



DEPARTMENT OF POLITICAL SCIENCE  
Code of Operations  
Approved: December 10, 1998

PREAMBLE

This Code allows for faculty participation in and establishes procedure for the unit's internal affairs and is consistent with all applicable appendices of the East Carolina University Faculty Manual.

I. OBJECTIVES

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

- A. maintain a community of scholarship dedicated to the study of politics as both art and science.
- B. foster and encourage basic and applied research on governmental and political thought and activity.
- C. acquaint students who enroll in its programs with the significance of politics and government for the preservation of free and stable societies and develop 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. provide 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.
- E. develop productive, mutually beneficial relationships with local, state, regional, national and international governmental agencies in order to share information and experience.

II. ORGANIZATION

A. Definitions of voting faculty members.

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. The General 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 faculty manual or in this document.

The Graduate Faculty consists only of persons on the General Faculty who have been admitted to the Graduate Faculty by the Graduate Administrative Board of the university. The Graduate Faculty may vote on issues relating to graduate programs in the department.

The Master of Public Administration (MPA) Nucleus Faculty normally consists of Graduate Faculty who routinely teach courses in the MPA Program and whose areas of research and teaching are in Public Administration, as defined by the National Association of Schools of Public Administration (NASPAA) guidelines. Persons with academic rank or title at East Carolina University outside of the Department of Political Science may be admitted to the MPA Nucleus Faculty status when recommended by the MPA Nucleus Faculty and approved by a vote of the Graduate Faculty. Only the MPA Nucleus Faculty may vote on issues concerning the MPA program which come before the MPA committee.

## Voting

To cast a vote on matters other than those affecting graduate programs, a faculty member must meet the criteria stated in Appendix L of the Faculty Manual, except as stipulated elsewhere in this code. Only members of the Graduate Faculty who hold academic rank or title in the university and are employed full-time by East Carolina University are eligible to vote on matters concerning general graduate studies.

### B. 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 East Carolina University Faculty Manual (see Appendix L).

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 policies determined by the General and Graduate Faculties of the Department, the College of Arts and Sciences, and the University.
- c. supervise the scheduling of classes, advising of students, registration of students, and the assignment of duties to graduate assistants.
- d. determine faculty workload in consultation with individual faculty and based on the needs of the department.
- e. 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.
- f. 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.
- g. 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.
- h. evaluate annually each permanently tenured, probationary term and fixed term member of the faculty using criteria and procedures set forth in Appendix C and D<sup>1</sup> of the East Carolina University Faculty Manual. The Chairperson may establish a procedure to discuss these evaluations with individual faculty.
- i. recommend salary increments for members of the Department in accordance with the appropriate provisions of Appendix C.
- j. forward faculty recommendations, including those on personnel matters, to the next higher administrative authority along with his or her own.
- k. preside over departmental meetings and supervise the writing and distribution of departmental minutes.
- l. administer the department's mentoring program.
- m. serve as ex officio member, without vote, on all unit committees, except as otherwise provided in this code and in the Faculty Manual.
- n. ensure that the Code procedures are followed.
- o. call faculty meetings for the discussion and approval of the department annual report, SACS reports and other major planning documents.

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<sup>1</sup> At all places in the Code where Appendix C, D, or L are mentioned, they will be taken to refer to the Faculty Manual.

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.

The Director shall:

- a. supervise registration and advising of General College advisees assigned to the Department.
- b. consult with the Undergraduate Committee on the operations of the undergraduate programs and the adequacy of established procedures; and, in cooperation with the Undergraduate Committee, assist the faculty in the development of new course proposals and recommend undergraduate schedules.
- c. represent the Department before the Arts and Sciences Curriculum Committee and before the University Curriculum Committee.
- d. assist with the orientation and recruitment of prospective majors.
- e. participate on behalf of the Department in the summer orientation program for incoming freshmen and transfer students.
- f. act for the Chairperson in his or her absence on undergraduate matters.
- g. advise students changing their major to political science about the nature and special requirements of the BA Degree Program and the BS (Professional) Degree Program offered by the Department.
- h. supervise registration and advising of undergraduate majors.
- i. maintain permanent records of undergraduate majors.

3. The MPA Director shall be nominated for a term of three years by the Chairperson from a list of candidates submitted by the MPA Committee and approved by a majority vote of the Graduate Faculty. The MPA Director may be removed from office by the Chairperson upon a majority recommendation by the MPA Faculty or for cause, with the MPA Director excluded from voting.

The MPA Director shall:

- a. serve as chair and voting member of the MPA 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 MPA Committee, the Chairperson of the Department, and the Dean of the Graduate School, procedures relating to the admission of prospective students into the MPA Program.
- d. develop and conduct an active program of recruitment for the purpose of enrolling qualified students in the MPA Program.
- e. supervise registration of all MPA students in a timely fashion.
- f. consult with MPA students on their MPA Professional Papers, including committee membership.
- g. see to the maintenance of records, letters of recommendation, grade reports, and other data of MPA students.
- i. collect and record information about activities of graduates from the MPA Program.
- j. serve as representative of the MPA program not only to individuals and organizations on the university campus, but to all professional, governmental, or civic organizations with which the MPA program is relevantly involved.
- k. act for the Chairperson in his/her absence on matters pertinent to the MPA Program and designate, with the concurrence of the Chairperson, a person in

his/her absence as acting MPA Director during summer sessions.

4. The MAIS (Master of Arts in International Studies) Departmental Coordinator shall be nominated annually by the Chairperson and approved by a majority vote of the Graduate Faculty.

The Coordinator shall:

- a. advise students interested in pursuing the Political Science Concentration of the MAIS.
- b. call meetings of departmental faculty involved in the program as necessary to deal with advising and curricular matters.
- c. coordinate with the Department Chairperson and the MPA Director the offering of courses required to meet concentration needs.
- d. Represent Political Science curricular concerns before the MAIS executive committee as necessary.

5. 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 tutors.
- b. serve as Chairperson of the Honors Committee and enlist it in timely reevaluation of the Honors Program and its attendant procedures.
- c. take the lead in the recruitment of students eligible to participate in the Honors Program, but only after consultation with the Director of Undergraduate Studies, the Chairperson of the Department, and the Honors Committee.
- d. arrange for meetings of the Honors Committee and tutors before whom the students defend first their essay proposals and finally their honors essays.
- e. assign grades determined collectively by the Honors Committee and the tutors and oversee other routine aspects of the program.
- f. coordinate the management of scholarship monies available to the department.

7. The Director of Library Development is nominated annually by the Chairperson of the Department and approved by a majority vote of the General Faculty.

The Director shall:

- a. supervise and coordinate the ordering of library materials for the Department.
- b. act as liaison between the Department and the University Libraries and the University Libraries Committee.
- c. provide general oversight of the departmental library.
- d. promote concern in each and every faculty member for an intelligent and balanced building of library holdings in the discipline of political science.

7. 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.

The Director shall:

- a. develop and maintain an internship program for undergraduate students in the Department.
- b. recommend a faculty adviser to each student participating in the internship program.
- c. maintain liaison with the University Office of Cooperative Education.
- d. handle inquiries about the internship program and respond to requests for assistance from students enrolled in the program.

8. The Director of MPA Internships is nominated annually by the Chairperson of the Department in consultation with the Director of the MPA Program and approved by a majority vote of the MPA Faculty.

The Director shall:

- a. develop and maintain an internship program for MPA graduate students in the Department.
- b. maintain liaison with the University Office of Cooperative Education.
- c. handle inquiries about the internship program and respond to requests for assistance from students enrolled in the program.
- d. evaluate the performance of interns.

### III. UNIT COMMITTEES

#### A. Personnel Action Committees

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 in Appendix D, which includes those faculty members on leave but in attendance at the meeting at the time of the Committee's vote, but excludes the unit administrator.

##### 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 Appendix D, which includes those faculty members on 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 and probationary-term voting faculty of the unit, as defined by Appendix D, who hold rank at least equal to the rank for which the candidate is being considered, which includes those faculty members on 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. 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 Faculty Manual.

## B. Unit Standing Committees

### 1. Undergraduate Committee

This standing committee is composed of five members including the Director of Undergraduate Studies, who shall serve as chair. Four members are nominated by the Chairperson of the Department annually and elected by majority vote of the General Faculty. This committee advises and makes recommendations to the General Faculty in matters pertaining to the Department's undergraduate programs, and serves as undergraduate curriculum committee.

### 2. MPA Committee

This standing committee of the Department is composed of no fewer than five members annually appointed by the Chairperson from the MPA Nucleus Faculty as defined by the NASPAA Guidelines. The Department Chairperson and a representative of the graduate student body, who is the elected president of the MPA Association, are ex officio members, without vote. The MPA Committee renders general supervision for overall operation of the MPA program. In that capacity the Committee has responsibility for initiating policies and program objectives for the betterment of the program in all phases and for adherence to NASPAA standards and guidelines.

The MPA Committee shall:

- a. be the voting body for routine matters concerning the MPA 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.
- b. consult with the Chairperson on all personnel matters, including recruitment, appointment, reappointment, promotion, and tenure, of relevance to the MPA Program and in strict conformity with the procedures and guidelines of this code and the Faculty Manual.
- c. make recommendations to the Chairperson or appropriate body on annual budgetary matters for the MPA Program portion of the Departmental budget within the framework and guidelines provided by the Departmental Chairperson.
- d. create subcommittees as necessary.
- e. serve as MPA curriculum committee.

### 3. 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 provides assistance and advice to 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.

4. Faculty Research and Development Committee

This standing committee is composed of four members nominated annually by the Chairperson of the Department and elected by majority vote of the General Faculty. The Chairperson of the Department, with the approval of the General Faculty, shall name the chair of the committee.

The Faculty Research and Development Committee shall:

- a. seek to identify sources of funding for individual and collective research projects, as well as for faculty development.
- b. develop means for disseminating information about such sources of funding among all members of the faculty.
- c. cooperate with the Department Chairperson and with the Personnel Committee to coordinate/regulate leave requests and leaves connected with research and development.
- d. make suggestions and provide guidance to the faculty with respect to possible research and development projects to be conducted with other units and/or institutes of the university and in the larger community.
- e. make nominations for Unit, College and University Teaching awards to the appropriate offices.

IV. FACULTY PERSONNEL ACTIONS.

A. Procedures and Criteria for Appointment, Reappointment, Promotion, and the Granting of Permanent Tenure.

Unit personnel recommendations are governed by the provisions of Appendix D, IV.

Criteria for recommending appointment, reappointment, and promotion shall be those specified in Appendices C and D. 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 forty percent, research/creative activity at forty percent, and service at twenty percent; and performance in each of those areas shall be based on factors used in annual faculty evaluations (see B4 below). Adjustments to these weights may be made by the chair in cases where there are compelling programmatic reasons, though deviations below ten percent require approval of the Vice Chancellor for Academic Affairs.

B. Annual Evaluations of Faculty.

Each academic year the chair prepares 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:

- (1) Before making 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.
- (2) The chair shall normally weight teaching at 40 percent of overall performance, research/creative activities at 40 percent, and service at 20 percent. The chair may make adjustments in these weights in individual cases to reflect special contributions to the department, university or profession. All faculty members, however, are expected to maintain satisfactory records of accomplishment in each category of performance.

- (3) 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 for by the General Administration instructions.
- (4) In evaluating faculty performance in the areas of teaching, research/creative activities, and service, the chair shall adhere to the following guidelines:

#### Teaching.

Elements used to evaluate teaching shall include impressions 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; ratings on student evaluations; peer evaluations; service as director of honors theses, independent studies courses, directed readings, or internships; and service as director, member, or consultant to graduate thesis and comprehensive examination committees.

#### Research/Creative Activities.

In evaluating the research/creative activities of a faculty member, the chair shall assess the quality as well as the quantity of faculty scholarship. Activities assessed shall 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; unrefereed journal articles and book chapters; presentations of papers at international, national, or regional meetings; presentations of papers at state meetings; tangible work in progress. Preparation of a grant proposal and award of a research grant shall also be considered. Single-authored works will generally be rated more highly than multiple-authored works, and original editions of a book or article will be rated more highly than revised or reprinted editions.

#### Service.

Evaluation of faculty service shall include consideration of the faculty member's service to the unit, the university, the profession, and the broader community. Activities assessed will include service as a student advisor; 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.

- (5) The chair may discuss objectives contained in a faculty development plan 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. A newly appointed chair may especially consider it important to submit such statements to the faculty.

- (6) The faculty member shall be given an opportunity to review and respond to the chair's annual evaluation.

V. Summer School Teaching

Priorities for summer school teaching will normally operate under a rotational policy taking into consideration provisions of the Faculty Manual and departmental curriculum needs. At some point during the fall each faculty member will be asked whether or not he or she wishes 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 MPA Director.

VI. Meetings

Meetings of the Department shall be in conformity with university policy. 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. Departmental meetings will operate under Robert's Rules of Order, unless otherwise specified in this code.

VII. Unit and Administrator Evaluations

As necessary, in regularly scheduled faculty meetings the general faculty will indicate their approval or disapproval of unit program evaluations, reaccreditation reports, other major planning documents, and administrator evaluations in accord with Appendix L.

VIII. Amendment

This code may be amended by a three-fifths majority vote of the tenured faculty of the Department at any meeting, provided that seven days' advance notice of such intended amendment has been given to each member of the faculty.

This code and any subsequent amendments shall take effect upon three-fifths vote of the tenured faculty of the Department, through secret ballot, after it has been approved by the Faculty Senate and Chancellor of the University .