theories or laws; and the dissemination of such discovery, interpretation, or revision through refereed scholarly publications; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses. The candidate must have consistent achievements of high quality in research productivity before permanent tenure and promotions can be recommended.

(a) For Permanent Tenure

The candidate's publications must reflect a significant and developing research agenda in the applicable area(s) of specialization. They must indicate that the candidate has the potential for eventual national recognition as an important scholar. The publications must be of high quality and substantive in content. They should take the form of articles published in the discipline's refereed journals; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. Textbooks and grant reports shall count as research only if they advance new knowledge or have a significant impact on one's peers within the discipline. Additional considerations shall include, where appropriate, such activities as grant proposal submissions, securing grants from agencies in support of the candidate's research program, invited talks at conferences, and publishing papers in conference proceedings. Contributed presentations at professional meetings, in oral or poster form and their respective abstracts shall usually warrant less consideration.

(b) For Promotion to Associate Professor

The research productivity criteria for promotion to Associate Professor are the same as those for permanent tenure.

(c) For Promotion to Professor

The research productivity criteria for promotion to Professor include those for permanent tenure. In addition, the candidate must have earned national recognition in the discipline or specialization, principally through a substantial number of articles published in the discipline's refereed journals; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies or other presses held in high regard by the scholarly community. A candidate whose national recognition as an important scholar in the discipline or specialization is not clearly established through publications shall not be recommended for promotion to Professor.

- (3) Service—formal and informal assignments or activities on behalf of the Department, College, University, the community at large, and the profession. The highest level of professional service is that which enhances the academic credibility of the University. Expectations regarding service contributions increase as a faculty member's career progresses. The minimum required for permanent tenure and promotion therefore depends upon rank.

(a) For Permanent Tenure

Although service is accorded the least weight in the tenure evaluation, it is nevertheless an essential component of the candidate's professional commitment. An especially strong service record cannot compensate for a record of weak teaching or weak research productivity, but a reasonable record of departmental and University service is expected of any faculty member under consideration for tenure. The quality rather than the quantity of service is of primary importance.

It is expected that most of the faculty member's early service contributions will be internal. During subsequent years, the faculty member should strive to make service contributions to the College and University as a whole and eventually to the community at large and to the profession. Subject to the realistic availability of such opportunities, typical examples of service contributions may include the following:

- (i) Unit—Department committee participation as specified by this Code and other Department activities such as administrative duties, special assignments from the Chair, and participation in faculty meetings and seminars;
- (ii) College—Participation in College-level committees and assignments;

- (iii) University—Participation in University-level committees and assignments;
- (iv) Community—Participation 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;
- (v) Discipline—Participation in service functions of the profession such as a journal referee or editor, officer of professional organization, and session organizer or Chair at professional meetings.

(b) For Promotion to Associate Professor

The criteria for promotion to Associate Professor are identical to those for permanent tenure.

(c) For Promotion to Professor

The criteria for promotion to Professor include those for permanent tenure. In addition, the candidate must show leadership in the various service areas described above.

B. Fixed-Term Faculty

1. Appointments of Fixed-Term Faculty

No later than 75 calendar days before the current term expires, a fixed-term faculty member desiring a new appointment shall provide the unit administrator with a written request for a new appointment. No later than 60 days before the end of the current term, a fixed-term faculty member shall submit an appointment portfolio to the Personnel Committee and the unit administrator prior to the unit administrator and the Personnel Committee recommending a new appointment. The portfolio should contain information that demonstrates the effectiveness of the fixed-term faculty member in carrying out the duties specified in the contract. No later than 45 calendar days before the end of the current term, the Personnel Committee and the unit administrator shall notify the faculty member in writing of their respective recommendations, following procedure in the [East Carolina University Faculty Manual, Part IX, Section 1](#).

2. Advancement in Title of Fixed-Term Faculty

A fixed-term faculty member may request advancement in title. The request will be evaluated in terms of quality of their performance and any enhancements of their responsibilities accrued since initial appointment evaluated using the criteria and procedure described below, which are in addition to those prescribed in the [East Carolina University Faculty](#)

[Manual, Part VIII](#), Section VI. Procedures and timelines established by the University will be followed.

a. Departmental Criteria for Advancement in Title of Fixed-Term Faculty

(1) For Advancement to Senior Teaching Instructor

Candidates are eligible upon completing at least five years of full-time service at the title of Teaching Instructor. They must hold at minimum master's degree appropriate to the area of instruction or have equivalent professional qualifications. Candidates must demonstrate excellence in teaching as measured by overall results from student and peer evaluations and other documentation of teaching contributions detailed in the Teaching section of the Faculty Productivity Profile (see Section X of this Code).

(2) For Advancement to Teaching Assistant Professor

Candidates must hold a terminal degree in physics or a related field. Candidates must demonstrate teaching effectiveness as measured by overall results from student and peer evaluations and other documentation of teaching contributions as detailed in the Teaching section of the Faculty Productivity Profile (see Section X of this Code).

(3) For Advancement to Teaching Associate Professor

Candidates are eligible upon completing at least five years of full-time service at the title of Teaching Assistant Professor. Candidates must demonstrate superior teaching ability measured by overall results from student and peer evaluations and other documentation of teaching contributions detailed in the Teaching section of the Faculty Productivity Profile (see Section X of this Code). Candidates must document creativity and innovation in teaching and engage in professional development activities in teaching. Examples of creativity and innovation in teaching include contributions to curriculum development, leading workshops or seminars on teaching, publications in professional journals, and grants in support of teaching. In addition, candidates must provide service to the Department, University, or Profession as detailed in the Service section of the Faculty Productivity Profile (see Section X of this Code).

(4) For Advancement to Teaching Professor

Candidates are eligible upon completing at least five years of full-time service at the title of Teaching Associate Professor. Candidates must demonstrate excellence in teaching as measured by overall results from student and peer evaluations and other documentation of teaching effectiveness as detailed in

the Teaching section of the Faculty Productivity Profile (see Section X of this Code). Candidates must document sustained creativity and innovation in teaching and service as required for Teaching Associate Professor. In addition, candidates must demonstrate an excellent reputation in teaching at the university level and must be competent in mentoring others such as graduate students and junior faculty in teaching.

b. Application Procedure for Advancement in Title of Fixed-Term Faculty

No later than 75 calendar days before the current term expires, a fixed-term faculty member desiring an advancement in title shall provide the unit administrator with a written request. No later than 60 days before the end of the current term, the faculty member shall submit an advancement portfolio (maximum 2-inch binder or an electronic document specified in the Department standard operating procedures and guidelines; see Section X of this Code) containing documentation of the relevant criteria. This documentation will be reviewed by the Unit Personnel Committee prior to the established deadline for Committee recommendations. In accordance with the required timeline in the [East Carolina University Faculty Manual, Part IX, Section 1](#), the Personnel Committee will produce a recommendation in the form of a letter of evaluation, clearly stating the ways in which the candidate's work meets the established criteria for advancement. The recommendation of the Personnel Committee will be provided to the Department Chair for review and concurrence or non-concurrence. In the case of non-concurrence, the Chair will provide a statement. The Chair will then forward the recommendation and, if applicable, a statement concerning change in title to the Dean of the Thomas Harriot College of Arts and Sciences for review and concurrence or non-concurrence. Procedures and timelines established by the University will be followed.

C. Performance Review of Permanently Tenured Faculty (Post-Tenure Review)

Performance review of tenured faculty shall follow the process described in [Part IX, Section II of the East Carolina University Faculty Manual](#). The Department shall conduct a block review of all tenured faculty members during the same year at intervals required by [Part IX, Section II of the East Carolina University Faculty Manual](#) and by ECU policy. The current performance standards for the review, as approved by the Tenure Committee and ECU administration, shall be contained in the *Department of Physics Handbook* (see Section X of this Code). In addition, the approved departmental Standards are posted on the [Faculty Senate website](#).

When performance reviews of tenured faculty are required, the Tenure Committee will determine whether the current performance standards for the review are sufficient and modify them as necessary. The Tenure Committee will submit its proposed standards to the unit administrator for the administrative approval process described in [Part IX, Section II of the East Carolina University Faculty Manual](#). The Tenure Committee will elect a

minimum of three faculty members and one alternate from the permanently tenured voting faculty not holding administrative status to serve on the Performance Review Committee. The alternate member shall serve when a regular member is unable to serve. Members of the Performance Review Committee shall serve for one academic year.

## Section VII PROCEDURES FOR MEETINGS OF THE DEPARTMENT

The affairs of the Department shall be conducted according to *Robert's Rules of Order, Newly Revised*. Meetings of the Faculty of the Department shall be in conformity with University policy. Regular meetings of the Faculty of the Department shall take place monthly, usually on the first Friday of the month. The first meeting of the academic year shall be in accordance with the University calendar. Either the Chair of the Department or a majority of the voting faculty members in residence shall have the authority to call special meetings. There shall be at least a one-full-day notice for special meetings. The agenda for each meeting shall be completed and available one full day in advance of the meeting and the order of business shall be: call to order, approval of the minutes, announcements, unfinished business, reports of committees, and new business. New business, other than that present on the agenda, may be considered only with the consent of a majority of those present and voting. The agenda of the first meeting shall include as new business the election of members of the Personnel and Executive Committees, and when appropriate, the Thomas Harriot College of Arts and Sciences Curriculum Committee representative.

The Chair of the Department (or designated representative) shall chair all faculty meetings. A secretary and an elected parliamentarian (or designated representative) shall be present. The parliamentarian shall be a member of the voting faculty of the Department as defined in Section II.B.3 of this Code, other than the Chair of the meeting. A secret ballot shall be conducted when called for by any member of the voting faculty. In all cases a quorum shall consist of a majority of the voting faculty as specified in Section II.B of this Code.

## Section VIII VOTING BY FACULTY MEMBERS

As necessary and in accordance with the [East Carolina University Faculty Manual](#), in regularly scheduled faculty meetings, the entire faculty (following the definition of voting faculty in Section II.B.3. of this Code) will formally approve or disapprove of unit academic program evaluations, reaccreditation reports, assessment documents, other major planning documents.

## Section IX DEPARTMENTAL BUDGET AND ANNUAL REPORT

### A. Departmental Budget

Each Spring semester the Chair will ask the faculty for their budget requests for the following academic year, accompanied by short descriptions of their scientific justifications. The Chair will distribute these requests to the entire faculty for their review and advice.

The Chair shall prepare and manage the departmental budget and all other funds assigned to or belonging to the unit after due consultation with the faculty. The departmental budget shall be shared with the faculty at the first regularly scheduled faculty meeting of the academic year as provided in Section III.A.7 of this Code.

#### B. Departmental Annual Report

Each Spring semester the Department Chair will prepare the departmental annual report. The chair shall make this report available to the faculty upon its completion for review and discussion as provided in Section III.A.8 of this Code.

### Section X DEPARTMENT OF PHYSICS HANDBOOK

A Department of Physics Handbook shall be established and updated as necessary. The Chair of the Department will ensure that this handbook is kept up-to-date and available in electronic form to each Physics faculty member. This handbook shall contain at least the following sections:

**Section 1** shall contain a copy of the Department of Physics Code of Operations.

**Section 2** shall consist of non-code standard operating procedures and guidelines of the Department. Amendments to Section 2 of the Handbook must be approved by a majority of the faculty meeting the criteria in Section II.B.3 of this Code that are present at a meeting of the Department Faculty in which there is a quorum.

**Section 3** shall contain the Faculty Productivity Profile and faculty evaluation-weighting scheme approved by the faculty. Amendments to Section 3 of the Handbook must be approved by a majority of the faculty meeting the criteria in Section II.B.3 of this Code that are present at a meeting of the Department Faculty in which there is a quorum.

**Section 4** shall contain the current Standards for Performance Review of Tenured Faculty. The procedure for amendments to Section 4 of the Handbook is specified in Section VII of this Code and in the [East Carolina University Faculty Manual, Part IX, Section II](#).

**Section 5** shall contain the Criteria for Appointment to the Department of Physics Graduate Faculty. The procedure for amendments to Section 5 of the Handbook is described in Section II.C of this Code and in the [East Carolina University Faculty Manual, Part II, Section IV](#).

### Section XI AMENDMENT PROCEDURES

Any member of the Department may make recommendations to the Faculty of the Department for amendments to the Code of Operations of the Department of Physics. Recommended amendments shall be reviewed by the Executive Committee and presented at a faculty meeting during the Executive Committee report. Except as stated below, an amendment must be approved at two

successive meetings by an affirmative vote of at least two-thirds of the eligible Department of Physics faculty present and voting. Department faculty who meet the criteria for unit code voting eligibility are defined in the [\*East Carolina University Faculty Manual, Part IV, Section II\*](#). Since the Department is a tenure-granting unit, only permanently tenured, eligible voting faculty may vote on or amend the unit's tenure, promotion, and post-tenure review criteria. A separate affirmative vote of at least a majority of voting tenured faculty is required to approve new or revised tenure, promotion, and post-tenure review criteria. Such approved criteria may not be further amended during the approval process of the full revised Unit Code by all voting faculty. After departmental approval, the amended Code is submitted to the Faculty Senate. Amendments to this Code shall be considered as in force upon approval by the Unit Code Screening Committee, the Faculty Senate and the Chancellor by the procedures prescribed in the [\*East Carolina University Faculty Manual, Part IV, Section II\*](#).

**Section 2**  
**Non-Code**  
**Standard Operating Procedures**  
**and Guidelines**  
**DEPARTMENT OF PHYSICS**

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## **A. Academic-general**

### **Special Problems Courses**

(6 Dec 2002; revised January 2006)

All undergraduate special problems courses require a written report by the student at the end of the semester, to be submitted to the Assistant Chair for Undergraduate Studies.

### **PHYS 1050,1080, and 1090**

(6 Dec 2002)

In PHYS 1050, 1080, and 1090 the written portion of the exam should not be returned to the student. However, the student is allowed individual access to these exams but is not allowed to copy the exam electronically or photographically.

### **Attendance Policy**

(6 Dec 2002)

Attendance policy for all classes is at the discretion of the individual instructor.

### **Selling of Materials Generated by the Physics Faculty**

(6 Dec 2002; revised January 2006)

The right of disposition of written material originated by any professor in the Department of Physics shall, first and foremost, reside with the originating professor. This material may be submitted for publication in learned journals, contributed to the public domain, or used in any other way. In particular, said faculty or authorized agent may publish and sell them to any interested parties; in this latter case, the usual university copyright rules will apply (ECU Faculty Manual, Part VII, Section II). In the case of sales of such materials to students, the following guidelines will apply:

The sale of all such materials shall be made through the East Carolina University Student Store, or other authorized selling agent.

The sale and use of such materials are subject to the approval of, and may be terminated by the Executive Committee of the Department of Physics. Decisions of this committee may be appealed to the whole faculty of the Department of Physics.

Extensive materials requiring significant departmental resources for production must be outsourced. Note that all copyright issues and liabilities remain solely the responsibility of faculty offering such materials for sale.

### **Distribution of Textbook Ancillary Materials**

(6 Dec 2002; editorially revised April 2021)

Since some instructors use the publisher's ancillary material for tests and homework assignments, and since future instructors should be able to use the same material without the fear that copies of these materials are available to students or student organizations, as a matter of professional courtesy, no directly reproduced copies from these manuals will be distributed to the student in any physics course.

Ancillary materials include worked-out solutions and numerical answers that are not intended for routine student access via purchase through commercial channels. Instructors may, however, distribute any ancillary materials provided this is done in a version edited by the instructor or a person designated by the instructor.

### **Syllabi**

(1965; revised January 2006; editorially revised April 2021)

Part V, Section I.VII of the ECU Faculty Manual requires faculty to make a syllabus available to the students on or by the first day of each course. In addition, faculty will submit a syllabus and course rules for each course taught to the departmental office within one week of the first class meeting.

### **Textbook Selection**

(1965)

Textbooks for service courses (1050, 1080, 1250/60, 2350/60) will be selected by the faculty as a whole.

(30 March 2007)

The faculty of the Department of Physics is committed to selecting the most appropriate course materials for physics courses with consideration of the financial burden to students.

The required texts for PHYS 1250/1260 will be Physics Fundamentals by Vincent P. Coletta, unbundled with any ancillary material.

In addition, WebAssign may be listed as a required homework system for those professors who so choose.

Individual professors may list additional ancillaries as optional for their sections.

## **B. Academic-Undergraduate**

### **Undergraduate Advising Procedures**

(8 Jul 2005, rev.)

1. After consulting the Executive Committee, the Chair of the Department shall assign faculty members as advisers for physics majors and intended physics majors. If possible, the faculty advisers will be selected from a list of volunteers. During the academic year, the Assistant Chair for Undergraduate Studies shall interview incoming physics majors and intended physics majors, assign them to specific advisers, and supervise their advising.
2. If an adviser desires, their advisee folders may be kept in the Physics Department Office except during registration and drop/add, when they will be delivered to the adviser's office. It will be the responsibility of the adviser to ensure that the folders are accurate, up-to-date, and arranged in an orderly fashion.

### **Registration Guidelines (Faculty)**

(January 2006; editorially revised April 2021)

1. All advisers should have access to the online student database.
2. Adviser will post an appointment sign-up sheet outside their office door on the Monday of the week before early registration week or make e-mail contact with advisees.
3. When advisee meets appointment, adviser should
  - A. Answer questions (and offer advice),
  - B. Make certain that the degree requirements checklist is up to date,
  - C. Make certain that the degree is appropriate for the student.
  - D. Update the student activity sheet,
  - E. Approve the trial class worksheet,
  - F. Instruct the student to fill out a registration form. Sign the completed form, and give student the registration code if requested.

Students should be sent to departmental office for special permissions and forms. The Assistant Chair for Undergraduate Studies will be available by phone for questions.

4. At the end of early registration each advisor should try to account for all students on their advisee list in Banner.

#### **General Guidelines for Awards**

1. A standing committee consisting of the undergraduate advisers, chaired by the Assistant Chair for Undergraduate Studies, will ensure that information is available for each candidate at the time of formal election of awards.
2. All eligible students are considered for the awards.
3. A form listing a student's campus activities will be available in the student's file and updated at early registration time.
4. The Assistant Chair for Undergraduate Studies shall see that a list of awards and their criteria be displayed on the student bulletin board once a year at the beginning of the Spring Semester.
5. Eligible students will be considered only once for each award.
6. The awards committee will present candidate(s) for each award.
7. Awards will be given each year if suitable candidates are available.

#### **Award Criteria**

The following criteria are to be considered normative.

### **SARAH PATTERSON LANE**

When Awarded: Fall Semester

Eligibility: A student is eligible for the award during the fall semester after the student has completed the Advanced General Physics sequence and has enrolled in a junior-senior level physics lecture course. The student must have taken the entire Advanced General Physics sequence at ECU and must also have completed at least two semesters of the freshman-sophomore laboratory sequence at ECU.

Criteria: Scholarship in general physics as measured by GPA in PHYS 1251, 1261, 2350, 2360. A minimum GPA of 3.00 is required. In case of a tie, a secondary criterion is overall GPA.

### **OUTSTANDING SENIOR**

When Awarded: Spring Semester

Eligibility: Physics majors who are seniors and have applied for graduation.

Criteria: Service to the physics department as determined by the student's participation in physics course work over and above degree requirements, in special physics department programs, in SPS, and in work for the department. A minimum GPA of 3.00 is required.

### **JAMES FENLY SPEAR, JR. MEMORIAL AWARD**

When Awarded: Spring Semester

Eligibility: Physics majors who are seniors and have applied for graduation.

Criteria: Overall scholarship as measured by overall GPA.

### **Grade Advice of PHYS 1250 and PHYS 1260. (1 April 2011)**

Over time, instructors would aspire to maintain an average grade of approximately 2.0 (1.7 to 2.3) in PHYS 1250 and approximately 2.3 (2.0 to 2.6) in PHYS 1260.

### **Faculty Members Assigned to Introductory Laboratory Sections**

(December 2012; editorially revised April 2021)

Physics faculty members may be assigned introductory laboratory sections (e.g., PHYS 1081, 1251, and 1261) as part of their teaching assignment. All sections of these courses must be coordinated with common experiments, assignments, and policies to allow a large number of class sections to use common equipment. A teaching assistant (TA) is usually assigned to each laboratory section. Many of the day-to-day teaching activities are the responsibility of the TA as part of their professional education in physics. The faculty member is responsible for acting as a teaching mentor to the TA and for oversight of the TA in the laboratory section. Laboratory coordinators and a lab manager are responsible for overseeing the TAs and coordinating the experiments.

### Responsibilities of Faculty Members

1. Attend the pre-semester meeting with the lab coordinators, and/or the lab manager, and the TAs.
2. Membership and participation in the Teaching Laboratory Committee
3. Attend the first laboratory course meeting for each section and oversee the orientation lecture (which may be on-line).
4. Advise the TA on teaching practice, conduction of the laboratory and physics content.
5. Monitor and approve grades.
6. Be available to arrange coverage of a laboratory section in case of emergency.
7. Monitor TA attendance and punctuality.

### Best Practices

1. Review the pre-lab quiz with the TA.
2. Maintain a presence in the laboratory. This includes making regular visits to the laboratory section. The students in the laboratory should be able to identify the faculty member assigned to the laboratory section.
3. Monitor lab grades on the learning management system (*i.e.*, Canvas). Discuss any problems or potential problems involving grades with the laboratory coordinator and the TA.
4. Actively participate in the Teaching Laboratory Committee and bring recommendations about changes in the laboratory procedures, equipment, or policies to the committee.

## **Teaching Laboratory Committee**

(December 2012)

The Teaching Laboratory Committee is a subcommittee of the Physics Undergraduate Committee consisting of all faculty members assigned to teach one or more sections of the introductory physics laboratories (e.g., PHYS 1081, PHYS 1251, and PHYS 1261) during the semester. The Assistant Chair for Undergraduate Studies, the laboratory coordinators for introductory laboratory courses, and the laboratory manager serve ex-officio on the Teaching Laboratory Committee. The Undergraduate Committee may appoint additional members to the Teaching Laboratory Committee as needed. The Teaching Laboratory Committee should meet at least once every semester. Additional meetings can be called as needed. The Teaching Laboratory Committee makes recommendations to the Undergraduate Committee, the Assistant Chair for Undergraduate Studies, and the laboratory coordinators for introductory laboratory courses on:

1. Policies, operating procedures, and supervising recommendations concerning the introductory laboratory courses.
2. Duties and responsibilities of the teaching assistants (TAs) assigned to the introductory laboratory courses.
3. Equipment used for the introductory laboratory courses.
4. Course content and delivery methods for the introductory laboratory courses.

## **C. Academic-Graduate**

### **Graduate Advising Policy**

(January 1989; revised January 2006; editorially revised April 2021)

1. The Assistant Chair for Graduate Studies is the official adviser to all graduate students.
2. The graduate student must
  - a. declare in the first week of each semester courses to be taken in the subsequent semester,
  - b. register for all courses during the first two days of the early registration period,
  - c. have course registration signed by the Assistant Chair for Graduate Studies,
  - d. when applicable, have schedule change forms signed by the Assistant Chair for Graduate Studies.
3. In addition, Teaching/Research Assistants should

- a. take all required courses at the earliest offering,
- b. not drop the required courses except by special permission (given by the departmental graduate committee only under unusual circumstances),
- c. inform the Assistant Chair for Graduate Studies within a week of an effective drop-out from any course. (The effective drop-out is defined as no attendance of classes during one full week; professor in charge of the course is also asked to report any occurrence of a drop-out as well as any situation that might automatically trigger an F in the course.)

Note: TA/RA students failing to follow the above rules could have their assistantships suspended in the subsequent semester.

### **Physics Department M.S. Thesis Policy**

(7 Apr 1989; revised January 2006; editorially revised April 2021)

This policy is for the protection of the students as well as the benefit of the physics department. The student will benefit from knowing the steps and deadlines that should lead to a timely completion and a proper defense of their thesis. The physics department will have an opportunity to monitor the thesis progress and will abide by uniform procedures pertaining to the demonstration of this progress.

Schedules for students taking less than three courses per semester will be determined on an individual basis by the Graduate Committee.

Failure to follow the rules of this policy might result in a poor or failing grade in PHYS 7000 (thesis course), suspension and/or dismissal from the graduate program.

1. The thesis must be on a basic or applied physics research topic. It is recommended that the student should obtain updated information on the format and style of the thesis from the Graduate School. References in the thesis should follow the style of articles in any journal published by the American Institute of Physics.
2. By the sixth week of the second semester, the student should submit to the Assistant Chair for Graduate Studies the name of their thesis director and the general topic of the area of research.
3. The thesis committee, composed of three members in addition to the thesis director, is to be selected by the student with the consent of the thesis director and the Assistant Chair for Graduate Studies. The responsibility for the choice of the thesis committee rests with the student and the thesis director. This entails the selection of two persons from the Graduate Faculty of the ECU Physics Department plus one person from outside of the department. In case the thesis director is from a department other than physics the outside member on the thesis committee shall be of the same department as the thesis director.
4. The thesis proposal outlines the work to be performed for the thesis. This proposal must be submitted to the thesis committee. Copies of the thesis proposal form are available in the physics office. By the end of the second semester, the thesis proposal

is due. Once accepted by the thesis committee, the thesis topic shall be forwarded to the Assistant Chair for Graduate Studies.

5. By the eighth week of each semester following submission of the thesis proposal, the student shall present an informal half-hour progress report to the thesis committee. After the first presentation to the thesis committee only, these presentations are open to all interested people. Following each presentation, the thesis committee will submit a confidential report to the Graduate Committee. A copy of the report will be made available to the student.
6. The date for submission of the thesis should be no later than the end of the second year in the program.
7. At least seven working days prior to the defense date, the student shall provide identical copies of the thesis to all four members of the thesis committee and one copy to the Assistant Chair for Graduate Studies who will make it available to the Faculty for review.
8. The thesis defense should:
  - a. start with a brief introduction by the thesis director,
  - b. continue with a seminar-like presentation by the student: it should at least summarize the thesis work with particular and clear emphasis of the student's contribution to the subject, be finished with a question-and-answer period,
  - c. and be followed with a short session in which only faculty will be present. During this period, general comments will be heard from non-thesis committee members concerning the thesis and its defense.
  - d. In the following session with the student and the thesis committee, additional questions will be asked; the Assistant Chair for Graduate Studies may be present as an observer. Note: During parts (b) and (d) of the thesis defense, all questions except those posed directly to others or those that go beyond the scope of the thesis work should be answered by the student.
  - e. The thesis defense ends with a meeting in which the thesis committee will decide on the result of the defense to pass this information to the student with suggestions, if any, for corrections to the written copy of the thesis.
9. All corrections should be accommodated in the final version of the thesis to the satisfaction of those members of the thesis committee who made the particular suggestions; only then will the thesis be signed by the thesis director and Chairman of the Physics Department.
10. Two copies of the thesis abstract must be prepared and delivered, with the properly signed thesis, to the Dean of the Graduate School.

NOTE: A student desiring to graduate in a given semester (including summer semesters) shall adhere to all Graduate School regulations and shall schedule their

thesis defense at least two weeks prior to the Graduate School thesis submission deadline for that semester.

## PhD Dissertation Requirement

(From Graduate Student Handbook; revised January 2006; editorially revised April 2021)

Timelines incorporated in the text below assume that a student enters the PhD program with a Master's degree and requires no additional pre-requisites in physics. For those students entering the program with a Baccalaureate degree the guidelines for the first two years of PhD study are provided in the curriculum portion of the Graduate Student Handbook describing the MS program.

1. The dissertation may be on any research topic related to the application of physics in biology and/or medicine. References in the dissertation should follow the style of articles in journals published by the American Institute of Physics, or a journal appropriate to the subfield of the research, i.e., Radiation Research, Physics in Medicine and Biology, Journals of the IEEE, etc. The format of the dissertation must meet the requirements of the Graduate School of East Carolina University.
2. By the sixth week of the second semester, the student should submit to the Director of Graduate Studies the name of their dissertation director and the general topic of the area of research to be conducted for the PhD dissertation. The student is advised to conduct preliminary research for the preparation of a dissertation proposal under the supervision of the dissertation director.
3. An dissertation committee, composed of 4 members in addition to the dissertation director, is to be selected by the student with the consent of the dissertation director and the Assistant Chair for Graduate Studies, and submitted to the Ph.D. Advisory Committee for approval. The composition of the dissertation committee should include a minimum of three persons from the Graduate Faculty of the ECU Department of Physics and at least one person from outside of the department. The advisory committee should be formed and approved by the end of the second semester in the Ph.D. program.
4. A proposal outlining the work to be performed for the dissertation research must be written in NIH format, submitted to the advisory committee, and presented orally to their advisory committee members; this presentation is open to the public. Approval of the proposed work is the responsibility of the student's dissertation committee. An extra copy of the proposal should be made available to the Faculty for review one week before the scheduled defense. The defense and approval of the dissertation proposal should be completed by the end of the third semester in the Ph.D. program.
5. By the eighth week of each semester following approval of the dissertation proposal, the student shall present an informal half-hour progress report to the dissertation committee. After the first presentation to the advisory committee, these presentations shall be open to all interested people. Following each presentation, the dissertation director will submit a report on the progress made in the proposed work to the Ph.D. Advisory Committee. A copy of the report will be made available to the student.

6. At least seven working days prior to the defense date, the student shall provide identical copies of the thesis to all of the dissertation committee and one copy to the Assistant Chair for Graduate Studies who will make it available to the Faculty for review. At this time, an announcement of the date and topic of the defense will be made to all faculty and students of the Departments of Physics, Radiation Oncology, Physiology, and to any other departments deemed appropriate by the student, or their dissertation director. The defense of the dissertation is open to the public, but the decision on the acceptability of the dissertation is the responsibility of the student's advisory committee.
7. The dissertation defense should:
  - a. begin with a brief introduction by the dissertation director,
  - b. continue with a presentation by the student: the student should summarize the research work with particular and clear emphasis of the student's contribution to the subject.
  - c. This is followed by a session involving only faculty who can present specific questions or provide general comments regarding the research work and the dissertation.
  - d. This is followed by a session with the student and the advisory committee where additional questions may be asked; the Director of Graduate Studies may be present as an observer.
  - e. The thesis defense ends with a meeting of the advisory committee who will decide on the success of the defense and what suggestions or corrections, if any, are to be included in the final dissertation.
8. Because of possible variations in the requirements of the Graduate School regarding the style, and format of the dissertation, the student is urged to contact the appropriate official (Dean, or associate Dean) for updated information on the requirements before they start to prepare the manuscript.
9. Any exceptions to the above guidelines and/or requests for time extensions must be submitted by the student and their dissertation director in writing to the Biomedical Physics Advisory Committee in advance for approval. Failure to adhere to the deadlines without prior approval can lead to loss of financial support and other disciplinary actions against the student.

NOTE: A student desiring to graduate in a given semester (including summer semesters) shall adhere to all Graduate School regulations and shall schedule their dissertation defense at least two weeks prior to the Graduate School dissertation submission deadline for that semester.

## **Master's Qualifying Examination**

(7 May 1999; revised January 2006; editorially revised April 2021)

### **A. Purpose**

The purpose of the MS Qualifying Examination is to determine whether a student enrolled in the MS program qualifies to become a candidate for the MS degree in Physics. A student who has successfully passed Part I of the PhD Candidacy Examination can request exemption from the MS Qualifying Examination if they choose to obtain an MS degree in route to the PhD degree.

### **B. Examination Dates**

Normally, the examination will be given on a scheduled date during the first two weeks of the Fall and/or Spring semesters.

### **C. Length**

The examination shall not exceed four hours in length.

### **D. Content**

The examination will be on the undergraduate level consisting of questions from the following four areas of physics: mechanics, modern physics, electricity and magnetism, and thermal and statistical physics. Questions for the examination may be submitted by any member of the physics faculty, but the examination will be prepared by the Graduate Committee. A data bank of questions of an appropriate level for the examination can be obtained from the Assistant Chair for Graduate Studies and used as a study guide. Actual questions used for the examination are, in general, different than those in the data bank.

### **E. Administering the Examination**

The Graduate Committee is responsible for the examination and shall oversee the grading process. Problems from the examination may be distributed to members of the graduate faculty for grading. Problems should be scored and returned within five working days.

### **F. Passing Score**

The Graduate Committee will convene upon receipt of the graded examinations to make a final decision on the result. A passing score on the examination should be 60%.

### **G. Students Who Must Take the Examination**

All graduate students enrolled into the MS program must take the MS Qualifying Examination at the beginning of their second semester with the following exceptions: (a) Graduate students who take undergraduate courses to eliminate deficiencies; in this case the MS Qualifying Examination must be taken at the beginning of the first semester after all undergraduate requirements are satisfied. (b) Part-time graduate students must take the examination for the first time no later than in the first week of their third semester.

## **H. Retaking the Examination**

The MS Qualifying Examination may not be taken more than twice. If a student fails the examination on their first attempt, then they must retake the examination the next time it is given (generally this will occur the following semester).

### **Doctoral Candidacy Examination**

(29 Apr 2002; Revised: 3 November 2006)

#### **A. Purpose**

The doctoral candidacy examination evaluates students for their understanding of the broad fields of physics and life sciences related to biomedical physics. The examination modules for each student are determined by recommendation of the student's advisor with the final decision on content made by the Department of Physics Graduate Committee. The candidacy exam will consist of a written examination.

#### **B. Examination**

##### **1. Examination Dates**

The examination will be given on a scheduled date and time at the beginning of the Fall and Spring semesters.

##### **2. Length**

The examination will be given in two parts to be completed in two consecutive days. Part I of the examination, of approximately six hours in length, will be given on the first day. On the second day the three modules of Part II will be given.

##### **3. Content**

The examination will consist of questions that cover the graduate curriculum of the student. Any member of the faculty can submit questions to the Department of Physics Graduate Committee, however, that Committee has the sole responsibility to organize the questions into modules and finalize the examination. The candidacy examination may be individualized for each student, but shall consist of two parts: Part I is a test of general physics (four hours duration), and graduate level Quantum Mechanics, and Electrodynamics (two hours duration) required of all students and Part II is a specialized set of three modules covering the graduate curriculum and research interests of the student. For example, Part II may consist of modules chosen from, but not limited to, thermodynamics and statistical physics, physiology, medical physics, biophysics, biochemistry, computational physics, and cell and molecular biology.

##### **4. Administration of the Examination**

The Department of Physics Graduate Committee shall administer the examination and oversee its evaluation.

##### **5. Passing Score**

The Department of Physics Graduate Committee will convene upon receipt of the graded examinations to make the final decision on the results. A passing score of the overall examination is 60% on Part I combined with a score of more than 60% on each of at least two of the three modules included in Part II.

##### **6. Students Required to Take the Examination**

Students enrolled into the Ph.D. program must take the Candidacy Examination at the first opportunity following the completion of the required graduate courses as determined by the Department of Physics Graduate Committee.

## **7. Retaking the Examination**

The Candidacy Examination may not be taken more than twice. If a student fails the examination on their first attempt, then they must retake all sections of the examination. Under special conditions, as determined by the Department of Physics Graduate Committee, a student might be allowed to retake only specific sections of the Candidacy Exam the next time the examination is offered (generally the following semester).

### **C. Candidacy**

When a student has passed the Doctoral Candidacy Examination, the Department of Physics Graduate Committee will direct the Assistant Chair for Graduate Studies in Physics to forward to the Dean of the Graduate School its recommendation that the student be admitted to candidacy for the degree, Doctor of Philosophy in Biomedical Physics.

## ***Degree Requirements* (November 2006; editorially revised April 2021)**

### Course Requirement

**MS students** are required to complete a minimum of 34 semester hours (SH) of graduate courses of the 5000 or higher level. These courses have to be approved by the graduate student advisor (see Appendix 1).

**PhD students** are required to have minimum of 12 SH of formal course work beyond the master's degree, including 6 hours from a physics core and 6 hours from a biomedical core. These must be 6000 level courses open only to Graduate Students. Additional courses may be required by the Executive Committee, or dissertation director, depending on the individual student's preparation.

Normal course load for a full-time graduate student is a minimum of 9 SH and may not exceed 15 SH in one semester.

### Grade Requirement

A physics graduate student is expected to maintain steady progress toward the degree. He or she is expected to achieve a grade of “excellent” or “good” (A or B) in each course taken for graduate credit. An accumulation of a grade C on courses totaling in excess of 6 SH will result in termination of a MS student’s enrollment. For students in the MS-Medical Physics option, a grade of C or F on any one required graduate course will result in the termination of enrollment. PhD students must maintain a cumulative B average in all formal course work. If the cumulative average falls below B, the student’s program is subject to termination. A student who receives notice of termination may appeal their case to the Graduate Committee, Medical Physics Committee, or the PhD Executive Committee in Biomedical Physics in writing by means of a letter to the Chair of the Department of Physics.

### Examination Requirement

**MS students** are required to pass a written Qualifying Examination. Please refer to the Appendix 2 for the department policy on the written Qualifying Examination.

**PhD students** are required to pass the doctoral candidacy examination. Students have two chances to pass the candidacy examination. When a student has passed the

examination, the student will be admitted to *candidacy* for the PhD degree in Biomedical Physics. Please refer to Appendix 2 of this handbook for the department policy on the Candidacy Examination.

### **Seminar Requirement**

In the semester immediately following their becoming candidates to the degree (summer sessions excluded), PhD students are required to enroll in PHYS 6817 and present a seminar on a subject outside their immediate area of research. The topic for the seminar will be chosen by the Department of Physics Graduate Committee and provided to the student seven calendar days prior to the scheduled date of the presentation. Students will be responsible for developing a representative bibliography on the topic, preparing, and delivering a professional forty-five-minute presentation to the Department of Physics followed by a question-and-answer period not to last more than forty-five minutes. Students may seek advice towards the preparation of their seminar from the Assistant Chair for Graduate Studies in Physics and from their dissertation advisers (if they have already chosen an adviser). The PhD candidates will be graded on the quality of their seminar by the Department of Physics Graduate Committee in consultation with the students' dissertation adviser (when applicable).

### **Policy on Satisfaction of Research Skill Requirements In a Computer Language (5/1/87; revised January 2006)**

A declaration of how the student expects to satisfy the Research Skill Requirement in a computer language will be required upon entry into the program.

Satisfactory knowledge of a computer language may be demonstrated in any one of the following ways:

1. Satisfactory completion of PHYS 5900/5901
2. Satisfactory completion of courses, such as, CSCI 2610 or equivalent.
3. Evidence of the use of a computer language in research or course projects at a level comparable to CSCI 2610.
4. Satisfactory performance on an exam in which the student is asked to convert an algorithm to a program in an acceptable computer language. This exam will be drafted by the Graduate Committee.

Satisfactory completion of this requirement will be judged by the Graduate Committee.

## **D. Governance**

### **Administration and Governance of the M.S. in Medical Physics**

(January 2006; editorially revised April 2021)

The M.S. in Medical Physics is administered according to the Code of Operations of the Department of Physics. As specified in the Physics Code (Section III.C.), the Assistant Chair for Graduate Studies serves as the director of the Medical Physics M.S. Program and is responsible for the routine operation and supervision of the program and shall:

1. Chair for Medical Physics Studies Committee.
2. Recruit quality students for the Medical Physics Studies.
3. Recommend to the Medical Physics Studies Committee, and through them to the Physics Graduate Committee and Physics Faculty, strategic planning changes in the Medical Physics Studies.
4. Advise and counsel students in the Medical Physics Studies.
5. Advise the Chair of the Physics Department, in cooperation with the Director of Medical Physics of the Department of Radiation Oncology, on the administration of the Medical Physics Studies Program.
6. Since the multi-departmental nature of this program including the use of personnel and equipment resources of clinical departments in the ECU School of Medicine requires substantial cooperation for effective, dual use of such resources, the Assistant Chair for Graduate Studies will be responsible for securing permission for and coordinating the use of these resources in support of this program.

The Medical Physics Studies Committee serves as an advisory committee to the Physics Graduate Committee. The Medical Physics Studies Committee members are the following: the Assistant Chair for Graduate Studies, the Director of Medical Physics of the Department of Radiation Oncology, one faculty member appointed by the Chair of Radiation Oncology, and the two members of the Physics Graduate Committee. The Chairs of the Departments of Physics and Radiation Oncology serve on the committee ex-officio (with vote).

Addendum:

- A. In as much as the facilities of Radiation Oncology are in routine clinical use and such use will always have priority over educational use, access to this equipment and facilities will be only under conditions acceptable to the Director of Medical Physics of the Department of Radiation Oncology and with their approval.
- B. The Chairs of the Departments of Physics and Radiation Oncology (or their designated representatives) will have ultimate responsibility for course implementation, enrollment limitations, and scheduling of all courses under their separate jurisdiction.

**Administration of the Biomedical Physics Ph.D. Program**  
(January 2006; editorially revised April 2021)

The PhD program is administered according to the Code of Operations of the Department of Physics. As specified in the Physics Code (Section III.C), the Assistant Chair for Graduate Studies serves as the director of the Biomedical Physics Ph.D. Program and is responsible for the routine operation and supervision of the program. As program director, the Assistant Chair for Graduate Studies

- chairs the Biomedical Physics Advisory Committee;
- communicates assessment of the program and personnel to the chairpersons of all participating departments;
- oversees recruitment efforts for the program;
- recommends budget allocations for travel, equipment, communication, and supplies to the chairperson of the appropriate department;
- coordinates scheduling of courses among the cooperative departments;
- assures proper maintenance of graduate student records;
- schedules dissertation defenses; and
- represents the program to all external constituencies.

As specified in the Physics Code of Operations (Section V.A), the Physics Graduate Committee is responsible for decisions regarding the admission of students, program requirements and curriculum, and program policies. The Biomedical Physics Advisory Committee advises the Physics Graduate Committee in program-related issues. In addition to the Assistant Chair for Graduate Studies, the Biomedical Physics Advisory Committee is comprised of the members of the Department of Physics Graduate Committee and two representatives from participating departments in the School of Medicine, appointed by the chairpersons of the respective departments. The Biomedical Physics Advisory Committee advises the Physics Graduate Committee on

- applicants for admission into the program;
- a plan of study for each entering student;
- dissertation directors;
- the student's dissertation committee;
- assuring that the candidacy exam is administered properly;
- determining that the general requirements are fulfilled by each candidate;
- recommending policies and procedures to the appropriate faculty;
- recommending course additions and alterations to the appropriate department's faculty; and
- participation of faculty in the degree program.

The student's dissertation director is selected by the student with the approval of the Biomedical Physics Advisory Committee and the Physics Graduate Committee. Only faculty members, who are members of the university's graduate faculty may serve as dissertation directors. The duties of the dissertation director include

- serving as chair of the student's dissertation committee;
- advising the student on the preparation of the dissertation proposal;
- overseeing the candidate's research project; and
- advising the student on the preparation of the dissertation.

The student's dissertation committee is selected by the dissertation director and student, and approved by the Biomedical Physics Advisory Committee and the Physics Graduate Committee. The duties of the dissertation committee include

- approving the dissertation proposal and forwarding it to the program director;
- counseling and advising the candidate;
- assessing the progress of the candidate at least once per semester and forwarding that assessment to the Assistant Chair for Graduate Studies;
- conducting the dissertation examination; and
- recommending the candidate for the degree when the studies are complete.

**Appointment of Fixed-Term Faculty** (1 April 2011; editorially revised April 2021)

Appointment of fixed-term faculty in the Department of Physics at a title\* appropriate to their credentials and accomplishments would use the same criteria as applied to probationary-term (tenure-track) and tenured faculty in the Department.

\*Titles for fixed-term faculty are specified in Part VIII, Section I of the ECU Faculty Manual. These include teaching instructor, teaching assistant professor, teaching associate professor and teaching professor.

**Section 3**  
**Faculty Productivity Profile**  
**and**  
**Faculty Evaluation Weighting**  
**Scheme**

PRODUCTIVITY PROFILE  
DEPARTMENT OF PHYSICS

March, 1985; Revised: March 15, 1991; August 19, 1991  
Complete Rewrite: November 3, 2006

Revised: March 2, 2007; April 27, 2012; December 6, 2013; March 7, 2014; November 3, 2017,  
February 8, 2019; editorially revised April 2021

Faculty members are evaluated using an absolute point scale in four areas: teaching, research, service, and other assignments (i.e., administrative assignments). Point values given here represent typical case, and if followed by the asterisk (\*) they require concurrence of the department chair. Exceptions can occur but must be justified. A faculty member can claim points for activities not specifically listed in this section with concurrence of the department chair.

If these evaluation procedures do not comply with the approved University guidelines, the University guidelines prevail.

## 1 Teaching

The teaching area is divided into courses, curriculum development, student research, academic advising, teaching awards / recognition, and textbook publication.

### 1.1 Courses

1. Courses Taught in Current Academic Year. 3.4 points per semester hour for adequate teaching in assigned courses.
  - a) Double points (6.8 points/semester hour) for courses with enrollments greater than 99 students.\*
  - b) Double points (6.8 points/semester hour) for the first time a faculty member teaches a particular course or for the first time a faculty member teaches a particular previously taught course with Learning Assistant support.\*
  - c) For PHYS 2350 and PHYS 2360 semester hours are calculated by the following equation:  $3 + n$  where  $n$  is the number of sections of the same lecture course assigned to a faculty member.
  - d) For PHYS 4700/4701 semester hours are calculated by the following equation:  
 $3 + m/3$  where  $m$  is the number of students enrolled.
2. Laboratory Sections Supervised in Current Academic Year. 1 point per semester hour for adequate supervision of assigned laboratory sections as

instructor of record. Note that laboratory sections should not be included in the above category 1.

3. Peer Evaluation. 1 point for each course taught that was peer reviewed during the year.

#### 1.2. Curriculum Development

1. Teaching New Course. 1 point per semester hour for teaching a course that has never been taught at ECU.

2. Course Development. 2 points for developing a new course proposal.

#### 1.3 Student Research

1. Undergraduate Research Course. 1 point per semester hour for each student taught in undergraduate research courses.

2. Graduate Reading and Research Course. 1 point per semester hour for each student taught in graduate reading and research courses (except theses courses).

3. Honors Thesis Director: 2 points per semester

4. MS Thesis Director. 3 points per semester for each MS thesis directed. Points for each uncompleted thesis are awarded for a maximum of two years. 2 additional points for each accepted thesis directed.

5. PhD Dissertation Director. 3 points per semester for each PhD dissertation directed. Points for each uncompleted dissertation are awarded for a maximum of three years. 2 additional points for each accepted dissertation directed.

6. MS Thesis/PhD Dissertation Committee Member. 1 point for each dissertation or thesis committee for which the dissertation/thesis has been accepted.

#### 1.4 Academic Advising

1. Academic Advisor. 0.25 points per advisee.

#### 1.5 Teaching Awards/Recognition/Grants

1. University Teaching Award. 10 points for winning a university teaching award.

2. Teaching Grant submission: 2 points

3. Active Teaching Grant: 5 points for each active teaching grant

#### 1.6 Textbook Publication

1. Textbook Publication. 20 points for publishing a textbook.\*

## 2 Research

The research area is divided into major activities and minor activities. There is a maximum number of total points available for minor activities but no maximum for major activities.

### 2.1 Major Activities

No maximum point value.

1. Extramural Research Proposal Submission. 5 points for submission of a proposal.
2. Active Grant or Research Contract. 10 points for each active grant or contract < \$25 k/y. 20 points for each active grant of contract  $\geq$  \$25 k/y.
3. Author of Refereed Publication or Review Article. 20 points for author of refereed publication describing original research published in a scientific journal as listed in the ECU faculty report system.
4. Author of refereed Proceeding Paper. 10 points.
5. Invited Presentation. 10 points (presenter only) for invited presentation at international/national/ regional meeting or academic/research institution. 5 points for an ECU departmental seminar or colloquium.
6. Contributed Presentation. 4 points for oral or 3 points for poster presentation (presenter only) at international/national/ regional meeting or academic/research institution.
7. Research Monograph. 25 points for the publication of a research monograph.\*
8. Book Chapter. 15 points for publication of a book chapter.\*
9. Patent. 15 points for non-provisional research-related patent issue. 20 points for major licensing agreement ( $\geq$  \$100 k) on research-related patent.
10. Extramural Research Award. 20 points for research award.\*

### 2.2 Minor Activities

The maximum point total for minor research activities is 10 points.

1. Society Membership. 2 points for membership in national/international scientific or professional society.

2. Contributed presentation. 2 points for each presentation (non-presenter).
3. Non-Refereed Proceedings Paper. 5 points for publication.
4. Intramural Research Proposal Submission. 3 points for submission of proposal for intramural research funding.
5. Provisional Patent. 5 points for research-related provisional patent filing.
6. Intramural Research Award. 5 points for intramural research award.\*

### 3 Service

The service area is divided into four sections, which are service to department, university, profession, and public.

#### 3.1 Department

1. Departmental Committees. Points for departmental committee service are given in the table below.

Points	Activity
5	member of Personnel Committee or Executive Committee
8	chair of Personnel Committee or Executive Committee
2	member of other departmental committee
3	chair of other departmental committee <sup>†</sup>

2. Peer evaluation of teaching. 1 point per submitted report.
3. Engaging in recruitment / service events. 0.5 points per event, maximum of 3 points per year.

#### 3.2 University

1. Extra-Departmental Committees.
  - 2 points for serving on committee in another department.
  - 3 points for serving as an appointed member of a College or University committee.
  - 4 points for serving as an elected regular member of a College or University committee (i.e., a Faculty Senate committee).
  - 6 points for serving as chair of a College or University committee.
  - Faculty Senate/Assembly. Points for Faculty Senate/Assembly service are given in the table below.

Points	Activity
8	Faculty Senator
4	Faculty Assembly Delegate
8	Faculty Senate Officer (Secretary or Vice-Chair)
16	Chair of the Faculty

<sup>†</sup> Excluding chair of Graduate and Undergraduate Committees which fall under other duties assigned to the Assistant Chairs for Graduate and Undergraduate Studies.

### 3.3 Profession

1. Committees. 8 points for membership in regional/national/international science-related committee, board, or task force.
2. Refereeing. 4 points for peer review of each journal article or grant proposal.
3. Editorship. 8 points for serving as an editor/associate editor of a scientific publication.

### 3.4 Public

1. Consulting. 1–5 points for unpaid scientific consulting work.\*
2. Schools. 1–5 points for service to schools (K–12).\*
3. Interview. 2 points for interview on university-related activity in popular media. 4 points for interview on university-related activity in nationally recognized media.
4. Presentation. 1–5 points for public presentation.\*
5. Citizen Questions. 1 point for answering citizen questions about science (maximum of 1 point/year in this category).

### 4 Other Assignments

This section is for administrative duties and other special assignments.

1. Assistant Chair. 25 points for Assistant Chair for Graduate/Undergraduate Studies.
2. Staff Supervision. 2 points per SPA staff person supervised (i.e., official supervisor).
3. Accelerator Lab Director. 10 points.
4. Safety Coordinator. 10 points.
5. Introductory Laboratory Coordinator. 10 points
6. SPS Advisor. 4 points
7. Seminar Coordinator. 4 points

8. LA Program Coordinator. 10 points

5 Computing Point Totals

Point totals are computed by simply adding the score for each area. The normalized score for each area equals the area total divided by the fractional time assigned to that area:

$$\text{Normalized Area Score} = \frac{\text{Area Total}}{\text{Area Percent Time}}$$

See the table below. Area percentage time for an area total is assigned by the department chair in discussion with the faculty member before finalizing the annual evaluation.

Area	Area Total	Area Percent Time	Normalized Score
Teaching			
Research			
Service			
Other			
Total		100%	

In the Area Total column, this table shall list absolute points for measuring a faculty member's contributions and evaluation in each area over the evaluation period.

Normalized scores represent a faculty member's performance relative to assigned percent time in each area. They should not be summed or used for comparison or ranking of faculty members. They are for guidance in future area percent time assignments.

PHYSICS DEPARTMENT  
MERIT EVALUATION AND MERIT RAISE GUIDELINES  
Revised: March 2, 2007; April 27, 2012

To the extent permitted by the conditions governing the allocation of salary increases, in the first year that they are available merit salary increases will be based on overall faculty evaluation scores averaged over the years during which there have been no general salary increases.

**Section 4**  
**Procedures for Performance Review**  
**(Post-Tenure Review)**  
**of Permanently Tenured Faculty**

# Procedures for Performance Review (Post-Tenure Review) of Permanently Tenured Faculty

Department of Physics  
College of Arts and Sciences

Editorially revised April 2021

Performance review of tenured faculty is governed by UNC Policy 400.3.3. and by the policy entitled *Performance Review of Tenured Faculty of East Carolina University*, contained in the *East Carolina University Faculty Manual Part IX, Section II*. The overriding goal of the review is stated in the Preamble: “This review, defined as the comprehensive, formal, periodic evaluation of cumulative faculty performance, has the purposes of ensuring faculty development and promoting faculty vitality.” The Preamble further states, “This policy does not create a process for the reevaluation or revalidation of tenured status. . . . Furthermore, the policy is created with the widespread presumption of competence on the part of each tenured faculty member.”

**General Considerations:** Guided by the *Faculty Manual* requirements, the initial review shall be conducted by the unit administrator after reviewing the faculty member’s 5-year plan, current curriculum vitae, annual reports and annual evaluations for the years under review (not to exceed five years), and any other materials that the faculty member provides in support of their professional performance over the review period.

Using the “Form: Report on Performance Review of Tenured Faculty” the unit administrator prepares a performance review report which shall consist of a narrative evaluation of the overall performance of the faculty member that takes into account the relative weights assigned to each duty during each of the years being reviewed and the amount of reassigned time from teaching to the performance of other duties for each year under review. This evaluation shall conclude with an overall ranking that categorizes each faculty member’s performance as “meets,” “exceeds,” or “does not meet” expectations. [NOTE: the overall designation should address the policy requirements for a comprehensive review that includes individual faculty contributions to departmental, school/college, and university goals as well as to the academic programs in which the individual faculty member teaches; it should **not** be derived by averaging annual faculty evaluations for the years being reviewed.]

The evaluative report, together with the faculty member’s annual reports and annual performance evaluations for the period under review, a copy of the faculty member’s 5-year plan, a copy of the faculty member’s current curriculum vita, and any other material the faculty member provided in support of their professional performance over the review period, shall be forwarded to the Performance Review Committee and shall become part of the permanent personnel file.

For each faculty member, the Performance Review Committee (PRC) shall either agree or disagree with the review findings of the unit administrator. PRC discussion will address all aspects of the faculty member’s professional performance, including all

duties actually assigned to the faculty member during the period covered by the review, as these duties were weighted for the individual faculty member at the time.

The review shall reflect the nature of the faculty member's field or work and shall conform to fair and reasonable expectations as recognized by faculty peers in the discipline.

The review shall be conducted in a manner free of arbitrary, capricious, or discriminatory elements and shall adhere to the requirements of the *Faculty Manual* and the unit code.

**Evaluation Criteria:** In determining whether to agree or disagree with the findings of the unit administrator, the PRC shall apply the criteria stated in Part VIII (Sections I and III) of the *ECU Faculty Manual*.

**General Standards for finding of "exceeds," "meets," or "does not meet" expectations:** To bring unit standards into compliance with the *Faculty Manual* policy, the Faculty Senate recommends, but does not require, that unit Tenure Committees and the unit administrators adopt the general standards stated below.

**Exceeds expectations:** during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position in such a way as to constitute a model for others that represents the best of its kind.

**Meets expectations:** during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position.

**Does not meet expectations:** during the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with their position.

**Other Considerations:**

The performance review will address misconduct only if the misconduct is documented in the faculty member's personnel file and the faculty member's due-process rights were respected (the right to appeal a finding or sanction to the relevant committee and the right to include in the personnel file a letter expressing disagreement with a finding).

The review will consider any performance of duties judged supererogatory (relative to the *Faculty Manual* and unit criteria, specific duties assigned and not assigned, and the like).

# **Section 5**

## **Graduate Faculty Membership**

# Graduate Faculty Membership

Department of Physics  
East Carolina University

**Approved by Department of Physics Faculty October 1, 2010**

**Approved by GSAB, October 8, 2010**

**Editorially revised April 2021**

The Physics Department unit code states that “the Graduate Faculty of the Department of Physics shall consist of all faculty of the Department of Physics granted membership in the Graduate School, as either Graduate Faculty or Associate Graduate Faculty, in the manner described in the East Carolina University Faculty Manual, Part II, Section IV.”. This document summarizes the duties of graduate faculty members in the department and describes the procedure and assessment method to determine if a faculty member qualifies as graduate faculty, in accordance with Part II, Section IV of the East Carolina University Faculty Manual.

## **Procedure:**

To hold, change or retain graduate faculty status, a faculty member should submit an "Application for Graduate Faculty Membership" and a current *curriculum vitae* to the Graduate Committee. Other supporting documentation may be submitted for consideration. Applications can be submitted at any time. The graduate committee will then place the completed application in the main office for review by all Associate Graduate and Graduate Faculty members at least one week prior to the next regularly scheduled faculty meeting. At said meeting, all Associate Graduate and Graduate Faculty members who meet the requirements of voting faculty, as defined in Section II.C of the Physics Department Code of Operations, minus the candidate will vote by secret ballot on recommendation for the nomination. On a positive vote, as determined by a simple majority, the department chair will nominate the candidate for the approved graduate faculty status and forward the nomination to the Dean of the Thomas Harriot College of Arts and Sciences, who will then forward the nomination to the Dean of the Graduate School for concurrence.

All appointments are for five years.

## **Types of Membership and Credentials:**

The Department of Physics unit code of operations provides for two types of memberships in the graduate faculty: (1) graduate faculty member; and (2) associate graduate faculty member. Furthermore, Part II, Section IV of the ECU Faculty Manual allows individuals external to ECU to be members of thesis and dissertation committees. *Minimum requirements for each type of membership are based on the point system shown below.*

### **Graduate Faculty Members.**

*Graduate Faculty Members should have 12 or more points using the point system described below with at least 3 points in each of the categories “Research and Creative Activities”, and “Teaching, Mentoring, and Service”. In addition, the faculty member must have completed at least 3 years of teaching and research activities at a department which has a graduate program.*

Graduate Faculty members are eligible to serve on the Graduate Council, the Graduate Curriculum Committee, may teach graduate classes, may chair doctoral or master's committees, and may be a member of doctoral or master's committees.

### **Associate Graduate Faculty Members.**

*Associate Graduate Faculty Members should have 9 or more points using the point system described below with at least 1 point in each of the categories “Research and Creative Activities”, and “Teaching, Mentoring, and Service”. Probationary-term (tenure-track) faculty members entering the Department of Physics are considered qualified to be appointed as Associate Graduate Faculty and to chair doctoral or master’s committees.*

Associate graduate faculty members may teach graduate classes, may chair doctoral or master's committees, and may be a member of doctoral or master's committees.

### **Graduate Teaching Faculty Members.**

*Criteria provided in Part II, Section IV of the ECU Faculty Manual.*

### **External Thesis and Dissertation Committee Members.**

*Criteria provided in Part II, Section IV of the ECU Faculty Manual.*

### **Point System:**

To objectively document eligibility for membership in the graduate faculty, a point-based system will be used. The candidate is evaluated in two categories: “Research and Creative Activities”, and “Teaching, Mentoring, and Service”. Points are collected for qualifying events during the last five years. Point values are as follows:

#### **I. Research and Creative Activities**

- Appointed to a tenure-track or tenured position at ECU within the past year 6
- An author of a research paper in a peer-reviewed journal 2
- Invited presentation (outside ECU department) 1
- Applied for an external grant 1
- Received an external research grant 3
- Received external research-recognition award 1

#### **II. Teaching, Mentoring, and Service**

- Appointed to a tenure-track or tenured position at ECU within the past year 6
- Taught a graduate level course (5000 level or above) 2
- Directed a graduate student research project  
MS thesis 2  
PhD dissertation 3
- Served on a graduate student's thesis or dissertation committee 1
- Developed departmental graduate curriculum 1
- Served as a referee for peer-reviewed publications (per year) 1

- Reviewed research proposals for granting agencies 1
- Served as editor of a journal (per year) or monograph (event) 1
- Served on department graduate committee 1
- Chaired on department graduate committee 1
- Served as reviewer for an external graduate or research program 1
- Served on Graduate Curriculum Committee 1
- Served on Graduate Council 1

Any other Research and Creative, or Teaching, Mentoring and Service Activities deemed important by the applicant but not listed here, should be submitted to the Graduate Committee as part of or together with the "Application for Graduate Faculty Membership".

## Application for Graduate Faculty Membership

Department of Physics  
East Carolina University

Complete the application below and submit with a **current curriculum vitae** including publications and presentations and a list of achievements claimed in this form to the Assistant Chair for Graduate Studies

### Credentials for the types of membership:

Associate Graduate Faculty: 9 or more points with at least 1 point in each category.

Graduate Faculty: 12 or more points with at least 3 points in each category,  
plus three years of experience teaching at ECU or other science  
graduate program.

### Circle the type of membership you are applying for:

Graduate  
Faculty

Associate  
Graduate Faculty

Graduate  
Teaching Faculty

Name \_\_\_\_\_

Date \_\_\_\_\_

Date of Initial Appointment at ECU \_\_\_\_\_

### Actions:

Graduate Faculty vote:

Department Chair recommendation:

## Points Earned:

### I. Research and Creative Activities:

- Appointed to tenure-track or tenured position at ECU within the past year  
if yes: 6 points total points:
- An author of research paper in peer reviewed journals  
# of papers: x 2 points each total points:
- Invited presentation (outside ECU department)  
# of presentations: x 1 point each total points:
- Applied for external research grant  
# of applications: x 1 point each total points:
- Received external research grant  
# of grants: x 3 points each total points:
- Received external research-recognition award  
# of awards: x 1 points each total points:

### II. Teaching, Mentoring, Service:

- Appointed to tenure-track or tenured position at ECU within the past year  
if yes: 6 points total points:
- Taught graduate level course (5000 or above)  
# of courses taught: x 2 points each total points:
- Directed a MS student research project (thesis)  
# of students: x 2 points each total points:
- Directed a PhD student research project (dissertation)  
# of students: x 3 points each total points:
- Served on a graduate student's thesis or dissertation committee  
# of students: x 1 point each total points:
- Developed departmental graduate curriculum  
# of courses: x 1 point each total points:
- Served as a referee for peer-reviewed publications  
# of years: x 1 point each total points:
- Reviewed research proposals for granting agencies  
# of events: x 1 point each total points:
- Served as editor of a journal (per year) or monograph (event)  
# of years/events: x 1 point each total points:
- Served on department graduate committee  
# of committee terms: x 1 point each total points:
- Chaired department graduate committee  
# of years: x 1 point each total points:
- Served as reviewer for an external graduate or research program  
# of events: x 1 point each total points:
- Served on Graduate Curriculum Committee  
# of years: x 1 point each total points:
- Served on Graduate Council  
# of years: x 1 point each total points:

### III. Summary:

**I. Research:** \_\_\_\_\_

**II. Teaching:** \_\_\_\_\_

**Total Points:** \_\_\_\_\_