

**UNIT CODE OF OPERATIONS
DEPARTMENT OF RECREATION AND LEISURE STUDIES
COLLEGE OF HEALTH AND HUMAN PERFORMANCE
EAST CAROLINA UNIVERSITY**

New Unit Code Approval

1. Approved by the tenured faculty of the unit:

Chair, Code Unit Proposal Committee Susan A. McElhiney Date: April 20, 2016

2. If changed, reapproved by tenured faculty*:

Chair, Code Unit Proposal Committee Susan A. McElhiney Date: March 15, 2017

3. Submitted to Next Highest Administrator for advice:

Matthew T. Mahas Date: 4-20-16

4. Approved by the tenured faculty of the provisional code unit:

Susan A. McElhiney Date: May 17, 2016

5. Submitted to Next Highest Administrator for advice:

Lee H. Bell Date: 8-22-16

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

Chair, Unit Code Screening Committee Cleary Johnson Date: 4-12-17

7. Approved by the East Carolina University Faculty Senate: FS Resolution #18-24

Chair of the Faculty J. Stutz Date: 3-27-18

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

Chancellor: Kevin R. Stutz Date: 6/29/18

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

Effective Date of Code: 6-22-18

* Any changes to the code that are made after the original approval by a majority of the tenured faculty of the unit must be approved again by a majority of the tenured faculty of the unit.

UNIT CODE FOR THE DEPARTMENT OF RECREATION AND LEISURE STUDIES

Section I **PREAMBLE**

This Code allows for faculty participation in and establishes procedures for the Department of Recreation and Leisure Studies (RCLS) internal affairs and is consistent with the East Carolina University (ECU) [Policy Manual](#), the ECU [Faculty Manual](#) (*ECU/FM*), and all established university policies.

MISSION

The mission of the Department of Recreation and Leisure Studies is to educate tomorrow's leaders in parks, recreation, tourism, and recreational therapy. The Department seeks to provide scholarship and leadership to the region, state, and nation.

Section II **FACULTY**

The Department shall consist of the General Faculty and the Graduate Faculty. The General Faculty is comprised of all permanently tenured faculty members, all voting faculty members, and all faculty members in the Department as defined in Section II of this Code. The Graduate Faculty shall consist of those faculty members defined by the Graduate School in accordance with [Part II](#) of the *ECU/FM*.

A. The Faculty

The Faculty of the Department consists of all full-time tenured, probationary-term, and fixed-term faculty members of the University who hold academic rank or title in the Department.

B. Voting Faculty

1. All full-time faculty with greater than one-half teaching/research duties in the Department have voting privileges except where specifically excluded by the [ECU/FM](#) or this unit code.

2. All appointed members of the graduate faculty, with the exception of members with designated status as ex-officio, may vote on graduate business. The voting graduate faculty of the Department shall be comprised of all members of the graduate faculty within the Department. Only members with designated status as "Graduate Faculty" ([Part II](#)) within the Department may vote on applications for graduate faculty status. The process and criteria for graduate appointments are defined in the *RCLS Graduate Faculty*

Membership document.

C. Graduate Faculty

1. Members of the Graduate Faculty in the Department shall consist of all RCLS faculty who have been approved by the Graduate School who currently hold graduate faculty status as identified in [Part II](#) of the *ECU/FM*.
2. Duties of the members of the Graduate Faculty of the Department shall include: reviewing graduate program requirements and policies, approving departmental graduate curricula proposals, approving recommendations for faculty appointment to the Graduate Faculty, and advising the Department Director of Graduate Studies and the Chair on matters concerning the graduate programs in the Department.
3. The Department Director of Graduate Studies shall be responsible for calling and chairing Graduate Faculty meetings.

D. Emeritus Faculty

Emeritus faculty status may be awarded to a retired, permanently disabled, or deceased faculty member who has made a significant contribution to the department, college and university through a long and distinguished record of scholarship, teaching, and/or service (*ECU/FM*, [Part VIII](#)). A voting faculty member may submit a written request to the Department Personnel Committee to consider awarding Emeritus Status to an individual faculty member. Emeritus faculty status will be granted upon recommendation by the Department Personnel Committee and approval by the appropriate Department Chair, Dean, and Chancellor.

E. Adjunct Faculty

Adjunct faculty status is an honorary and non-paid title that is conferred for those individuals not directly affiliated with the Department who have made or are expected to make substantial contributions to a department. Adjunct faculty appointments which are honorary are an unsalaried, non-tenure track appointment for a term of one to three years. Although regarded as members of the East Carolina University community, such appointments do not include voting privileges and benefits normally associated with full-time employment.

The exception to honorary, non-paid adjunct faculty status is an adjunct appointment required by Academic Affairs to permit an ECU employee to be the instructor of record for a course external to his or

her home unit. This instructional responsibility is provided as a component of his or her position elsewhere on campus and does not include additional funding. Such appointments are initiated by the personnel committee of the department that offers the course.

Any appointment of an individual with adjunct faculty status to assume teaching responsibilities for pay is separate from adjunct status. Such appointments must be done in accordance with [Part VIII](#) and [Part IX](#) of the *ECU/FM*.

A positive vote by the majority of the Department Personnel Committee is required to forward a recommendation of adjunct faculty status to the Department Chair. If concurring with the recommendation, the Department Chair forwards the recommendation to the Dean of the College. Upon approval by the Dean, the recommendation is forwarded to Academic Affairs. Non-concurrence at any level with a recommendation for appointment as adjunct faculty terminates the appointment process.

The faculty title of appointment (instructor, assistant professor, associate professor, or professor) is commensurate with the individual's current academic appointment outside the Department. Title for adjunct faculty is conferred in accordance with the individual's achievements and highest academic degree attained.

Section III ADMINISTRATIVE ORGANIZATION

The Department of Recreation and Leisure Studies is an academic unit of the College of Health and Human Performance. It is comprised of bachelor of science and minor degrees in recreation and park management, and recreational therapy; and a master of science degree in recreation services and interventions with concentrations in recreational therapy administration and recreation and park administration. The Department also provides post-baccalaureate certificates in aquatic therapy and biofeedback. The Department is the code unit and retains official faculty personnel files in the Department of Recreation and Leisure Studies. The Department is home to the Center for Applied Psychophysiology although the Center reports directly to the Dean of the College.

A. Chair of the Department

1. The Chair of the Department is the administrator of the department and provides leadership, support, and guidance to the total functioning of the department. The Chair serves at the pleasure of the Dean. The selection and term of office of the Chair shall conform with [Part II](#) of the *ECU/FM*. The Dean will provide a performance

evaluation of administrative duties of the chair as a component of the faculty member's annual performance evaluation.

2. Duties of the Chair:

- a. serve as the departmental representative to the Dean and other departments within the College, other units and departments within the University, and other agencies, organizations, and institutions;
- b. advocate for the professions represented by the department;
- c. plan, administer and manage the affairs of the department in accordance with this code and the policies and procedures determined by the University, College, and Department;
- d. manage and be responsible for the budget and all other funds assigned or belonging to the department; prepare and submit in a timely manner special budget requests incorporating faculty and program needs;
- e. work with the department on procedures with regards to grants, contracts, and other revenues generated by the department and its programs;
- f. manage departmental operations, including the departmental office and staff; maintain personnel files, student files, current course syllabi, and other administrative records in accordance with the [ECU General Records Retention and Disposition Schedule](#); inventory records; inventory and maintain equipment; and respond to departmental equipment requests;
- g. after obtaining input from the faculty, establish personnel needs and oversee the utilization of faculty and staff positions, space, and all other resources allocated to the department by the Dean;
- h. determine teaching assignments, reassigned time, and other duties for both faculty and graduate assistants, and after obtaining input from the undergraduate and graduate program directors, schedule departmental course offerings;
- i. supervise selection, employment, and performance evaluation of departmental staff;
- j. mentor and/or facilitate the professional development of all faculty in terms of teaching effectiveness, scholarship and other

scholarly activities, and service to the Department, College, University, community, and profession; respond to travel requests by faculty; assist with new faculty orientation; and facilitate implementation of teaching evaluations for faculty and graduate assistants;

- k. with input from administrators/supervisors of special units of the College or University to whom faculty have been reassigned, conduct annual performance evaluations of departmental faculty, share the evaluation in writing and discuss the evaluation with the appropriate individual and recommend salary increments to the Dean in accordance with [Part VIII](#) of the *ECU/FM*;
- l. consult with the Tenure Committee regarding the progress toward tenure letters as dictated in the *ECU/FM* [Part IX](#);
- m. forward personnel recommendations of the appropriate departmental faculty committees along with the Chair's concurrence or non-concurrence to the Dean of the College in accordance with [Part IX](#) of the *ECU/FM*;
- n. complete a five-year review of tenured faculty members' professional performance including, if warranted, creation of an individual development plan in accordance with [Part IX](#) of the *ECU/FM*;
- o. assess qualifications of candidates for faculty positions to ensure appropriate credentialing; and initiate and approve credentialing of instructors of record within the department;
- p. call and preside over departmental faculty meetings and supervise the writing and distribution of departmental faculty meeting minutes;
- q. perform other organizational duties including:
 - 1) when necessary, prior to the final College meeting of the academic year, call for the election of departmental representatives to pertinent College committees; and
 - 2) when necessary, at the final departmental faculty meeting of the academic year, call for the election of members to standing committees of the department.
- r. review and act upon curriculum proposals and catalog changes, and ensure presentation to the College Undergraduate or

Graduate Curriculum Committee Liaison and University committees;

- s. recommend to the Dean of the College a member of the faculty to carry out the duties of a chair during brief temporary absences of a chair;
- t. ensure that code procedures are followed;
- u. ensure that the department's annual budget request and annual report are discussed with the faculty;
- v. facilitate the self-evaluation of the operation and effectiveness of the department and, in accordance with the *ECU/FM Part IV*, the Academic Program Review;
- w. make available to the faculty a copy of any major departmental planning document (e.g., Strategic Plan), assessments of departmental operation, and Unit Academic Program Review at least seven days prior to voting their approval or disapproval;
- x. coordinate voting on any departmental major planning and assessment documents by the full-time faculty of the department or involved program(s) to seek approval by a majority of those faculty before such documents are released;
- y. with input from the faculty, appoint full-time faculty as degree program directors to manage the affairs of the program including but not limited to: serving as advocate and representative of the respective degree programs within and external to the university; convening and presiding over degree program meetings; leading the program faculty in program development, curriculum, assessment, and student recruitment; directing accreditation processes and program evaluations; coordinating student admission, advising and mentoring in the degree program; and
- z. perform other duties as delegated by the Dean of the College.

B. Departmental Director of Graduate Studies

1. The Departmental Director of Graduate Studies primarily acts as departmental representative and liaison with the College Director of Graduate Studies, other departments within the College and University, and other external agencies, organizations or institutions on matters pertaining to the departmental graduate programs.

The Departmental Director of Graduate Studies shall be nominated by the Department Chair after consultation with the voting department Graduate Faculty, and the College Director of Graduate Studies. The Departmental Director of Graduate Studies must be approved by a majority of the voting department Graduate Faculty. The Departmental Director must be employed full-time within the Department, except in extenuating circumstances approved by the Department Chair, and possess voting graduate faculty status. Initial appointment as Departmental Director of Graduate Studies is for a three-year term. Subsequent reappointment must be approved by a majority of the voting department Graduate Faculty. Any acting Departmental Director of Graduate Studies must be confirmed by the voting department Graduate Faculty after one year of appointment and on an annual basis thereafter.

2. Duties of the Departmental Director of Graduate Studies:
 - a. implement the departmental graduate programs in compliance with the policies and procedures established by the Department graduate faculty and the Graduate School, as operationalized in the [Graduate Program Directors and Coordinators Handbook](#), and monitor compliance with those policies and procedures;
 - b. collaborate with the College Director of Graduate Studies to facilitate appointment and renewal of departmental faculty to membership of the graduate faculty in accordance with [Part II](#) of the *ECU/FM*;
 - c. call and chair regular meetings of the department graduate faculty to seek input on activities necessary to implement program and curriculum goals including recommendation of graduate assistants to the Department Chair, curriculum development, and administration of comprehensive examinations;
 - d. in coordination with graduate degree concentration coordinators, maintain records to include transcripts, letters of recommendation, grade reports and other data of graduate students enrolled in the department and respond to inquiries that pertain to graduate work in the department;
 - e. coordinate with graduate faculty the advising, registration, and schedule change procedures for graduate students;
 - f. conduct a departmental program of recruitment in coordination with graduate degree concentration coordinators, including communicating with and advising prospective graduate students, and preparing and distributing accurate information

describing requirements, grants, assistantships, and awards available to graduate students in the College and Department;

- g. communicate with concentration coordinators and make recommendations to the Department Chair regarding scheduling of graduate courses;
- h. perform other graduate program-related duties as assigned by the College Director of Graduate Studies or Department Chair; and
- i. recommend to the College Director of Graduate Studies a member of the department Graduate Faculty to act on graduate matters in consultation with the Department Chair during a brief temporary absence of the Departmental Director of Graduate Studies.

G. Graduate Degree Concentration Coordinators

1. Each graduate degree concentration shall have a designated Graduate Degree Concentration Coordinator.
2. Each Graduate Degree Concentration Coordinator is responsible for assisting the Departmental Director of Graduate Studies in fulfilling the duties specific to his or her designated degree program.
3. The Department Chair, in consultation with the Departmental Director of Graduate Studies, will appoint the Graduate Degree Concentration Coordinators.

Section IV COMMITTEES OF THE UNIT

A. Standing Committees

All Standing Committee appointments shall be for three years and become effective on the day of Fall Faculty Convocation. Diverse representation on committees is encouraged. Chairs of Standing Committees serve a twelve month term beginning on the day of Fall Faculty Convocation.

1. RCLS Department Advisory Committee

a. Function of the Committee

The function of the RCLS Department Advisory Committee is to advise and assist the Chair in the operation of the Department. The Committee's advisement includes curriculum, operations,

procedures, faculty climate, faculty governance, and other departmental matters. The committee will meet at least once per semester.

b. Composition of the Committee

The committee is comprised of the Chair, Director of Graduate Studies, and degree director of each undergraduate program.

2. Curriculum Committee

a. Function of the Committee

The function of the Departmental Curriculum Committee is to:

- 1) provide guidance and assistance to the faculty in the curriculum development process,
- 2) facilitate preparation of curriculum proposal packets, and
- 3) review all curriculum-related business and make recommendations to the Department faculty.

The Departmental Curriculum Committee will provide guidance for curriculum business according to the following protocol:

- 1) Proposals shall be written, in the appropriate format required by the applicable university-level curriculum committee and distributed at least seven days prior to the Departmental Curriculum Committee meeting to consider the item.
- 2) Any faculty member of the Department may propose undergraduate curriculum changes. Only graduate faculty members may propose graduate curriculum changes. Curriculum proposals are first presented by the proposing faculty member(s) for consideration by faculty within the affected degree program(s). After this discussion, the proposing faculty member(s) may submit the proposal to the Departmental Curriculum Committee.
- 3) The Chair of the Departmental Curriculum Committee shall convene meetings as needed, providing seven days written notice and agenda to the Department faculty. The faculty member(s) originating the proposal or designee shall be present to explain the proposal and respond to questions. Other departmental faculty may attend to comment on the proposal.
- 4) The Departmental Curriculum Committee will present the

proposal with its recommendation to the Department faculty for a vote by all voting faculty members, as defined in Section II.B.

- 5) Upon approval of graduate curriculum proposals by the Department Graduate Faculty, the Departmental Director of Graduate Studies or a representative appointed by the Director shall forward the proposal to the HHP Liaison to the Graduate Curriculum Committee (GCC). Upon approval by the HHP Liaison, the Associate Dean for Research and Graduate Studies coordinates review and action by the Dean, returning the proposal to the Department Director of Graduate Studies to submit to the University GCC and/or other committees as appropriate.
- 6) Upon approval of undergraduate curriculum proposals by the Department Faculty, the Department Chair will then review and act upon curriculum proposals and catalog changes, and ensure approved, completed proposal packages are submitted to the designated Dean's Office personnel for review and comment in order to facilitate the Dean's review of the proposal. Such review and action by the Dean is required prior to review by any group external to the college. Proposals reviewed and acted upon by the Dean are returned to the RCLS Liaison to the University Curriculum Committee (UCC) to submit to the UCC and/or other committees as appropriate.
- 7) The Director of Graduate Studies or Undergraduate Degree Director or an appointed representative will attend university-level curriculum-related meetings at which the department's proposal will be considered in order to explain the proposal and respond to questions.

b. Composition of the Committee

- 1) Prior to the end of the spring semester, the Department shall elect a Curriculum Committee comprised of five RCLS faculty who are full-time. At least two representatives will be from each undergraduate degree program. The Committee will include no less than three faculty who are graduate faculty members.
- 2) The Curriculum Committee shall elect a Chair from among its membership immediately following committee membership elections.

3. Scholarships and Awards Committee

a. Function of the Committee

The Scholarships and Awards Committee will facilitate announcements and publicity of RCLS student awards and scholarships, solicit applicants, accept and evaluate applications, and recommend faculty and student recipients for Department, College, and University awards and scholarships to the appropriate individual or committee requesting the nomination. When required in the award or scholarship description, the Scholarships and Awards Committee will coordinate evaluation of applicants with the appropriate third party.

b. Composition of the Committee

The Scholarships and Awards Committee shall consist of at least three full-time faculty members, with at least one member of each degree program in RCLS. The Committee is elected prior to the end of the spring semester. The Committee Chair is elected by the Committee from among its membership immediately following committee membership elections in the spring semester.

B. Departmental Personnel Action Committees

All personnel recommendations are initiated at the department level. The composition and function of departmental Personnel Committee, Tenure Committee, and Promotion Committee shall be in accordance with [Part IX](#) of the *ECU/FM*.

1. Personnel Committee appointments shall be for three years and become effective on the day of Fall Faculty Convocation. The departmental Personnel Committee shall be elected at or prior to the final department faculty meeting in the spring semester. Diverse representation on committees is encouraged. The departmental Personnel Committee Chair will be elected annually by the committee members immediately following committee election and serves a twelve-month term beginning on the day of Fall Faculty Convocation. The Department Chair is excluded from membership on the Committee.
2. Newly permanently tenured or promoted faculty who are voting faculty members according to the *ECU/FM* [Part IX](#) will become members of applicable committees at the time their promotion or tenure becomes effective.

3. Minutes of all meetings dealing with personnel actions shall be maintained by the chair of the committee and will include date of the meeting, members in attendance and absent, and actions taken. At the end of his/her term, the committee chair will forward these minutes to the departmental office to be maintained in accordance with the [ECU General Records Retention and Disposition Schedule](#).
4. In accordance with [Part IX](#) of the *ECU/FM*, the Tenure Committee and the Department Chair will select the materials to be sent to external reviewers.
5. Electronic balloting may not be used for personnel actions.

C. Ad Hoc Committees

Ad hoc committees may be established at the discretion of the Department Chair. The charge to any *ad hoc* committee must specify the membership, method of selection, duties and responsibilities, and expected date of conclusion. An *ad hoc* committee shall not assume the duties and responsibilities of a standing committee.

Section V 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.

A. Selection and Appointment of New Faculty

1. When faculty positions are allocated to a department by the Dean, the Department Chair will notify the departmental Personnel Committee of the number and nature of the positions. The Personnel Committee may select a search committee of faculty to fulfill the responsibilities of soliciting and screening applicants and recommending to the department's Personnel Committee candidates for initial appointments. The search committee will determine a chair from among its membership. At least one member

of any search committee must be a member of the departmental Personnel Committee.

2. Search committees will follow the guidelines as defined in the *ECU/FM* [Part IX](#). For all search committees, a majority of the committee members must be voting faculty as defined in *ECU/FM* [Part IX](#) and will be from within the department that is conducting the search. A search committee for a probationary appointment or appointments with permanent tenure will consist of a minimum of four faculty members. Three of the committee members are to be faculty of the Department. The additional committee member will be a faculty member of the University from a department other than the one conducting the search. Under special circumstances, such as summer searches, the Dean may allow as few as three search committee members. Search committees for all other faculty positions will consist of a minimum of three faculty members.

After reviewing the current ECU policies and practices, the search committee in consultation with the department faculty, Department Chair, and Dean will develop the position announcement (responsibilities and minimum qualifications), advertise the position, and screen candidates for the position. Provisions should be made for a quorum of the Personnel Committee to meet with candidates during on-site interviews. The Search Committee then will submit a written report to the Personnel Committee. The Personnel Committee will then make its recommendation(s) to the Department Chair. After concurring or not concurring with the Personnel Committee recommendation(s), the Department Chair will then make his or her recommendation to the Dean. Upon approval of the recommendation(s), the Dean, in consultation with the Department Chair, shall negotiate with the recommended candidate(s) or delegate that responsibility to the Department Chair.

3. Criteria for evaluation of potential faculty members utilizes the general criteria specified in *ECU/FM* [Part VIII](#).

B. Teaching Assignments and Reassigned Time

1. Teaching responsibilities shall be assigned in accordance with [Part VIII](#), *ECU/FM*.
2. The Dean and Department Chair will make every effort to respond to faculty requests for reassigned time in order to promote faculty productivity and opportunity, provided it is allowable under University [Faculty Scholarly Reassignment Administrative Regulations](#) and [Faculty Workload Regulations](#), and [HHP Faculty Workload](#)

[Guidelines](#), and the instructional needs of the department/school can be met.

C. Annual Evaluation of Faculty Members

1. During each spring semester, each faculty member shall receive an evaluation of his/her performance for the academic year by the Department Chair and, when applicable, the Dean, other chairs and/or directors will be consulted for input as needed or directed.
2. The general criteria for performance evaluations of faculty are those explained in [Part VIII](#) of the *ECU/FM* as well as those approved by the Department and specified in the *RCLS Faculty Annual Evaluation Guidelines*.
3. The relative weight assigned to each area of faculty performance may vary among faculty members in the Department, but must be determined in accordance with the following guidelines:
 - a. Except in special cases, the specific weights given to teaching, scholarship, and service for each permanently tenured and probationary-term faculty member shall not be less than 25% teaching, 25% scholarship, and 10% service. The allocation of the remaining 40% to these categories shall adhere to the prescription of the *ECU/FM*, [Part VIII](#) (i.e., that the weight assigned to service shall not be greater than that assigned to either teaching effectiveness or scholarship). The total relative weight must equal 100%.
 - b. A specific weight must be given to teaching, scholarship, and service for each fixed-term faculty member and shall be determined and agreed upon by that faculty member and the appropriate Department Chair as stated in the terms of the faculty member's contract. Fixed-term faculty will be evaluated in accordance with the terms of their contracts.
 - c. Joint appointments
For faculty holding joint appointments, a specific weight must be given to teaching, scholarship, and service (*ECU/FM* [Part IX](#)). Weightings shall be determined and agreed upon by that faculty member and the Department Chair of the primary academic unit, in consultation with the chair/administrator where the faculty member holds joint appointment. The total relative weight must equal 100%.
4. The relative weight will be based on such factors as the nature of the faculty member's appointment, his or her academic training and

interests, professional standards and expectations in his/her teaching field(s), the continued professional development of the faculty member (including progress towards tenure and/or promotion), and the goals of the Department, College, and University.

5. In assigning the relative weight to be given to teaching, scholarship, service, and other responsibilities in a faculty member's annual evaluation, this procedure will be followed:
 - a. Each faculty member and the Department Chair shall make a determination of the relative weight by the end of the spring semester preceding the academic year to be evaluated. In the case of new faculty, relative weights will be determined within the first month of employment. The determination must be in accordance with the guidelines above and the form stating the assignment of the weighting must be approved by the Department Chair before it is official. The Chair provides these weightings to the faculty member with their approved goals for the academic year to be evaluated by the last Monday of September. Exceptions to the relative weight guidelines above require approval by the Dean. The form will be filed in the faculty member's Personnel File. In circumstances, such as faculty funded partially or in full by external funds, the relative weighting will be collaboratively determined by the principal investigator or funding source supervisor, the Chair and individual involved, and approved by each of them before submitting to the Dean for approval. Faculty with reassigned time for grants and contracts will be expected to make every effort to reimburse the departments in which they hold academic rank for such reassigned time.
 - b. The assignment of relative weight may be changed prior to the beginning of the evaluation process, and only after there has been a meeting of the

appropriate Department Chair and faculty member involved. All changes must be approved by the Dean.

- c. In the event there is a disagreement concerning the weight, either with the initial assignment or with any subsequent changes that occur, the Dean has the final authority to resolve the issue.

D. Performance Review of Tenured Faculty

At five year intervals each tenured faculty shall have a review of his/her professional performance conducted in accordance with [Part IX](#) of the *ECU/FM*. The Department's Tenure Committee will act in accordance with the *ECU/FM* to establish the standards and complete the reviews utilizing the standards recommended by the Faculty Senate in effect during the evaluation period and criteria specified by the Department in the [RCLS Post-Tenure Evaluation Guidelines](#).

E. Appointment, Reappointment, Tenure, and Professional Advancement

1. Appointment

Initial appointment of probationary term or tenured faculty will be based on the needs and resources of the institution as well as evidence of potential in terms of professional competence and future contributions.

Specific criteria for initial appointments are outlined in [Part VIII](#) of the *ECU/FM*.

2. Reappointment of Probationary Appointments

As delineated in the *ECU/FM* [Part IX](#), probationary term faculty shall be evaluated for reappointment based on the needs and resources of the institution as well as evidence of potential in terms of professional competence and future contributions. The level of performance in teaching, scholarship and service is used to determine if the faculty member is meeting expectations toward the goal of receiving a favorable recommendation for granting of permanent tenure and, where appropriate, promotion. Recommendations for reappointment and progress toward tenure letters of probationary faculty members shall be made in accordance with the procedures specified in [Part IX](#) and [Part X](#) of the *ECU/FM*.

If a faculty member receives notice of non-reappointment, he/she may appeal the decision as described in *ECU/FM* [Part IX](#) .

3. Permanent Tenure

Recommendations for permanent tenure shall be made in accordance with the criteria and procedures specified in [Part IX](#) and [Part X](#) of the *ECU/FM* and the following:

- a. An appropriate terminal degree (*ECU/FM* [Part VIII](#) and Part [IX](#))
- b. Demonstrated competence in each of the areas of teaching, scholarship, and service. An exceptional record in one area cannot substitute for deficiencies in another area.

- 1) Teaching

Regardless of instructional format (e.g., classroom, online, hybrid) the record of teaching accomplishment shall include evidence of effective instruction and/or student supervision, the development of teaching-related materials or procedures, and student advising.

- (a) A record of teaching effectiveness must be documented in a manner that includes results from university-approved peer reviews and student input processes. Faculty may also elect to include additional methods of evaluation, which are consistent with university policies and procedures outlined in the *ECU/FM* as well as in Faculty Senate [Resolution 91-28](#).
- (b) In addition to instruction and field or clinical supervision, the record of teaching accomplishment by faculty shall include, but not be limited to: course and curriculum development; grants and contracts in support of teaching; innovations in teaching; development and production of instructional materials; professional contributions in the area of teaching, including teaching-related publications and presentations; continuing education for the purpose of developing teaching skills or methods; and awards in teaching.
- (c) The record of faculty accomplishment shall include evidence of academic and career advising or mentoring offered to students. It is expected that faculty will advise or mentor students in accordance with program requirements and university policies and procedures. Faculty will be available to students during regularly held office hours (*ECU/FM* [Part VI](#)) and university registration

periods and will refer students to appropriate resources for additional assistance.

2) Scholarship

The record of accomplishment of faculty in the area of scholarship will be evaluated in terms of quality, quantity, and evidence of an on-going, focused program of scholarship that contributes to the individual's discipline.

- (a) The faculty member's scholarship record must reflect a continuing, focused program of activity that results in publications in refereed journals and proceedings, refereed presentations or juried exhibitions or competitions in nationally recognized outlets.
- (b) Efforts to secure internal or external funding for scholarship are expected.
- (c) The record may also include other scholarship-related professional contributions such as the publication of scholarly monographs, books, or book chapters or reports to granting agencies.

3) Service

Service is activity that contributes to the advancement and welfare of the University, the College, the Department, one's discipline, the students, or the community. Such activity is valuable, noteworthy, and should contribute to the Department, College, and University mission and goals. East Carolina University and the College consider service to the university, the academic profession, and the community as an important aspect of academic performance (see [ECU/FM Part VIII](#)). A consistent record of service to the profession, Department, College, University, and/or community is expected. The faculty member's record of service must reflect consistent contributions and developing leadership across a range of activity among University, College and departmental committees; professional organizations; and service to the community which utilizes the faculty member's professional expertise.

If a faculty member receives notice of non-conferral of permanent tenure, he/she may appeal the decision as described in [ECU/FM Part IX](#).

4. Promotion

Recommendations for promotion shall be made in accordance with the criteria and procedures specified in [Part VIII](#), [Part IX](#), and [Part X](#) of the *ECU/FM*.

Promotion shall be based upon the faculty member's total demonstrated professional competence and achievement. Procedures to be followed for promotion are found in the *ECU/FM* [Part IX](#) and [Part X](#). Among the many qualifications which may be considered when making recommendations for promotion, the following are essential:

Assistant Professor - An appropriate terminal degree, as evaluated by the academic unit and affirmed by the appropriate administrative officer and the profession concerned; a record of progress toward teaching effectiveness; and evidence of a potential for continued professional growth which shall, in part, be measured by scholarship and membership in professional organizations.

Associate Professor - Qualifications of the previous rank; evidence of teaching effectiveness; a record of consistent and satisfactory scholarship activity resulting in publication or comparable productivity; a record of participation in professional organizations; effective service on departmental, College, academic, or administrative committees; and a record of effective service to the profession.

Professor - Qualifications of the previous ranks; an established record of excellence in teaching; a record of significant publication, scholarship activity; and a record of significant professional service.

If a faculty member receives notice of non-conferral of a promotion, he/she may appeal the decision as described in *ECU/FM* [Part XII](#).

F. Fixed-Term Appointments

Fixed-term faculty shall be appointed according to procedures specified in [Part IX](#) of the *ECU/FM* (refer to [Part VIII](#) for appropriate titles). Documented past achievements and potential for future contributions in the areas of responsibility designated for the position are primary elements in selection of fixed-term faculty. These faculty members are

responsible for satisfactory fulfillment of the responsibilities specified in their letters of appointment. Fixed-term appointments extend for the term specified in the letters of appointment.

Assignment of relative weights and performance evaluation of fixed-term faculty are based on the procedures and criteria specified in Section V of this Code in accordance with the responsibilities specified in the letter of appointment. Fixed-term faculty are eligible for salary increases as stipulated in *ECU/FM Part VIII* based upon annual evaluation and criteria established by the *UNC Board of Governors*, *ECU Board of Trustees*, and in the *RCLS Faculty Annual Evaluation Guidelines* pertaining to assigned responsibilities.

Given availability of resources, subsequent new appointments of fixed-term faculty shall be based upon demonstrated satisfactory performance of assigned responsibilities and potential future contributions to department needs. Fixed-term faculty seeking subsequent new appointment shall submit a request for such and a portfolio utilizing the items in the Cumulative Report (*ECU/FM Part X*) associated with the responsibilities specified in the letter of appointment and future contribution to the unit and/or other relevant materials.

The criteria for advancement in title of a fixed-term faculty member includes those stipulated in *Part VIII* of *ECU/FM* and demonstrated excellence in performance of the duties of the letter of appointment and supported by the annual performance evaluation completed by the Department Chair. As stipulated in the *ECU/FM Part VIII* the fixed-term faculty member submits a written request for advancement in title to the Department Chair. The Chair then forwards the request for consideration and action by the Department Personnel Committee. The Committee's recommendation is forwarded to the Department Chair for consideration and recommendation to the Dean. Both the Personnel Committee and Department Chair are to provide the faculty member with notice of their decisions within one week of their respective decision. Advancement in title shall be effective upon subsequent new appointment.

G. Criteria for Salary Increases and Merit Awards

Annual performance evaluation scores are determined by use of the *RCLS Faculty Annual Evaluation Guidelines* instrument by the Department Chair and are the determining factor for merit award/salary increases for faculty. The rating criteria used for salary increases are detailed in the document. When modification to the faculty annual evaluation guidelines are warranted, the proposed revisions will be presented by the Chair to the HHP Executive Committee for advice

prior to final approval by the Department. The department faculty will have no less than one week to review the proposed changes and may provide feedback via email, in writing, or verbally as per instructions.

Section VI PROCEDURES FOR MEETINGS

Meetings of the Department shall be held at least once a semester. Graduate Faculty and degree program meetings shall be held as needed. Faculty shall be given written notice of all regular faculty meetings and copies of materials requiring a vote at least seven days prior to meetings. Either the Department Chair or a majority of the faculty members have authority to call special meetings of the Department. Special meetings require at least two days prior notice. Faculty are required to attend all College and Department faculty meetings, unless excused by the appropriate unit administrator.

A quorum must be present in order to conduct official business at Department meetings. A quorum shall consist of a majority of the faculty members of the Department who are eligible to vote on the item of business. Action shall be determined by a majority of the votes cast by the faculty in attendance at the meeting, unless otherwise noted. Departmental Student Organization presidents may attend meetings as non-voting participants.

- The Department Chair or designee shall preside at meetings of the Department.
- The Departmental Director of Graduate Studies or designee shall preside at meetings of the Department Graduate Faculty.
- The Degree Director or designee shall preside at meetings of the degree faculty.

Excluding all personnel actions, the Department faculty who are eligible to vote on an item may determine through approval of an official motion to hold balloting by mail, hand delivered ballots (see process described in *ECU/FM Part IX*), or a comparably confidential and secure electronic balloting procedure in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*. When balloting takes place outside an official meeting, balloting will be open for seven calendar days. Action shall be determined by the majority of the votes cast, unless otherwise noted.

With the exception of meetings dealing with personnel actions, minutes of all departmental committees, departmental standing committees, and faculty and graduate faculty meetings shall be maintained by the person presiding over the meeting. That person shall forward copies of these

minutes to the departmental office for Department meetings where they shall be available to faculty. These documents will be maintained in accordance with the [ECU General Records Retention and Disposition Schedule](#).

All proceedings shall be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*.

Section VII VOTING BY FACULTY MEMBERS

The Chair shall make available to the faculty a copy of the Department's Strategic Plan, major planning documents, assessments of unit operation, and Unit Academic Program Review as referenced in the ECU/FM [Part IV](#) for at least seven calendar days prior to voting their approval or disapproval.

The faculty of the Department who are eligible to vote on these documents may determine through approval of an official motion to hold balloting by mail, hand delivered ballots (see process described in *ECU/FM Part IX*), or a comparably confidential and secure electronic balloting procedure in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*. Electronic balloting may not be used for personnel actions.

Section VIII BUDGET

The Department Chair shall prepare the department's annual budget and annual report in consultation with the RCLS Department Advisory Committee. The Chair will discuss the annual budget and annual report with the faculty in a regular faculty meeting at the beginning of the academic year. A copy of the annual report will be made available to faculty upon request.

Section IX AMENDMENT PROCEDURES

Amendments resulting from the ECU mandated review of unit codes are presented in writing to the Department faculty at least seven working days prior to a regularly scheduled faculty meeting for inclusion as an agenda item. All other amendments to this Code may be offered by any Department faculty member by submitting the amendment with signatures of support of at least 20% of the Department voting faculty. The proposed amendments, with signatures, must be presented, in writing, to the Department faculty at least seven working days prior to a regularly scheduled faculty meeting for inclusion as an agenda item. Electronic copies of the proposal documents are acceptable. Informational votes of all faculty in the Department are permissible. Amendments must be

approved by use of secret ballot by at least two-thirds majority of the permanently tenured faculty. Amendments to this Code also require the approval of the Unit Code Screening Committee of the Faculty Senate, the Faculty Senate, and the Chancellor of East Carolina University.

This Code shall be effective upon approval by the Chancellor.