

UNIT CODE OF OPERATIONS
DEPARTMENT OF SOCIOLOGY
COLLEGE OF ARTS AND SCIENCES
EAST CAROLINA UNIVERSITY

Initial Code Approval

1. Approved by the tenured faculty of the Unit

Chair, Unit Code Committee: J.C. Register Date: 11-15-95

2. Submitted to Dean: Richard Caston Date: 2-12-97

3. If changed, reapproved by tenured faculty:

Chair, Unit Code Committee: J.C. Register Date: 2-12-97

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

Chair: Bill Grossnickle Date: 3-17-97

5. Approved by the East Carolina University Faculty Senate

Chair: Don Sexauer Date: 3-18-97 Faculty Senate Resolution #97-17

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

Chancellor: Richard Eakin Date: 3-24-97

Revision of Code: _____ Complete; or _____ Part(s) Effective:

CODE OF OPERATION

Department of Sociology
College of Arts and Sciences

East Carolina University

(Approved by Tenured Faculty, Department of Sociology, November 15, 1995)
(Revised February 12, 1997)

PREAMBLE

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

I. Organization

A. Faculty, Voting Faculty, Graduate Faculty

1. The faculty of the Department of Sociology is constituted of all persons with academic rank and/or titles appointed to the Department.
2. The voting faculty is that subset of the faculty who are permanently tenured, probationary appointees, or full-time fixed-term appointees. These faculty may vote on all issues to come before the unit unless otherwise specified in this code or university regulations.
3. Faculty members in the department who have been admitted as members of the Graduate, Graduate Teaching, and Annual Graduate Faculty will constitute the Graduate Faculty of the Department. Adjunct graduate faculty are ex officio non-voting members on graduate matters.

B. Department Chair

The Chair of the Department is the chief administrative officer and is selected and evaluated according to the procedures in Appendix L. In accordance with the policies of the department, the Chair shall:

1. communicate faculty recommendations and resolutions to appropriate administrators, offices, or units;
2. administer the Department in accordance with the policies of the Department, College, and University and keep a file of all departmental policies in effect;
3. represent the Department in its relations with administrators and other units of the University;
4. determine faculty teaching loads and class scheduling; supervise advising and registration of students;

5. supervise departmental office personnel and be responsible for the acquisition and appropriation of space, equipment and supplies, making reports of these at least annually to the faculty;
6. prepare, manage, and be responsible for the departmental budget and all other funds assigned to or belonging to the Department, making reports of these at least annually to the faculty;
7. recommend salary increments to the Dean of the College in accordance with principles and criteria established by the Department, the College, and the University;
8. consult with the faculty in assessing the personnel needs of the Department, present these to the Dean, conduct negotiations for the hiring of new faculty members in cooperation with the Personnel Committee;
9. preside over departmental meetings and supervise the distribution of departmental minutes;
10. initiate and conduct long-range departmental planning in conjunction with the Policy and Planning Committee;
11. ensure that code procedures are followed.

C. Directors

1. The Director of Graduate Studies shall be nominated annually in March by the Department Chair and elected by a majority of the Graduate Faculty. At the meeting to elect, the floor will be open for other nominations. The Director of Graduate Studies will be given reassigned time according to the policies of the Department. The Director of Graduate Studies shall:
 - a. serve as advisor for all graduate students;
 - b. respond to inquiries about the graduate program of the Department and coordinate efforts to recruit students into the graduate program of the Department;
 - c. in cooperation with the Department Chair and graduate faculty, schedule and administer written comprehensive examinations and schedule the final oral examinations of candidates for the M.A. degree;
 - d. after consultation with the student, approve the director and members of the student's thesis or practicum committee;

- e. serve as Chair of the Graduate Studies Committee and chair meetings of the Graduate Faculty;
 - f. monitor the maintenance of the student records and call attention to any deficiencies;
 - g. maintain records of the action of the Graduate Studies Committee, communicate its actions and recommendations to the Graduate Faculty, and submit through the Department Chair the appropriate recommendations to the Dean of the Graduate School or other administrative officers;
 - h. serve as representative to the Graduate Council;
 - i. assign graduate students to their duties in accordance with the policies of the Graduate Faculty.
2. The Director of B.A. Undergraduate Studies shall be nominated annually in March by the Department Chair and elected by a majority of the voting faculty. At the meeting to elect, the floor will be open for other nominations. The Director of B.A. Undergraduate Studies will be given reassigned time according to the policies of the department. This person shall:
- a. counsel and supervise registration for students who elect to major in Sociology for a B.A. degree;
 - b. prepare senior summary sheets for all rising B.A. seniors;
 - c. maintain permanent records of undergraduate B.A. majors;
 - d. in coordination with the Director of B.S. Undergraduate Studies, represent the Department on the Arts and Sciences Curriculum Committee and before the University Curriculum Committee;
 - e. plan for the orientation and recruitment of prospective majors;
 - f. be a member of the Undergraduate Studies Committee.
3. The Director of B.S. Undergraduate Studies shall be nominated annually in March by the Department Chair and elected by a majority of the voting faculty. At the meeting to elect, the floor will be open for other nominations. The Director of B.S. Undergraduate Studies will be given reassigned time according to the policies of the department. This person shall:
- a. develop and implement the practicum program for B.S. students;
 - b. counsel and supervise registration for students who elect to major

- in Sociology for a B.S. degree;
- c. prepare senior summary sheets for all rising B.S. seniors;
- d. maintain records of undergraduate B.S. majors;
- e. in coordination with the Director of B.A. Undergraduate Studies, represent the Department on the Arts and Sciences Curriculum Committee and before the University Curriculum Committee;
- f. plan for the orientation and recruitment of prospective majors;
- g. be a member of the Undergraduate Studies Committee;
- h. monitor areas of concentration, approve course substitutions, and recommend B.S. programmatic changes as needed to the B.S. Undergraduate Studies subcommittee;
- i. serve as departmental liaison with the relevant university career services and cooperative education offices;
- j. develop, update, and make accessible copies of the Applied Sociology Handbook.

D. Regular Standing Committees

Each voting faculty member shall serve on a department committee or make an equivalent service contribution. The term of service on department committees will be for two years, and the terms on each committee will be staggered to the extent practical. Committees will be elected by the Department Faculty at the April meeting. The Department Chair shall serve as ex officio member of all standing committees without vote. All standing committee meetings shall be open and their agendas circulated in advance to all members of the Department Faculty.

1. The Undergraduate Studies Committee advises and makes recommendations to the Faculty in matters pertaining to the Department's

undergraduate programs. The Chair of the Committee will be either the Director of the B.A. or B.S. degree program and will be elected by its members. The Committee will also sub-divide itself into two subcommittees to consider items relating to each of the two undergraduate programs. These subcommittees will make recommendations to the Undergraduate Studies Committee. The Committee shall be composed of five members.

2. The Graduate Studies Committee advises and makes recommendations to the department Graduate Faculty and reports to the department faculty in matters pertaining to the Department's graduate program. This committee also advises the Director of Graduate Studies on matters relating to the operation of the graduate program and the implementation of policies approved by the Graduate Faculty. Members of the Graduate Studies Committee must be graduate faculty. The Committee shall be composed of four members.
3. The Policy and Planning Committee shall recommend to the department faculty criteria for the distribution of workload; criteria for merit pay, salary increments, and other salary issues; and undertake other departmental long-term planning and evaluation activities in conjunction with the Department Chair. The Committee shall be composed of five members.

E. Special Committees

The Personnel Committee shall consist of all permanently tenured faculty in the Department. The Chair of the Committee shall be a member of the committee and a full professor elected annually by a majority vote of the members of the committee present and voting. The committee shall forward recommendations to the Chair of the Department. The Tenure Committee and Promotion Committees function according to the procedures and the policies outlined in Appendix D of the Faculty Manual as well as all other applicable policies. The Personnel Committee will designate a search committee when the appointment process is initiated. The Department Chair will not be a member of the Personnel Committee, the Tenure Committee, nor the Promotion Committees.

II. Procedures

A. Meetings

Meetings of the faculty shall conform to University policy. The Chair shall announce all regular monthly faculty meetings including agenda items for business at least seven days prior to the meetings. Special meetings require two days notice and shall also include the stated items for business. Special meetings of the faculty may be called by the Chair or by a majority of the members of the faculty in residence when a need is evident.

The Chair shall include in timely fashion at a regular monthly faculty meeting or at a special meeting a discussion and vote by the faculty of their approval or disapproval of major planning documents and other assessments of unit operations prior to their submission to persons outside the unit. This shall include but not be limited to the unit's SACS report, the Five-Year Unit Program Evaluation, the annual budget request, and the annual report.

The Chair (or a designated representative) shall preside at all meetings of the faculty. A quorum shall consist of a majority of the voting faculty in residence. Departmental action shall be determined by a majority of the voting faculty (as defined in I.A.2., above) present.

The meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised. The minutes of departmental meetings shall be made available to the faculty and appropriate administrators.

The chairs of the standing committees shall announce all meetings to the members at least three days prior to the meetings. The agenda for all standing committee meetings shall be circulated to the faculty by the respective chairs at least one day in advance of the meeting. In the absence of the chair of a standing committee, the elected member senior in rank and service shall preside. The minutes of the meetings of standing committees shall be kept by the committee chairs or designated committee members. They shall be available to the faculty with the exception of the minutes of meetings requiring personnel action.

B. Annual Evaluation of Faculty Members

1. Procedures for Annual Evaluations. Annual evaluation of probationary and tenured faculty members shall be made by the Chair based on three dimensions of their performance: their teaching effectiveness, their research/creative activities, and their service to the university, profession, or community.

In preparation for the annual evaluation, the Chair in consultation with each faculty member shall prepare individual Faculty Work Plans for the academic year stating teaching loads for the year, research/creative activities planned, projected service, and the relative evaluation weights assigned to each. The range of weights will be: teaching, 10% to 80%; research, 10% to 80%; and service, 10% to 25%. The weight for service will be no greater than the weight for either teaching or research, and the weights must sum to 100%.

The Faculty Work Plan, along with the assignment of relative weights, may be changed at a later time if the change is mutually agreeable to both the faculty member and the Chair. Each Faculty Work Plan will be

in writing, will be signed by both the faculty member and the Chair, and will be placed in the faculty member's personnel file to be used in the faculty member's annual evaluation.

The Chair will make available to all faculty members a Department Work Plan, which will be a compilation of individual work plans for all faculty. When submitting information for the Annual Report, each faculty member will report progress on his/her Faculty Work Plan and a compilation of this will be made available to the faculty as a Progress Report on the Department Work Plan.

2. Criteria for Annual Evaluations. Below are lists of possible items that might be used in evaluating teaching effectiveness, research and service. The location of any item on the three lists is not intended to imply a ranking of importance, nor are the lists intended to be exhaustive or mutually exclusive. Furthermore the items on each list are not necessarily of equal weight.

- a. Teaching Effectiveness

- Attendance at teaching-related workshops/presentations
- Certification received in professional area
- Course development, materials and policies
- Curriculum design and development
- Instructional workload
- Peer evaluation of teaching
- Special courses
- Surveys of student opinion
- Student advising
- Teaching awards
- Textbooks published or reviewed
- Related Activities

- b. Research/Creative Activities

- Article in journal or other professional publication
- Article in trade journal or popular press
- Book or chapter in book
- Book reviews in journal or other professional publication
- Panelist at professional meeting
- Paper or abstract in proceedings of professional association
- Paper or abstract presented at meeting of professional association
- Reviewer for journal or other professional publication
- Research grant or contract
- Research report to funding source
- Related activities

c. Service to the University, Profession, or Community

Advising student organizations and activities
Committee work (department, college, or university)
Consulting activities
Editorship of Journals
Providing technical assistance to colleagues or department
Public service
Professional organizations (officer, reviewer, discussant, session chairperson)
Related activities

C. Criteria for Permanent Tenure and Promotion

1. Teaching/Advising

Teaching/Advising--(1) the articulation of the salient aspects of a discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting; (2) academic advising within the discipline and General College, where unit operating procedures provide such opportunity; and (3) other contributions towards the University's fundamental mission of transmitting knowledge, including participation in curriculum development.

Documentation of teaching and advising contributions requires the faculty member's willingness to participate in unit-approved means of assessment. Expectations regarding these contributions increase as the faculty member's career progresses.

a. Criteria for Permanent Tenure

- (1) Satisfactory overall results from student and peer evaluations.
- (2) Other documentation of teaching effectiveness using instruments and procedures approved by the unit.
- (3) Lucid, carefully written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.
- (4) Active role in unit discussions regarding curriculum and program development.

- (5) Active role in the achievement of overall program goals of the unit.
- (6) Maintenance of a level of student performance consistent with unit standards.
- (7) Active role in advising students regarding course and laboratory work, independent research, program choices, and career planning.
- (8) Achievement and maintenance of the level of teaching and advising effectiveness specified by the unit.

b. Criteria for Promotion to Associate Professor

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure: See 1.a., above.

c. Criteria for Promotion to Professor

The teaching criteria for promotion to Professor include those for promotion to Associate Professor: See 1.a., above. Additional criteria include, but are not limited to, the following:

- (1) Leadership achievements in curriculum and program development.
- (2) Leadership achievements in the enhancement of teaching effectiveness.
- (3) Leadership achievements in the enhancement of advising effectiveness.
- (4) Advisory role with probationary-term faculty regarding teaching and advising effectiveness.

2. Research/Creative Productivity

Research--(1) serious inquiry, examination, or experimentation aimed at the discovery and interpretation of knowledge, revision of accepted theories or laws in the light of new knowledge, or practical application of such new or revised theories or laws; and (2) the dissemination of such discovery, interpretation, or revision through refereed scholarly publications; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses.

The candidate must have consistent achievements of high quality in research/creative productivity before permanent tenure and promotions can be awarded.

a. Criteria for Permanent Tenure

The candidate's publications must reveal a significant and developing research agenda in the area of specialization. The publications must be of promise, high quality in content and style, and reveal consistent research efforts. They should take the form of articles published in the discipline's refereed journals (or other relevant journals in related disciplines); or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. Textbooks shall count as research only if they have significant impact on one's peers within the discipline. Whether a publication is single- or multiple-authored shall be an evaluative consideration. Evaluation of the quality and quantity of the candidate's corpus by specialists at other institutions shall be used in the evaluation.

Secondary considerations shall include, where appropriate, such activities as securing grants from agencies in support of the candidate's research program and publishing papers in conference proceedings. Papers read at professional meetings, while often important, shall usually warrant less consideration.

b. Criteria for Promotion to Associate Professor

The research/creative activity criteria for promotion to Associate Professor are the same as those for permanent tenure. See 2.a., above.

c. Criteria for Promotion to Professor

The research/teaching publications criteria for promotion to Professor include those for permanent tenure. See 2.a., above. In addition:

The candidate must have earned national recognition in the discipline or specialization, principally through a number of articles published in the discipline's refereed journals (or other relevant journals in related disciplines); or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. In addition to the *prima facie* evidence of the publications themselves, evidence of such recognition may include references to the candidate's work in the research publications of peers, favorable reviews published in learned periodicals, or creditable awards bestowed in honor of the candidate's work. Evaluation of the quality and

quantity of the candidate's corpus by specialists at other institutions shall be used in the evaluation.

A candidate whose national recognition as an important scholar in the discipline or specialization is not clearly established through publications shall not be promoted to Professor.

3. Professional Service

Service--formal and informal assignments or activities on behalf of the department, College, University, the community at large, and the profession. The highest level of professional service is that which enhances the academic credibility of the University.

Expectations regarding service contributions increase as a faculty member's career progresses. The minimum required for permanent tenure and promotion therefore depends upon rank.

a. Criteria for Permanent Tenure

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

It is expected that most of the faculty member's early service contributions will be internal. During subsequent years, the faculty member should strive to make service contributions to the college and University as a whole and eventually to the community at large and to the profession. Examples of such contributions may include, but would not be limited to, the following:

- (1) Unit - Department committee participation as specified by unit codes, administrative duties, and special assignments from the Chair.
- (2) College - Participation in college-level committees and assignments.
- (3) University - Participation in University-level committees and assignments.

- (4) Community - Participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies.
- (5) Discipline - Participation in service functions of professional organizations, especially as an officer; writing or editing books or resource manuals that are essentially compilations of previously available materials (whereas books or resource manuals that advance or make a significant contribution to the discipline and that contain a significant amount of original research materials shall count as research).

b. Criteria for Promotion to Associate Professor

The Criteria for promotion to Associate Professor include those for permanent tenure: See 3.a., above.

c. Criteria for Promotion to Professor

The criteria for promotion to Professor are the same as those for permanent tenure: See 3.a., above. In addition, the candidate must show evidence of leadership in the various service areas described in 3.a., items (1) through (5), above.

4. Annual Review

Each tenure-track faculty member will be advised annually of strengths and weaknesses in the progress toward tenure letter.

III. Amendment

This Code may be amended by a majority vote of the permanently tenured faculty at a meeting of the faculty called at least seven days in advance by written notice. Prior to this vote, an advisory vote or poll of the non-tenured voting faculty shall be taken for the purpose of information. Amendments become effective upon the approvals of the University Faculty Senate and the Chancellor.

IV. Enabling Clause

This Code goes into effect upon approval by a majority of the permanently tenured faculty of the unit, the University Faculty Senate, and the Chancellor.

When this Code goes into effect, an ad hoc committee will be elected by the voting faculty to develop and submit to the faculty a slate of nominees for the standing committees.