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REVISED UNIT CODE OF OPERATIONS
UNIT NAME: POLITICAL SCIENCE
SCHOOL/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: 2/7/2020

   Unit Administrator _____ Date: 2/7/2020

2. Submitted to Next Higher Administrator for advice:

   Administrator _____ Date: 2/28/2020

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

   Chair, Code Unit Committee _____ Date: 2/27/2020

   Unit Administrator _____ Date: 2/27/2020

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

   Committee Chair DocuSigned by: Kenneth Ferguson 073520A8C1194FB... Date: 4/27/2020

5. Approved by the East Carolina University Faculty Senate: **FS Resolution #20-37**

   Chair of the Faculty DocuSigned by: Jeff Popke E48D77A54F9D42A... Date: 4/28/2020

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

   Chancellor DocuSigned by: Ron Mitchelson 858E6A73572442B... Date: 5/21/2020

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

   Effective Date of Code: 5/21/2020

* 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.

Editorially revised 10-11-19

UNIT CODE FOR THE DEPARTMENT OF POLITICAL SCIENCE

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Department of Political Science's internal affairs and is consistent with the East Carolina University (hereafter, ECU) *Policy Manual*, the *ECU Faculty Manual* and all established university policies.

Objectives

It shall be the purpose of the Department of Political Science to contribute positively to both liberal arts and professional education by:

A. maintaining a community of scholarship dedicated to the study of politics as both art and science;

B. fostering and encouraging basic and applied research on governmental and political thought and activity;

C. educating students about the significance of politics and government for the preservation of free and stable societies and developing in them such an understanding of these processes and institutions that they now and in the future participate intelligently in the life of the state;

D. providing preparation for students who are planning at the undergraduate and graduate levels to undertake academic and professional studies qualifying them for public service and for employment in business and industry; and

E. developing productive, mutually beneficial relationships with local, state, regional, national and international governmental agencies in order to share information and experience.

Section II FACULTY

A. Definitions of the unit's faculty

The General Faculty consists of all persons with an academic rank or title and not less than half a normal teaching or research load as practiced by the unit, as well as persons with permanent tenure in the unit who hold a full-time administrative position in the university.

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

Faculty may vote on all issues regarding the department's internal affairs after having served in the department for at least twelve consecutive calendar months, unless expressly prohibited in the *ECU Faculty Manual*, Part IV and Part IX or in this document.

C. Criteria for appointment to the graduate faculty

The Graduate Faculty consists only of persons who have met the unit's approved criteria for appointment to the Graduate Faculty and been admitted to the Graduate Faculty by the Graduate Council of the university (*ECU Faculty Manual*, Part II). The academically qualified Graduate Faculty may vote on issues relating to graduate programs in the department. Only members of the Graduate Faculty who hold academic rank or title in the university and are employed full-time by ECU are eligible to vote on matters concerning general graduate studies. (Approved Department of Political Science Guidelines: Graduate Faculty Appointments is attached as Appendix A).

D. Criteria for emeritus status

Upon recommendation by the unit personnel committee and appropriate administrators, the Chancellor may confer the titles "emeritus" or "emerita" upon a retired (including a Phased Retirement participant), permanently disabled, or deceased, faculty member, who has made a significant contribution to the department and university through a distinguished record of scholarship, teaching, and service over an extended career per the *ECU Faculty Manual*, Part VIII.

E. Criteria for Master of Public Administration Nucleus Faculty

The Master of Public Administration (MPA) Nucleus Faculty normally consists of Graduate Faculty who exercise substantial determining influence for the governing and implementation of the Master of Public Administration program, as defined by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) guidelines. This typically includes academically qualified faculty who:

- routinely teach core or elective courses with the PADM prefix or other courses routinely accepted toward the required number of electives by the Master of Public Administration Program Director;
- research and teach in the areas of Public Administration and Public Policy; and
- engage in professional, community, or university service relating to public administration and public policy.

Other persons with academic rank or title at ECU may be admitted to Master of Public Administration Nucleus Faculty status when recommended by the Master of Public Administration Nucleus Faculty and approved by a vote of the Graduate Faculty. Only the academically qualified Master of Public Administration Nucleus Faculty may vote on issues concerning the Master of Public Administration program that come before the Master of Public Administration committee.

F. Criteria for Security Studies Faculty

The Security Studies Faculty normally consists of academically qualified Faculty who routinely teach courses and conduct research on topics central to the Security Studies Program. Persons with academic rank or title at ECU outside of the Department of Political Science may be admitted to Security Studies Faculty status when recommended by the Security Studies Faculty and approved by a vote of the Political Science Faculty. Only the academically qualified Security Studies Faculty may vote on issues concerning the Security Studies program which come before the Security Studies committee.

Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

A. Officers:

1. The Chairperson of the Department is the chief administrative officer of the unit. The selection and tenure of the Chairperson shall conform to the *ECU Faculty Manual*, Part II.

   The Chairperson shall:

   a. represent the unit in its relations with other units of the University;

b. administer the affairs of the Department in accordance with expectations determined by the General and Graduate Faculties of the Department, Thomas Harriot College of Arts and Sciences, and the University;

c. supervise the scheduling of classes, advising of students, registration of students; determine faculty workload in consultation with individual faculty and based on their academic qualifications and the needs of the department; manage the operation of the departmental office and its staff and have general responsibility for proper utilization of all space, equipment, and supplies belonging to the Department;

d. prepare and manage the departmental budget and all other funds assigned to or belonging to the unit after due consultation with the faculty; discuss the budget with the General Faculty at a regular faculty meeting; review and approve (as appropriate) all departmental financial transactions, as appropriate;

e. conduct negotiations for the hiring of new faculty members in cooperation with the Personnel Committee and any search committees appointed for such purposes by the Department; negotiate hiring decisions for departmental staff positions;

f. promote diversity, inclusion and collaboration within the department across the department's constituent populations;

g. ensure that department resources and duties are distributed fairly and equitably among faculty and programs, considering academic program needs;

h. evaluate annually each permanently tenured, probationary term and fixed term member of the faculty using criteria and procedures set forth in Part VIII and Part IX of the *ECU Faculty Manual*. The Chairperson will discuss these evaluations with individual faculty;

i. recommend salary increments for members of the Department in accordance with the appropriate provisions of Part VIII;

j. forward faculty recommendations, including those on personnel matters, to the next higher administrative authority along with their own;

k. preside over departmental meetings and supervise the writing and distribution of departmental minutes;

l. facilitate mentoring of the department's junior faculty;

m. serve as ex officio member, without vote, on all unit committees, except as otherwise provided in this code and in the *ECU Faculty Manual*;

n. encourage all faculty members to pursue both internal and extramural funds and other items supportive of teaching and research; review and sign off on internal and external grant/contract proposals prior to being submitted by unit faculty members;

o. work, within guidelines and parameters established by the Office of the ECU Foundation and Thomas Harriot College of Arts and Sciences, to engage the Department in fundraising activities;

p. participate in undergraduate honors paper defenses (review final draft, attend presentation, ask questions, offer constructive feedback, discuss

grade to be assigned, etc.) with the Honors Committee;

q. review and approve (as appropriate) all undergraduate independent readings, studies, and internship courses;
r. coordinate submission and incorporation of each program's annual report and subsequently prepare and submit the department's annual report;
s. coordinate and approve (as appropriate) all assessment plans and reports submitted by programs within the department;
t. represent the department at Chairpersons' meetings in Thomas Harriot College of Arts and Sciences;
u. ensure that the Code procedures are followed; and
v. accept the assignment of other duties as necessary and appropriate to the role.

2. The Director of Undergraduate Studies shall be nominated annually by the Chairperson and approved by a majority vote of the General Faculty of the Department before the end of the spring term.

The Director shall:

a. coordinate registration and advising of political science majors and other advisees assigned to the Department;
b. coordinate the advising, orientation and recruitment of prospective political science majors;
c. promote diversity, inclusion and collaboration across the program's constituent populations;
d. coordinate the department's participation in recruitment, orientation, and other events coordinated by the Office of Admissions and Thomas Harriot College of Arts and Sciences;
e. be assigned to act on undergraduate matters for the Chairperson in their absence;
f. participate in the drafting of the department's annual report; and
g. accept the assignment of other duties as necessary and appropriate to the role.

3. The Director of Graduate Studies shall be nominated annually by the Chairperson and approved by a majority vote of the Graduate Faculty of the Department before the end of each spring term. They must be a Graduate Faculty member, pursuant to *ECU Faculty Manual*, Part II and Appendix A of the Political Science Unit Code.

The Director shall:

a. serve as chair of the Graduate Faculty;
b. assist with the recruitment and orientation of graduate students;
c. promote diversity, inclusion and collaboration across the program's

constituent populations;

d. be assigned to act on graduate matters for the Chairperson in their absence;
e. initiate and coordinate the graduate faculty appointment process, in cooperation with the Graduate School;
f. coordinate graduate assistant assignments
g. participate in Graduate School processes to justify graduate assistant allocations; and
h. accept the assignment of other duties as necessary and appropriate to the role.

4. The Director of the Master of Public Administration (Master of Public Administration) Program shall be appointed for a term of three years by the Chairperson from a list of candidates submitted by the Master of Public Administration Committee and approved by a majority vote of the Graduate Faculty before the end of the relevant spring term. They must be a Graduate Faculty member, pursuant to *ECU Faculty Manual*, Part II and Appendix A of the Political Science Unit Code. The Master of Public Administration Director may be removed from office by the Chairperson upon a majority recommendation by the Master of Public Administration Faculty or for cause, with the Master of Public Administration Director excluded from voting.

The Master of Public Administration Director shall:

a. serve as chair and voting member of the Master of Public Administration Committee;
b. prepare the agenda in advance of meetings, preside over meetings, advise the Committee members on their deliberations, and be responsible for keeping a record of the decisions of the Committee;
c. prepare and submit an annual report on the Master of Public Administration program, both to ECU and NASPAA;
d. coordinate, in conjunction with the Master of Public Administration Committee, the Chairperson of the Department, and the Dean of the Graduate School, procedures relating to the admission of prospective students into the Master of Public Administration Program and its affiliated graduate certificates;
e. develop and conduct an active program of recruitment for the purpose of enrolling qualified students in the Master of Public Administration Program and its affiliated graduate certificates;
f. promote diversity, inclusion and collaboration within the program across the program's constituent populations;
g. work, within guidelines and parameters established by the Office of the ECU Foundation, Thomas Harriot College of Arts and Sciences and Department, to engage the Master of Public Administration faculty in fundraising activities;

h. coordinate registration of all Master of Public Administration and affiliated graduate certificate students in a timely fashion;
i. work with Master of Public Administration students and faculty to develop, administer and teach the Master of Public Administration Capstone course and projects;
j. coordinate the maintenance of records, letters of recommendation, grade reports, and other data of Master of Public Administration and affiliated graduate certificate students;
k. coordinate the collection and recording information about activities of graduates from the Master of Public Administration Program and its affiliated graduate certificates;
l. delegate responsibilities for specific duties concerning the Master of Public Administration Program to Master of Public Administration Nucleus Faculty. The Master of Public Administration Director will report the delegation of such duties to the Department Chair so that they can be appropriately reflected in annual evaluations;
m. be assigned to act for the Chairperson in their absence on matters pertinent to the Master of Public Administration Program and affiliated graduate certificates, and designate, with the concurrence of the Chairperson, a person in their absence as acting Master of Public Administration Director during summer sessions; and
n. accept the assignment of other duties as necessary and appropriate to the role.

5. The Director of the Security Studies program shall be selected from the academically qualified faculty in the Department of Political Science active in the Security Studies program. The Director shall be nominated for a three-year term by the Chairperson from a list of candidates submitted by the Security Studies Committee and approved by a majority vote of the faculty of the Department of Political Science before the end of each spring term. They must be a Graduate Faculty member, pursuant to *ECU Faculty Manual*, Part II and Appendix A of the Political Science Unit Code. The Security Studies Director may be removed from office by the Chairperson upon a majority recommendation by the Security Studies faculty or for cause, with the Security Studies Director excluded from voting.

The Director of Security Studies shall:
a. serve as chair and voting member of the Security Studies Committee;
b. prepare the agenda in advance of meetings, preside over meetings, advise the committee members on their deliberations, and be responsible for keeping a record of the decisions of the committee;
c. coordinate, in conjunction with the Security Studies Committee, the Chairperson of the Department, and relevant deans, procedures relating to the admission of prospective students into the Master of Science in

Security Studies program and affiliated graduate certificates;

d. develop and conduct an active program of recruitment for the purpose of enrolling qualified students in the Master of Science in Security Studies program and affiliated graduate certificates;

e. promote diversity, inclusion and collaboration within the program across the program's constituent populations;

g. work, within guidelines and parameters established by the Office of the ECU Foundation, Thomas Harriot College of Arts and Sciences and Department, to engage Security Studies faculty in fundraising activities;

h. supervise registration of all Security Studies graduate and undergraduate students, as well as affiliated graduate certificate students, in a timely fashion;

i. consult with Master of Science in Security Studies students on their Master of Science in Security Studies theses, including committee membership as needed;

j. see to the maintenance of records, letters of recommendation, grade reports, and other data of Security Studies and affiliated graduate certificate students;

j. collect and record information about activities of graduates from Security Studies and affiliated graduate certificates;

k. be assigned to act for the Chairperson in their absence on matters pertinent to the Security Studies program and affiliated certificates, and designate, with the concurrence of the Chairperson, a person in their absence as acting Security Studies Director during summer sessions; and

l. accept other assigned duties as necessary and appropriate to the role.

6. The Director of Honors and Scholarships shall be nominated annually by the Chairperson of the Department and approved by a majority vote of the General Faculty.

The Director shall:

a. act as program coordinator for honors students and faculty advisors;

b. serve as Chairperson of the Honors Committee and enlist it in timely reevaluation of departmental and university honors activities and their attendant procedures;

c. take the lead in the recruitment of students eligible to participate in the departmental Honors Project, but only after consultation with the Director of Undergraduate Studies, the Chairperson of the Department, and the Honors Committee;

d. promote diversity, inclusion and collaboration within the program across the program's constituent populations;

e. arrange for meetings of the Honors Committee and advisors before whom the students defend first their essay proposals and their final honors essays;

f. assign grades determined collectively by the Honors Committee and the advisors;
g. oversee other routine aspects of the program;
h. coordinate the management of scholarship monies available to the department; and
i. accept other assigned duties as necessary and appropriate to the role.

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, certificate, 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. Program curriculum committees and their responsibilities are defined in this Code Section V. Roles and qualifications of program Directors are delineated in this Section below and in Section III above.

A. Appointment of program Directors
1. Undergraduate Program Director (See Section III.2)
2. Graduate Program Director (See Section III.3)
3. Master of Public Administration Program Director (See Section III.4)
4. Security Studies Program Director (See Section III.5)
5. Director of Undergraduate Internships
The Director of Undergraduate Student Internships is nominated annually by the Chairperson of the Department and approved by a majority vote of the General Faculty.
6. Director of Graduate Internships
The Director of Graduate Internships is nominated annually by the Chairperson of the Department in consultation with the Directors of the Master of Public Administration Program and Security Studies Programs and approved by a majority vote of the Graduate Faculty.
7. Directors of Graduate Certificate programs
Directors of Graduate Certificate programs shall be selected from the academically qualified faculty in the Department of Political Science active in each program. The Director shall be nominated for a three-year term by the Chairperson from a list of candidates submitted by each committee and approved by a majority vote of the faculty of the Department of Political Science before the end of each spring term. They must be a Graduate Faculty member, pursuant to *ECU Faculty Manual*, Part II and Appendix A of the Political Science

Unit Code, entitled Department of Political Science Guidelines: Graduate Faculty Appointments. Graduate Certificate program Directors may be removed from office by the Chairperson upon a majority recommendation by the faculty in that program or for cause, with the program Director excluded from voting.

B. Responsibilities of program Directors

1. Undergraduate Program Director shall
   a. coordinate with the Undergraduate Committee on the operation of the undergraduate programs;
   b. coordinate with the Undergraduate Committee on the development of new undergraduate curriculum;
   c. work with members of the Undergraduate Committee to foster student and programmatic success, including efforts to recruit, retain, and graduate students at appropriate rates;
   d. in cooperation with the Undergraduate Committee, assist faculty in the development of new course proposals;
   e. coordinate the planning and administration of assessment for the BA and BS Political Science undergraduate programs and the department's General Education courses;
   f. represent the Department to the Thomas Harriot College of Arts and Sciences Undergraduate Council;
   g. represent, or solicit a volunteer from the Undergraduate Committee to serve as representative, before Thomas Harriot College of Arts and Sciences and the University Curriculum Committees; and
   h. be assigned other curricular and program coordination duties as necessary and appropriate to the role.

2. Graduate Program Director shall
   a. work with the program-specific graduate program Directors on the operation of departmental graduate programs, the adequacy of established procedures, and recommending graduate course schedules;
   b. assist faculty in the development of new course proposals and represent the graduate programs before the committees involved in the graduate curricular process, with final decisions on curriculum revisions for each degree program within the scope of authority of qualified faculty;
   c. work with members of the graduate faculty to foster student and programmatic success, including efforts to recruit, retain, and graduate students at appropriate rates;
   d. represent the department's graduate programs at the Graduate Program Directors and Coordinators meetings and before Thomas Harriot College of Arts and Sciences Graduate Council;
   e. coordinate the planning and administration of assessment for the department's graduate programs; and

f. accept assignment of other curricular and program coordination duties as necessary and appropriate to the role.

3. Master of Public Administration Program Director shall
   a. work with the Master of Public Administration Committee (see Code Section V) on curriculum development and program coordination, including such activities as reaccreditation, assessment, curriculum review, and creation of new courses, with final decisions on curriculum revisions for each degree program within the scope of authority of qualified faculty;
   b. represent the Master of Public Administration Program and its affiliated graduate certificates not only to individuals and organizations on the university campus, but to all professional, governmental, or civic organizations with which the Master of Public Administration program is relevantly involved;
   c. work with members of the Master of Public Administration Committee to foster student and programmatic success, including efforts to recruit, retain, and graduate students at appropriate rates;
   d. coordinate and participate in the planning and administration of assessment for the Master of Public Administration and related certificate programs;
   e. administer the internship program for Master of Public Administration students; and
   f. accept assignment of other curricular and program coordination duties as necessary and appropriate to the role.

4. Security Studies Program Director shall
   a. work with the Security Studies Committee (see Code Section V) on curriculum development and program coordination, including such activities as reaccreditation, assessment, curriculum review, and creation of new courses, with final decisions on curriculum revisions for each degree program within the scope of authority of qualified faculty;
   b. serve as representative of the Security Studies program and affiliated graduate certificates not only to individuals and organizations on the university campus, but to all professional, governmental, or civic organizations with which the Security Studies program is relevantly involved.
   c. work with members of the Security Studies faculty to foster student and programmatic success, including efforts to recruit, retain, and graduate students at appropriate rates;
   d. serve as the unit liaison to the Master of Arts in International Studies (MAIS) Committee;
   e. prepare and submit an annual report on Security Studies programs;
   f. coordinate and participate in the planning and administration of

assessment for the Security Studies and related certificate programs;

g. administer the internship program for Master of Science in Security Studies students; and

h. accept assignment of other curricular and program coordination duties as necessary and appropriate to the role.

5. Director of Undergraduate Internships shall

a. develop and maintain an internship program for undergraduate students in the Department;

b. coordinate with students, placement entities, and on-campus programs to develop meaningful connections;

c. recommend a faculty adviser to each student participating in the internship program;

d. handle inquiries about the internship program and respond to requests for assistance from students enrolled in the program; and

e. accept assignment of other curricular and program coordination duties as necessary and appropriate to the role.

6. Directors of Graduate Certificate programs shall

a. work with the relevant program committee on curriculum development and program coordination, including such activities as assessment, curriculum review, and creation of new courses;

b. serve as representative of the program not only to individuals and organizations on the university campus, but to all professional, governmental, or civic organizations with which the program is involved;

c. participate in writing of the department's annual report;

d. coordinate and participate in the planning and administration of assessment; and

e. accept assignment of other curricular and program coordination duties as necessary and appropriate to the role.

C. Academic and/or professional qualifications of program Directors (Southern Association of Colleges and Schools Commission on Colleges Principle, 6.2.c)

The Chairperson of the Department reviews the credentials of potential program Directors to assess their qualifications before making appointments. Faculty candidates must:

- be officially credentialed at ECU, including possessing the appropriate terminal degree or alternate professional qualifications in the discipline, to teach courses in the program;
- have a recent and relevant record of scholarly and/or professional activities that demonstrate they are prepared to develop and oversee the program in ways

consistent with disciplinary norms and expectations;

- have taught and actively participated in a related graduate or undergraduate program (consistent with the level of program) at ECU or other regionally-accredited academic institution; and
- For the department's graduate programs, have Graduate Faculty status as defined in the *ECU Faculty Manual*, Part II and Appendix A of the Unit Code.

Final decisions on curriculum revisions for each degree program are within the scope of authority of qualified faculty.

Section V COMMITTEES OF THE UNIT

A. Standing Committees

1. Undergraduate Committee

This standing committee is comprised annually of all faculty responsible for teaching undergraduate courses. The committee includes the Director of Undergraduate Studies, who shall serve as chair.

This committee, individually, in sub-committee, or collectively, shall be responsible for all matters pertaining to the Department's undergraduate programs and serves as its undergraduate curriculum committee.

2. Master of Public Administration Committee

This standing committee of the Department is composed of those faculty members who meet the requirements to be considered Master of Public Administration Nucleus Faculty, as established in Section II.E of this Unit Code. The Department Chairperson and a representative of the graduate student body will serve as ex officio members. The graduate student representative is a non-voting committee member. The Department Chairperson will have a vote if they meet the qualifications to be a member of the Master of Public Administration Nucleus Faculty. Otherwise, they will be a non-voting member of the committee.

The Master of Public Administration Committee shall:

a. render general supervision for overall operation of the Master of Public Administration program;
b. initiate policies and program objectives for the betterment of the program in all phases and for adherence to NASPAA standards and guidelines;
c. be the voting body for routine matters concerning the Master of Public Administration Program except where these matters materially affect resource allocations within the Department. For these latter issues, the General Faculty or Graduate Faculty, as appropriate, shall be the voting body;

d. consult with the Chairperson on all personnel matters relevant to the Master of Public Administration Program, including recruitment, appointment, reappointment, promotion, tenure, and in strict conformity with the procedures and guidelines of this code and the *ECU Faculty Manual*;
e. make recommendations to the Chairperson or appropriate body on annual budgetary matters for the Master of Public Administration Program portion of the Departmental budget within the framework and guidelines provided by the Chairperson;
f. create subcommittees as necessary; and
g. serve as the curriculum committee for the Master of Public Administration and its affiliated graduate certificates.

3. Security Studies Committee

This interdisciplinary committee of all contributing faculty members, regardless of their home department, shall serve as the governing faculty body overseeing the curriculum, admissions, and operational details of the program. Contributing faculty members are those regularly teaching courses in the Security Studies programs. The Committee is housed in the Department of Political Science. It will be led by the Director of Security Studies. The Chairperson of the Department of Political Science is an ex officio member of the committee. The Security Studies Committee renders general supervision for overall operation of the Security Studies programs. In that capacity, the Committee has responsibility for initiating polices and program objectives for the betterment of the program in all phases and for adherence to relevant standards and guidelines.

The Security Studies Committee shall:

a. be the voting body for routine matters concerning Security Studies Programs except where these matters materially affect resource allocations within the Department. For these latter issues, the General Faculty or Graduate Faculty, as appropriate, shall be the voting body;
b. consult with the Chairperson on all personnel matters of relevance to Security Studies, including recruitment, appointment, reappointment, promotion, tenure, and in strict conformity with the procedures and guidelines of this code and the *ECU Faculty Manual*;
c. make recommendations to the Chairperson or appropriate body on annual budgetary matters for the Security Studies portion of the Departmental budget within the framework and guidelines provided by the Departmental Chairperson;
d. create subcommittees as necessary; and
e. serve as the curriculum committee for Security Studies programs.

4. Honors and Scholarship Committee

This standing committee is composed of four members nominated annually by

the Chairperson and elected by majority vote of the General Faculty. The Director of the Honors Program serves as its chair. The Honors Committee evaluates honors essay proposals and oral defense of completed honors essays by students in the Honors Program. It assists and advises the Director of the Honors Program relating to all aspects of the program. It reviews and makes recommendations regarding scholarships available to the Department. It is responsible to the Chairperson of the Department and to the General Faculty for the effective operation of the program.

B. Personnel Committee, Tenure Committee, Promotion Committee

The department has three personnel action committees: the Personnel Committee, the Tenure Committee, and the Promotion Committee.

1. Personnel Committee

The Personnel Committee shall be responsible for making recommendations for fixed-term and initial probationary-term faculty appointments. The Committee shall be composed of all the permanently tenured and probationary-term voting faculty in the unit, as limited by the *ECU Faculty Manual*, Part IX, which includes those faculty members on non-medical leave but in attendance at the meeting at the time of the Committee's vote, but excludes the unit administrator.

The personnel committee may elect ad hoc search committees to fulfill the responsibilities of soliciting and screening applicants and recommending to the unit Personnel Committee candidates for initial appointments. A majority of the search committee must be voting faculty, as prescribed in the *ECU Faculty Manual* Part IX. For the purposes of this section, administrators may not be a part of the committee.

2. Tenure Committee

The Tenure Committee shall be responsible for making recommendations regarding initial appointments with permanent tenure, reappointments of probationary-term faculty, and the granting of permanent tenure. The Committee shall be composed of all permanently tenured voting faculty of the unit, as limited by the *ECU Faculty Manual* in Part IX, which includes those faculty members on non-medical leave but in attendance at the meeting at the time of the Committee's vote, but excludes the unit administrator.

3. Promotion Committee

The Promotion Committee shall be responsible for making recommendations for promotion in rank. The Committee shall be composed of all permanently tenured voting faculty of the unit, as defined by the *ECU Faculty Manual*, Part IX, who hold rank at least equal to the rank for which the candidate is being considered, which includes those faculty members on non-medical leave but in attendance at the meeting at the time of the Committee's vote, but excludes the

unit administrator.

4. Chair of the Personnel Committee
The Chair of the Personnel Committee shall be a permanently tenured voting faculty member elected annually by the Personnel Committee. In accordance with the *ECU Faculty Manual*, Part IX, the Chair of the Committee shall preside at all meetings of the personnel action committees and shall be responsible for calling meetings of such committees, obtaining and distributing materials to be used during the committees' deliberations, insuring that valid votes are taken, communicating the results of such votes to the appropriate faculty and to the unit administrator, and performing other duties as designated by the unit and the *ECU Faculty Manual*.

Section VI EVALUATION OF FACULTY

A. Tenured and Probationary-Term faculty

1. In accordance with the *ECU Faculty Manual*, Part VIII, each academic year the chair will prepare an evaluation of each faculty member's performance in the areas of teaching, research/creative activities, and service. In making this evaluation, the chair shall be guided by the following standards
   a. Before completing the annual evaluation, the chair shall give each faculty member the opportunity, for a specified period, to add to the personnel file material which the member considers pertinent to the annual evaluation, including written narratives of activities.
   b. The chair shall normally weight teaching at 40% of overall performance, research/creative activities at 40%, and service at 20%. The chair, in consultation with each faculty member, may adjust these weights in individual cases to reflect special contributions to the department, university or profession, provided that service is not weighted more heavily than teaching or scholarship, in accord with the *ECU Faculty Manual*, Part VIII. All faculty members, however, are expected to maintain satisfactory records of accomplishment in each category of performance.
   c. The chair's evaluation of each faculty member's performance shall be based largely on the faculty member's record for the academic year being assessed. In making salary increment recommendations, however, the chair may also take into account a faculty member's record in immediately preceding years for which adequate salary increments were not available, if allowed by established university policies and salary guidelines.
   d. In evaluating faculty performance in the areas of teaching, research/creative activities, and service, the chair shall adhere to the following guidelines:

      i. Teaching.

Elements used to evaluate teaching will include impressions, as appropriate, drawn from the range of courses taught and other indicators of teaching load; course syllabi and instructional techniques and materials employed; academic standards maintained relative to the level of instruction; evidence of creative teaching; input from student surveys; peer evaluations; service as Director of honors theses, independent studies courses, directed readings, or internships; service as Director, member, or consultant to graduate thesis, Master of Public Administration professional paper, and comprehensive examination committees; and academic advising.

Faculty members who pursue and/or are awarded external funding to support teaching innovations and other educational activities are encouraged to make their case for how the activities should be weighted for annual evaluations and tenure and promotion decisions to the faculty at a regularly-scheduled or called faculty meeting. The chair will include these activities in the faculty member's annual evaluation, taking the discussion and views of the faculty into consideration as they determine the relative impact they will have on the final teaching score.

Scholarship (Research, Creative Activity/Innovation, Engagement and/or Outreach).

In evaluating the research/creative activities of a faculty member, the chair will assess the quality as well as the quantity of faculty scholarship. Activities assessed will include the following, in descending order of importance: publication or acceptance for publication of a refereed book/scholarly monograph, journal article, or book chapter; edited book; textbook; and presentations of papers at international, national, or regional meetings; presentations of papers at state meetings. Journal articles will generally be considered when they become available online and/or have a DOI number. Books can be considered published upon submission of a letter from the editor that includes the date on which it will be released. Works can only be considered new publications for one academic year. Should publication be delayed into a later academic year, recognition of the publication will not be repeated as the scholarly work in its final form had been recognized on a prior annual evaluation.

These are the traditional and typical areas of research and publication for members of the faculty and will continue to be

weighted most heavily, especially for tenure and promotion decisions. However, we recognize that there is an increasingly broad range of impactful scholarly activities in which faculty are engaged. These may include, but are not limited to, reports and analyses: based on externally funded research; developed through community engagement activities; written for release to the media; vetted for publication with an online outlet; and published as encyclopedia entries. Proposals written to secure external funding are also recognized as important scholarship. Faculty members are encouraged to discuss the relative weight of such activities with the Chair and/or Personnel Committee as part of their project planning.

The department has created a process for generating agreed-upon rankings to assist chairs in determining the relative weight of scholarly activities for annual evaluations and to increase transparency for those pursuing tenure and promotion. The agreed-upon quintile rankings for a range of scholarly writing activities and publication outlets for professional journal articles, books and monographs is included as Appendix B entitled "Department of Political Science Guidelines: Scholarly Activities and Outlets Rankings." Faculty members are encouraged to make recommendations to others in their subfield when their works are published by a journal or book publisher that has not yet been ranked. That subfield will vote on the ranking and then make a recommendation to the permanently tenured eligible voting faculty (as prescribed in the *ECU Faculty Manual*, Part IV), which, in turn, will vote to determine the final ranking of the new scholarly activity, publisher or journal. Subfield groups in the department are encouraged to review the existing rankings and recommend revisions for approval in accordance with the *ECU Faculty Manual* Part IV every-other spring, before faculty members' annual reports are due. Annual evaluations will include information about the relative rankings of each faculty member's scholarly activities in the preceding year.

iii. Service to the university, the profession, and the community. Evaluation of faculty service will include consideration of the faculty member's service to the unit, the university, the profession, and the broader community. Activities assessed will include demonstrable service as a unit Director; chair or member of a university or unit committee; officer or member of the Faculty Senate; officer or member of the Faculty Assembly of the University of North Carolina; officer or member of professional

associations; editor or member of an editorial board of a professional publication; advisor to student organizations; manuscript reviewer; section or panel organizer for professional meetings; consultant; media resource person; officer or member of civic and other non-professional associations; and guest speaker, author, or resource person for non-professional organizations.

Similar to scholarly activities, the time commitment and prestige of service activities to the department, college, university, community and profession will be assessed annually by the department in order to develop relative rankings. The resulting agreed-upon rankings (as prescribed in the *ECU Faculty Manual* Part IV) are provided at Appendix C, entitled "Department of Political Science Guidelines: Service Activities Rankings." They will be included in annual evaluations and reflected in faculty members' service scores.

e. The chair may discuss career objectives with each faculty member and base annual evaluation on attainment of those objectives. The chair may clarify and supplement the above criteria and procedures with statements indicating the chair's interpretations of the criteria and any special procedures to be followed in making the annual evaluation.

f. The faculty member shall be given an opportunity to review, discuss, and respond to the chair's annual evaluation.

g. The chair shall recommend salary increments for members of the Department to the Dean of Thomas Harriot College of Arts and Sciences in accordance with the appropriate provisions of *ECU Faculty Manual*, Part VIII, administrative directives, and departmental guidelines as outlined above.

2. Criteria for recommending appointment, reappointment, and promotion shall be those specified in Thomas Harriot College of Arts and Sciences Criteria for Permanent Tenure and promotion as well as the *ECU Faculty Manual*, Part IX. The criteria for recommending the granting of permanent tenure shall be those applicable to appointment or promotion to the rank of Associate Professor in addition to potential for future contribution to the university. In applying such criteria, teaching/advising shall generally be weighted at 40 percent, research/creative activity at 40 percent, and service at 20 percent; and performance in each of those areas shall be based on factors used in annual faculty evaluations. Adjustments to these weights may be made by the chair in cases where there are compelling programmatic reasons.

These personnel decisions will also consider: efforts and success in securing external funding to support teaching activities and innovation; the types and placement of scholarship engaged in by the faculty member; and the relative rank of their service activities, in accordance with the departmentally-agreed-upon rankings discussed herein and in Appendices B and C.

3. 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.

4. Teaching Assignments and Reassigned Time: Each fall the Department Chairperson will solicit faculty teaching preferences for the next academic year, and based on faculty evaluations, academic qualifications, and unit assignments, inform faculty members of their overall upcoming teaching loads and reassigned time expectations.

   After faculty members have been informed of their assignments, the Undergraduate and Graduate Program Directors will compile their expected course needs and, in conjunction with the Departmental Chairperson, prepare a draft set of teaching schedules reflecting faculty preferences as much as possible in terms of the overall curricular needs of the department's academic programs.

5. Priorities for summer school teaching will normally operate under a rotational schedule taking into consideration provisions of the *ECU Faculty Manual* and departmental curriculum needs. Summer teaching is a voluntary activity. In the fall, the faculty will be asked whether they wish to teach during the following summer session. The faculty member will also be asked to state any preferences relating to courses and scheduling. The detailed planning for the summer session should be the responsibility of the Department Chairperson and the Director of Undergraduate Studies and the Director of Graduate Studies.

B. Fixed-term faculty members will be evaluated according to the duties agreed upon in their letters of appointment. The same criteria as for probationary term (tenure-track) faculty members will be applied as appropriate for performance evaluations. Advancement in titles may be requested by fixed-term faculty and individual faculty

will be evaluated in terms of the quality of their performance and any enhancements of their responsibilities accrued since initial appointment (*ECU Faculty Manual* Part VIII and Part IX).

C. Performance Review of Permanently Tenured Faculty (Post-Tenure Review)
When necessary, the Tenure Committee shall submit proposed standards for post-tenure reviews to the unit administrator for concurrence or non- concurrence. Upon approval of these standards pursuant to the *ECU Faculty Manual*, Part IX, post-tenure reviews will be conducted.

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 shall serve when a member is unable to serve. Members on the Performance Review Committee shall serve for one academic year.

Performance Review of Tenured Faculty shall cover all aspects of the faculty member's professional performance. The review will be informed by the faculty member's annual reports and annual evaluations (*ECU Faculty Manual*, Part VIII), but primarily shall be based on a comprehensive assessment of the faculty member's teaching, research, service and other duties, including contributions to the departmental college/school and university goals, contributions to the academic programs in which the faculty member teaches and any other professional activities bearing on the faculty member's performance of their duties during the period under review. Permanently tenured full-time faculty members who have received University approved leaves of absence shall not have such leave time counted as part of the performance review period. (See approved Standards linked on the website: https://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/PTR_politicalscience.pdf)

Section VII PROCEDURES FOR MEETINGS WITHIN THE UNIT

Meetings of the Department shall be in conformity with relevant university policies. The Department should strive for consistency as to the time for such meetings. There should be a specified time during each full month of the regular academic year when any Department member may request a meeting. A week prior to the projected meeting time, the Department Chairperson or a designated representative should send out a call for agenda items. An agenda must be available at least forty-eight hours in advance of a projected meeting. Minutes will be taken at each meeting. Those minutes shall be circulated to the faculty for review and, once approved, saved electronically in a secured drive. Departmental meetings will operate under the most recent edition of Robert's Rules of Order, Newly Revised, unless otherwise specified in this code.

Section VIII VOTING BY FACULTY MEMBERS

As necessary, in regularly scheduled faculty meetings the General Faculty will indicate their approval or disapproval of Unit Academic Program Reviews conducted according to

established university policies, reaccreditation reports, assessment documents, other major planning documents, and faculty input in administrator reviews in accord with the Board of Trustees policy for appointment and review of administrators, prior to their submission in final form to persons outside the unit.

Section IX BUDGET AND ANNUAL REPORT

A. Annual budget request and subsequent budget allocation to the unit
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 budget shall be shared with the General Faculty at its first regularly scheduled faculty meeting of the year.

B. Annual report
The chair shall make the department annual report available in draft form to the General Faculty upon its completion via email and/or shared web storage space for input before submission to the Dean.

Section X AMENDMENT PROCEDURES

This code may be amended in accordance with the *ECU Faculty Manual*, Part IV by a two-thirds affirmative vote via secret ballot by those eligible faculty who vote, at any faculty meeting, provided that seven days' advance notice of such intended amendment has been given to each member of the faculty. Three-quarters of the unit's tenured or probationary term (tenure-track) faculty will constitute a quorum. Voting eligibility requirements are found in the *ECU Faculty Manual*, Part IV *ECU Faculty Manual*, Part IV. (*Robert's Rules of Order, Newly Revised*).

Appendix A

Department of Political Science Guidelines: Graduate Faculty Appointments

To hold, change or retain graduate faculty status, a faculty member should meet the criteria outlined below and submit an "Application for Graduate Faculty Membership" and a current curriculum vita to the graduate committee. Other supporting documentation may be submitted for consideration. The graduate committee will then place the completed application in the main office for review by all Graduate Faculty members at least one week prior to the next regularly scheduled faculty meeting. At said meeting, all Graduate Faculty members who meet the requirements of voting faculty as defined in *ECU Faculty Manual*, Part II, minus the candidate, will vote by secret ballot on recommendation for the nomination. A positive vote as determined by a simple majority will constitute a recommendation for the candidate's graduate faculty status.

A. Criteria

There are three types of memberships in the graduate faculty. The minimum criteria needed to be eligible for membership in each category are as follows.

1. Graduate Teaching Faculty Membership: Criteria stated in Part II apply.
2. Graduate Faculty Membership: A faculty member should have 12 or more points using the point system described below.
3. Ex-officio Graduate Members of the Graduate Faculty: Criteria stated in Part II apply.

B. Point system

To document eligibility for membership in the graduate faculty objectively, a point-based system will be used. Point values are as follows:

	Points
Credentials (only 1 may apply for faculty beyond the probationary period)	
Ph.D. in Political Science, Public Administration, or other related discipline	6
Appointed to a tenure-track position at ECU within the past year	6
Activity During Past Five years	
Lead or principal author of a research book*	3 per
Coauthor of a research book*	2 per
Editor of a research book*	1 per
Co-editor of a research book*	0.5 per
Lead or principal author of a chapter in an edited research book	1 per
Coauthor of a chapter in an edited research book	0.5 per
Lead or principal author of a research paper in a peer-reviewed journal	2 per
Co-author, but not a lead author in a peer-reviewed journal	1 per
Directed a graduate student thesis/dissertation	2 per
Served on a graduate student's professional paper, thesis, or dissertation committee	1 per (max 2)
Taught a graduate level course	1 per (max 4)
Presented a poster, paper or invited seminar	0.5 per (max 2)
Applied for an external research grant	1 per (max 2)
Received an external research grant	2 per
Applied for an internal research grant	1 (max 1)
Received an internal research grant	1 per (max 2)
Reviewed research proposals for granting agencies	0.5 (max 2)
Served as a referee for peer-reviewed journals	0.5 (max 2)
Served as editor of a journal or monograph	1 per (max 2)
Reviewed proposals for conference	1 per (max 2)

* new editions of existing books will count 1/3 of this value.

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