

**UNIT CODE OF OPERATIONS  
SCHOOL OF SOCIAL WORK  
COLLEGE OF HEALTH AND HUMAN PERFORMANCE  
EAST CAROLINA UNIVERSITY**

Revised Unit Code Approval

1. Approved by the tenured faculty of the unit:

Chair, Code Unit Proposal Committee Brenda Estman Date: 4-4-16

2. If changed, reapproved by tenured faculty\*:

Chair, Code Unit Proposal Committee Brenda Estman Date: 9-19-17

3. Submitted to Next Highest Administrator for advice:

Shelvin Burch Date: 4-6-16

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

Shelvin Burch 9-20-17  
Susan A. McEghe Date: May 17, 2016

5. Submitted to Next Highest Administrator for advice:

De L. Hood Date: 9-9-16

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

Chair, Unit Code Screening Committee Cheryl Johnson Date: 11-15-17

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

Chair of the Faculty Jr. Stitt Date: 3-27-18

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

Chancellor: Curt P. Estabro Date: 6/19/18

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

Effective Date of Code: 6-19-18

\* 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 SCHOOL OF SOCIAL WORK

## Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the School of Social Work's internal affairs and is consistent with the East Carolina University [Policy Manual](#) (ECU/PM); [Faculty Manual](#) (ECU/FM), and all established university policies.

## MISSION

The mission of the School of Social Work is to prepare professional social work practitioners who

1. *Recognize* the importance of human relationships by valuing difference, sustaining dignity, and fostering self-worth.
2. *Provide* ethical and effective social work services to individuals, families, groups, organizations, and communities;
3. *Engage* with stakeholders and colleagues in the development of practices that reduce marginalization and oppression and solve problems;
4. *Collaborate* with stakeholders, colleagues, community members, and organizations to enhance overall health, wellness, and quality of life; and
5. *Advocate* for social and economic justice.

The School contributes to the development and dissemination of knowledge and develops tomorrow's leaders by preparing graduates with the knowledge, skills, and values necessary to inspire positive change and to succeed in a global, multicultural society. Our signature pedagogy is field education as defined by the Council on Social Work Education ([CSWE](#)).

## Section II FACULTY

### A. Definitions of the Unit's Faculty

The Faculty of the School of Social Work consists of all members who have rank or title, including those who hold fixed-term appointments, as well as those individuals appointed to the School who serve as School's Director or who are on leave of absence. School duties include instructional and/or research activities as practiced in the unit.

### B. Voting Faculty (refer to ECU/FM, [Part IV](#) and [Part IX](#))

Voting faculty are those faculty who have been employed for at least twelve consecutive months in a greater than 50% assignment in the School. This definition excludes the unit administrator or an individual with 50% or greater of his/her load assigned to administrative duties, but includes individuals who normally meet the above conditions and

are on non-medical leave of absence from all university duties but are in attendance at the meeting where a vote is held. Eligibility to vote is more specifically defined in *ECU/FM*, [Part IV](#) and [Part IX](#).

C. Graduate Faculty (Refer to *ECU/FM*, [Part II](#) and [Part IX](#))

Appointment to the Graduate Faculty follows the general guidelines defined in *ECU/FM*, [Part II](#) utilizing the criteria and procedure found in the *Criteria for Graduate Faculty Status, School of Social Work* document attached to this Code. The criteria and procedure may be amended by a 2/3 majority vote of the Graduate Faculty and approval of the Graduate School.

D. Emeritus Faculty (Refer to *ECU/FM*, [Part VIII](#))

Emeritus faculty status may be considered for retired, permanently disabled, or deceased faculty members. Conferral of emeritus status shall be recommended by the Tenured Faculty to the Personnel Committee and be reserved for a distinguished class of faculty members who have excelled in their contributions to the School and/or University Mission. Characteristics of such distinguished careers include extensive and exemplary service, sustained innovation and excellence in the classroom, and externally supported original research and scholarship (*ECU/FM*, [Part VIII](#)). Emeritus faculty status will be granted upon recommendation by the School of Social Work Personnel Committee and approval by the School of Social Work Director, the College Dean, the Provost, and the Chancellor.

### **Section III ADMINISTRATIVE ORGANIZATION**

A. Director of the School of Social Work

1. A Director is the chief administrator of the School of Social Work. The selection and term of office of the Director shall conform with *ECU/FM*, [Part II](#).
2. The duties of the Director are to:
  - a. Represent the School in its relations with the University administration; colleges, schools, units and departments within the University; and other agencies, organizations, and institutions;
  - b. manage the budget and all other funds assigned or belonging to the School; prepare and submit in a timely manner special budget requests incorporating faculty and program needs;
  - c. direct accreditation and program assessment processes;
  - d. mentor and support faculty in their scholarship, career progression, and other activities related to professional development;
  - e. ensure all personnel matters (e.g., evaluations, merit salary increases, appointments, reappointments, permanent tenure decisions, promotions, progress towards tenure letters, teaching assignments) conform with the *ECU/FM*;

- f. schedule and preside over the faculty meetings and coordinating the distribution of agendas and minutes of these meetings;
- g. make available copies of any major planning document (e.g., the Strategic Plan) and/or assessments of the School (excluding Academic Program Review); and
- h. facilitate the selection of full-time voting faculty as degree program directors to manage the affairs of each degree or certificate program within the School.

B. Director of Graduate Studies

1. The School's Director of Graduate Studies shall be nominated by the School of Social Work's Director after consultation with the School's voting Graduate Faculty and must meet the criteria set by the *ECU/FM, Part II*. The School's Director of Graduate Studies must be approved by the majority of the School's voting Graduate Faculty. The School's Director of Graduate Studies must possess voting Graduate Faculty status and be employed full-time within the School of Social Work, except in extenuating circumstances approved by the Director of the School of Social Work. The initial appointment as the School's Director of Graduate Studies is for a three-year term. Subsequent three-year reappointments can be made by the School's Director upon approval by a majority of the voting Graduate Faculty.
2. The duties of the Director of Graduate Studies are to:
  - a. Represent the School in its relations with The Graduate School and University; colleges, schools, units and departments within the University; and other agencies, organizations, and institutions;
  - b. administer and manage the School of Social Work's graduate programs in accordance with the policies and procedures determined by the University, College, and School in compliance with the policies and procedures established by the School's Graduate Faculty and the University's Graduate School and the standards set by the [CSWE](#);
  - c. collaborate with the College Director of Graduate Studies to facilitate appointment and renewal of the School's Graduate Faculty to membership of the Graduate Faculty in accordance with the *ECU/FM, Part II*;
  - d. chair regular meetings of the School's Graduate Faculty to seek input on activities necessary to implement program and curriculum goals, curriculum development, and compliance with the [CSWE](#); and
  - g. perform other graduate program-related duties as assigned by the School's Director.

C. Director of Undergraduate Studies

1. The School's Director of Undergraduate Studies shall be nominated by the School's Director subject to approval by a majority of the School of Social Work voting faculty. The initial appointment as the School's Director of Undergraduate Studies is for a three-year term. Subsequent three-year reappointments can be made by the School's Director upon approval by a majority of the voting faculty.
  2. The duties of the Director of Undergraduate Studies are to:
    - a. Implement the departmental undergraduate programs in compliance with the policies and procedures established by the [ECU/FM](#), [ECU/PM](#) and standards set by the [CSWE](#); and monitor compliance with those policies and procedures;
    - b. call and chair regular meetings of the School's Faculty to seek input on activities necessary to implement program and curriculum goals, including curriculum development and selection of Social Work majors;
    - c. serve as the School's representative to the Dean and other departments within the College, other schools, units and departments within the University, and other agencies, organizations, and institutions; and
    - d. prepare and distribute accurate information describing requirements, scholastic expectations, and School policies and procedures to Social Work majors and intended majors.
- D. Director of Field Education
1. The Director of Field Education is an EHRA, non-faculty position. The director provides education and administrative leadership for the School of Social Work Field Education Office, which shall follow the educational standards stipulated by the [CSWE](#). The Director of Field Education will be supervised and evaluated by the Director of the School of Social Work.
  2. The duties of the Director of Field Education are:
    - a. Administer the overall operation of the School of Social Work's field education program requirements in compliance with the policies and procedures established by [CSWE](#);
    - b. establish criteria for the selection and evaluation of agencies providing placement for students in consultation with the School's Director;
    - c. administer the creation of field placement opportunities, including training and orientation of agency liaisons, field instructors, and students, concerning the policies; and
    - d. maintain current records regarding contracts with agencies, credentials of field instructors, and details of student education processes in accordance with university policy.

## 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. Elections to standing committees are held at the last School of Social Work Faculty Meeting or when vacancies occur unless otherwise noted. Diverse representation on committees is encouraged. Chairs of standing committees serve twelve-month terms beginning on the first day of Fall Faculty Convocation. It is expected that each Faculty member will serve on at least one standing committee

1. Nominating Committee

a. Function of the Committee:

The function of the Nominating Committee shall be to produce and submit to the Faculty each year a list of nominees for election to the School's standing committees and Personnel Committee. The Nominating Committee shall consist of at least three Faculty, serving staggered three-year terms elected at the first constituent Faculty meeting of the fall semester. The Committee elects its Chair at its first meeting each academic year.

b. The duties of the Nominating Committee are to:

- i. canvass the Faculty on an annual basis to determine individual interest in serving on various School committees;
- ii. balance the slate of nominees based upon the following criteria: area of discipline, rank, time in service, expertise, and membership on other School, College, and University committees;
- iii. determine that nominees will accept nomination prior to submitting its list of nominees to the Faculty; and
- iv. distribute the list of nominees to the Faculty each year prior to the last School of Social Work Faculty meeting of the spring term, or at the times when vacancies occur.

2. Curriculum Committee

a. Function of the Committee

The function of the Curriculum Committee is to review all curriculum-related business to ensure coordination with degree program goals and compliance with [CSWE](#) and ECU policies. Membership shall consist of at least three Faculty, all of whom must be Graduate Faculty, serving staggered three-year terms. The Committee elects its Chair at its first meeting each academic year.

b. The duties of the Curriculum Committee are to:

- i. accept written proposals from Directors of either Graduate/Undergraduate Studies or Faculty members;
- ii. ensure that all curriculum recommendations from the degree programs meet both School and University

requirements and comply with accreditation/certification standards;

- iii. review degree program recommendations for inconsistencies, redundancies, omissions, and potential impact on the School;
- iv. review curriculum revisions submitted by the constituent programs and recommend approval, disapproval or modification back to the referring constituency; and
- v. present recommendations regarding compliance of all curriculum proposals and present proposals to the Social Work Faculty for discussion and vote; upon approval, curriculum proposals will be submitted to the appropriate College and University committees for review and approval according to established university policies.

3. Scholarship Committee

a. Function of the Committee

The Scholarship Committee determines recipients of scholarship awards within the School of Social Work and shall consist of a minimum of three members serving a staggered three-year term elected from the School of Social Work voting faculty. The Committee elects its Chair at its first meeting each academic year.

- b. Duties of the Scholarship Committee are to review and evaluate student application packets and other pertinent student information pertinent to the award applied for.

4. Code Committee

a. Function of the Committee

The Code Committee shall conduct a comprehensive review of the Code and shall consist of three permanently tenured faculty members, as specified in the *ECU/FM, Part IV*. Members will serve staggered three-year terms. The Committee elects its Chair at its first meeting each academic year.

- b. The duties of The Code Committee are to meet annually to review the Code as specified in the *ECU/FM, Part IV*, solicit input from Faculty for suggested changes, and recommend revisions to the Faculty as needed.

B. Personnel, Tenure, and Promotion Committees

The composition and function of the School of Social Work Personnel, Tenure, and Promotion Committees shall be in accordance with the *ECU/FM, Part IX*.

1. Personnel Committee

- a. The Personnel Committee shall be responsible for making recommendations regarding initial probationary

appointments and initial and additional fixed-term faculty appointments. The Personnel Committee will function in accordance with the *ECU/FM, Part IX*.

- b. The Personnel Committee of the School of Social Work shall be composed of five (5) members with four (4) permanently tenured members and one (1) probationary-term voting faculty member. Members shall be elected by a majority of voting faculty members at the last School of Social Work Faculty meeting or when vacancies occur and shall serve for three-year staggered terms. During the first cycle, three members will be elected for three-year terms and two members for two-year terms. Terms begin on the day of Fall Faculty Convocation. The Chair of the Personnel Committee shall be elected annually from the membership of permanently tenured voting faculty and will serve as Chair of the Promotion Committee or Tenure Committee unless ineligible to do so (*ECU/FM, Part IX*). The School Director is excluded from membership on the Committee.
  - c. In addition to making recommendations to the School's Director on initial and additional fixed-term appointments and initial probationary-term appointments, the Personnel Committee will carry out the additional roles specified in the *ECU/FM, Part IX*.
2. Promotion Committees
    - a. Promotion Committees shall be responsible for making recommendations for promotions in rank and for recommending the rank of initial appointment in accordance with the *ECU/FM, Part IX*.
    - b. The membership of Promotion Committees shall be composed of those permanently tenured voting faculty members who hold rank at least equal to the rank for which the candidate is being considered, including those on non-medical leave but in attendance at the committee's meeting at the time of the committee's vote, but excluding the School's Director. The composition of Promotion Committees shall thus vary with the rank to which a Faculty member is being considered for promotion.
    - c. When the School of Social work has fewer than three permanently tenured voting faculty members of sufficient rank and not holding administrative status, the next higher administrator above the Unit level shall appoint permanently tenured faculty members at the required rank from other units across the University to increase the committees' membership to three in accordance with the *ECU/FM, Part IX*.
  3. Tenure Committee

- a. In accordance with the *ECU/FM, [Part IX](#)*, the Tenure Committee shall be responsible for making recommendations for reappointments of probationary-term faculty members, the granting of permanent tenure, and conferral of tenure for initial appointments with permanent tenure.
- b. Membership shall conform to the *ECU/FM, [Part IX](#)* and shall be composed of the permanently tenured voting faculty of the School of Social Work, excluding the Director.
- c. Additional roles of the School's Tenure Committee will be carried out in accordance with the *ECU/FM, [Part IX](#)*.

## **Section V EVALUATION OF FACULTY**

Each Faculty member with either a fixed-term, probationary-term, or permanently tenured appointment shall perform their duties according to ECU's [Statement on Professional Ethics](#) and shall receive annually an evaluation of their performance from the School Director. Evaluations shall be based upon current academic data; be in writing; be discussed with the Faculty member prior to being sent to any other administrator or placed in the Faculty member's personnel file; and, shall be signed and dated by the School's Director and the Faculty member in accordance with the *ECU/FM [Part VIII](#)*.

### **A. Tenured and Probationary-Term Faculty Evaluations.**

Evaluations of tenured and probationary-term faculty shall be conducted in accordance with the *ECU/FM, [Part VIII](#)*. At the beginning of each academic year, tenured and probationary-term faculty will develop, in conjunction with the Director, a statement of goals in teaching, research/creative activities, service, and, where appropriate, other activities. This statement will include the relative weight of evaluation in each category of performance. Specific weightings shall not be less than 20% teaching effectiveness, 20% research/creative activity, and 10% service. Allocation of the remaining 50% beyond these established minima must be at the discretion of the Faculty member in consultation with the Director.

The Faculty member will submit an annual report in the spring of every year that relates to the completion of goals established at the beginning of the academic year as related to teaching, research/creative activity, and service delivery. The Director will prepare an annual evaluation in accordance with [Part VIII](#) of the *ECU/FM*.

All other personnel actions, including recommendations for raises, merit awards, reappointment, promotion, and the award of permanent tenure will be conducted in accordance with the *ECU/FM, [Part IX](#)*, [Part X](#), and [Part XI](#).

- B. Fixed-term Faculty Evaluations  
Each fixed-term faculty member in the School of Social Work receives an evaluation of their performance for the year that is in accordance with current, updated, and approved guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and for all other personnel actions including new or subsequent appointments, performance evaluations and advancement in title in accordance with the *ECU/FM*, [Part VIII](#), [Part IX](#), [Part X](#), and [Part XI](#).
  
- C. Post-Tenure Review  
Post-tenure review will be conducted in accordance with the the School of Social Work Faculty Post Tenure Evaluation Guidelines and *ECU/FM*, [Part IX](#).

## **Section VI PROCEDURES FOR MEETINGS**

- A. Scheduling  
The Director will provide a schedule of regular meetings at the beginning of the academic year. The Director of the School of Social Work, or a designated representative, shall preside over faculty meetings.
  
- B. Agenda  
Any Faculty member shall be entitled to place an item on the agenda if it pertains to the business of the School and is presented to the Director at least five working days prior to distribution of the meeting notice. Proposals from the floor regarding new business will be honored upon consent of a two-thirds vote of the voting faculty present. The Director shall ensure the recording and distribution of minutes to faculty.
  
- C. Business  
All meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, except as otherwise specified in the *ECU/FM*. A quorum shall be required before business may be conducted; a quorum shall consist of a majority of the voting faculty not on leave. No votes shall be cast by proxy. School actions and recommendations will be determined by a majority vote except where otherwise stipulated.

## **Section VII VOTING BY FACULTY MEMBERS**

The Director will, in a timely manner, present to the Faculty for review and approval the final drafts of the School's major planning documents, assessment documents, Unit Academic Program Review as referenced in the *ECU/FM*, [Part IV](#), and other major reports prior to their submission in final form outside the School. A vote by voice or show of hands will be the regular method of voting.

## **Section VIII BUDGET**

### **A. Annual Budget Request**

In the spring of each year, the Director will solicit faculty recommendations for School budget priorities for the following academic year, and copies of final School budget requests will be made available to the Faculty.

### **B. Annual Budget Report**

At the first faculty meeting in the fall term, the Director will report to the Faculty on School budget as well as the School annual reports from the preceding year.

## **Section IX AMENDMENT PROCEDURES**

Amendments resulting from the ECU mandated review of unit codes are presented in writing to the School's 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 School Faculty member by submitting the amendment with signatures of support of at least 20% of the School's voting faculty. The proposed amendments, with signatures, must be presented, in writing, to the School's Faculty at least seven working days prior to a regularly scheduled faculty meeting for inclusion as an agenda item. Amendments must be approved by use of secret ballot by a 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 Faculty Senate and the Chancellor.