

Effective date: _____ Latest Rev. date 02/24/2005

UNIT CODE OF OPERATIONS
COLLEGE OF TECHNOLOGY AND COMPUTER SCIENCE
EAST CAROLINA UNIVERSITY

Initial Code Approval

1. Approved by the tenured faculty of the Unit:

Chair, Unit Code Committee: Carol Collins Date: 10/05/2004
Carol B. Collins

2. If changed, reapproved by tenured faculty:

Chair, Unit Code Committee: N/A Date: _____

3. Submitted to Dean for advice: Ralph V. Rogers Date: 10/08/2004
Ralph V. Rogers

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

Chair: Ann Mahoney Date: 2-24-05

5. Approved by the East Carolina University Faculty Senate: # 05-24

Chair of the Faculty: Chapby Date: 03-24-05

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

Chancellor: Steve Buller Date: 4-13-05
(Effective Date)

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

1 Unit Code

2
3 College of Technology and Computer Science

4
5 PREAMBLE

6
7 This code allows for faculty participation in and establishes procedures for
8 the unit's internal affairs and is consistent with all applicable appendices of the
9 *East Carolina University Faculty Manual*. It establishes procedures that allow the
10 faculty of the College to participate by making recommendations to the
11 appropriate Vice Chancellor on appointments, reappointments, promotions, and
12 permanent tenure.

13
14 **Section I. Mission**

15
16 The purpose of the College of Technology and Computer Science is to serve the
17 citizens of eastern North Carolina, the State of North Carolina, and the nation
18 through three principal mandates:

- 19
20 • Provide undergraduate and graduate programs of instruction that are
21 accessible and of high quality, based on professionally recognized
22 technology and applied science, and give our graduates the
23 professional skills to contribute to and compete and succeed in the
24 global economy;
- 25
26 • Create and disseminate knowledge;
- 27
28 • Build relationships with businesses, governments, and professional
29 organizations that, via technical support and innovation, contribute to
30 the economic development of eastern North Carolina and enhance its
31 global competitiveness.

32
33 **Section II. Organization of the College**

34
35 The College of Technology and Computer Science (TECS), hereafter referred to
36 as the College, is a major component of the East Carolina University Academic
37 Affairs Division and shall be primarily composed of departments that advance the
38 theory and application of technology and science. Departments shall principally
39 be composed of faculty. Individual departments govern personnel and
40 curriculum matters as detailed in Appendix A of this Code. The College may also
41 include centers, institutes, and programs encompassed by the College's mission
42 or activities as assigned by the University's Chancellor or Vice-Chancellor for
43 Academic Affairs.

45 The College consists of the Department of Computer Science, the Department of
46 Construction Management, the Department of Industrial Technology, the
47 Department of Planning, and the TECS Advising Center.

48
49 A. Definitions of Unit Members

50
51 1. Members of the College

52 Permanently tenured, tenure-track, and fixed-term faculty members
53 and EPA administrators and administrative associates holding full- or
54 part-time appointments in College departments shall be members of
55 the College.

56
57 2. Faculty of the College

58 The faculty of the College shall consist of all full-time permanently
59 tenured, probationary-term, and fixed-term members holding academic
60 rank or titles within the College.

61
62 3. Voting Faculty

63
64 a. Faculty of the College (as defined above) have voting privileges
65 for College issues except those specifically excluded by any
66 portion of the unit code or the *East Carolina University Faculty*
67 *Manual* (i.e. some personnel decisions, recommendations on
68 code content, quadrennial evaluations).

69
70 b. For excluded issues, voting faculty is defined by *East Carolina*
71 *University Faculty Manual*, Appendix D. IV. and Appendix L. A.

72
73 4. Graduate Faculty

74
75 The graduate faculty of the College shall consist of all faculty who have
76 been appointed for graduate membership as outlined in Appendix F of
77 the *East Carolina University Faculty Manual*. Voting members of the
78 graduate faculty shall consist of all full-time faculty of the College who
79 hold graduate faculty status.

80
81 B. Administrative Organization of the College

82
83 1. Dean of the College

84
85 The Dean shall be the College's chief administrative officer and the
86 unit administrator. The Dean shall be responsible for the College
87 resources, staff, and budgets and for overseeing the College
88 departments and any College centers, institutes, and programs. The
89 Dean shall report directly to the Vice-Chancellor for Academic Affairs.

90
91

92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131

- a. The responsibilities and authority of the Dean shall include but not be limited to:
- Providing leadership for the College including fulfilling its mission and in setting and achieving College goals;
 - Serving aggressively as principal advocate for the College's interests both within East Carolina University and external to East Carolina University, including garnering resources needed for departments and faculty to meet the goals and objectives of the College and University;
 - Encouraging high academic and professional standards;
 - Promoting excellence in teaching and advising, scholarly productivity, funded research, economic development, and professional service;
 - Administering University policies and procedures;
 - Representing the College on the Council of Academic Deans and with College constituencies;
 - Administering the College's budget and other resources;
 - Allocating and managing faculty and staff positions;
 - Managing and assigning the College's space allocations;
 - Recommending to the Vice-Chancellor for Academic Affairs the appointment of College administrative associates (e.g., Associate and Assistant Deans);
 - Ensuring the proper application of the *East Carolina University Faculty Manual* tenure and promotion policies;
 - Reviewing recommendations of the department Chair and department Personnel committee on faculty appointment, reappointments, tenure, and promotion in relation to the provisions noted in *Appendix C, Personnel Policies and Procedures for the Faculty of ECU* and *Appendix D, Tenure and Promotion Policies and Procedures of ECU* of the *East Carolina University Faculty Manual*.
 - Recommending personnel actions and merit pay raises to the Vice-Chancellor for Academic Affairs;
 - Forming ad hoc committees as needed and appointing members to such committees;
 - Serving as ex-officio member of all standing and ad hoc committees of the College, with the exception of departmental Personnel, Tenure, and Promotion committees;
 - Recommending to the Vice Chancellor for Academic Affairs the appointment of directors of the College centers, institutes, and programs.

- 132
- 133
- 134
- 135
- 136
- 137
- 138
- 139
- 140
- 141
- 142
- 143
- 144
- Recommending changes in the College's organization to members of the College and the Vice Chancellor for Academic Affairs;
 - Review and approve all TECS Undergraduate and Graduate Curriculum committee recommendations prior to distribution to University Curriculum committees;
 - Reporting to the faculty at the beginning of the academic year on the state of the College including the academic and fiscal status of the College and the goals and objectives of the College for that year; and
 - Calling meetings of faculty of the College as needed, a minimum of one a semester.
 - Ensuring that the procedures of the Code are followed.

145

146

147

148

149

150

c. The Dean of the College shall be appointed, serve, and be evaluated in accordance with Appendix L of the *East Carolina University Faculty Manual* and shall be responsible to the Chancellor through the Vice Chancellor for Academic Affairs.

2. Associate and/or Assistant Dean(s)

- 151
- 152
- 153
- 154
- 155
- 156
- 157
- 158
- 159
- 160
- 161
- 162
- 163
- 164
- a. The Associate Dean is an administrative staff officer of the College and is responsible to the Dean for all academic programs offered by the College. The Associate Dean is evaluated annually by the Dean and serves at the pleasure of the Dean. The Associate Dean shall be chosen in accordance with the *East Carolina University Faculty Manual*, Appendix L, Paragraph B.
 - b. The Assistant Dean shall be appointed by the Dean after a search (internal or external search) and interview process. The Assistant Dean shall carry out the duties and responsibilities defined and assigned by the Dean. The Assistant Dean is evaluated annually by the Dean and serves at the pleasure of the Dean.

3. Department Chair

- 166
- 167
- 168
- 169
- 170
- 171
- a. The department Chair shall be the department's chief administrative officer and shall be responsible for the department's resources, staff, and budgets. The Chair shall report directly to the Dean of the College.
 - b. The responsibilities and authority of the Chair shall include but not be limited to:

- 172 • Providing leadership for the department including fulfilling its
173 mission and in setting and achieving department goals;
- 174 • Encouraging high academic and professional standards;
- 175 • Promoting excellence in teaching and advising, scholarly
176 productivity, funded research, economic development, and
177 professional service;
- 178 • Administering University policies and procedures;
- 179 • Administering the department in accordance with the College
180 Code;
- 181 • Serving aggressively as principal advocate for the
182 department's interests within the College, including active
183 service as a member of the Administrative Council of the
184 College as described in this Code, including garnering
185 resources needed for the department and its faculty to meet
186 the goals and objectives of the department, College, and
187 University;
- 188 • Representing the department on the College's Administrative
189 Council and with department constituencies;
- 190 • Administering the department's budget and other resources;
- 191 • Ensuring the proper application of the tenure and promotion
192 policies as set forth in the *East Carolina University Faculty*
193 *Manual* and College Code;
- 194 • Serves as advocate for all department faculty in Issues
195 Related to Unit Governance
- 196 • Conducting annual evaluations of all departmental faculty
197 and staff;
- 198 • Reviewing recommendations of the department Personnel
199 committees on faculty appointment, reappointments, tenure,
200 and promotion in relation to the provisions noted in Appendix
201 C, Personnel Policies and Procedures for the Faculty of ECU
202 and Appendix D, Tenure and Promotion Policies and
203 Procedures of ECU of the *East Carolina University Faculty*
204 *Manual*.
- 205 • Recommending personnel actions and merit pay raises to
206 the Dean;
- 207 • Forming ad hoc committees as needed and appointing
208 members to such committees;
- 209 • Serving as ex-officio member of all standing and ad hoc
210 committees of the department, with the exception of

- 211 departmental Personnel, Tenure, and Promotion
212 committees;
- 213 • Calling meetings of department faculty as needed, with a
214 minimum of one a semester.
- 215 c. The Chair of the department shall be appointed, serve, and be
216 evaluated in accordance with Appendix L of the *East Carolina*
217 *University Faculty Manual*. The Chair shall be responsible to the
218 Vice Chancellor for Academic Affairs through the Dean of the
219 College. The Chair of the department serves at the pleasure of
220 the Dean with the continued confidence of the department's
221 faculty.
222

223 4. College Administrative Council

224 The College's Administrative Council shall consist of the Dean,
225 Associate/Assistant Deans, and each department's Chair. The Council
226 shall meet periodically as designated by the Dean. The Administrative
227 Council serves in an advisory capacity to the Dean, making
228 recommendations to the Dean regarding College operations, policies,
229 and actions.
230

231 C. Administrative Reporting

232 1. Annual Budget Request and Report

233 The Dean shall discuss with faculty the College's annual budget
234 request and annual report, in a timely manner at the beginning of the
235 academic school year. Refer to Appendix L, Sect C 3h of the *East*
236 *Carolina University Faculty Manual*
237
238
239

240 2. Unit Program Evaluation

241 This evaluation process is outlined in *East Carolina University Faculty*
242 *Manual*, Appendix L.E.
243
244

245 **Section III. College Committees**

246 A. Committee Administration and Procedures

247 1. Members

248 All members of the College faculty are eligible to serve on College
249 committees, unless otherwise specified in the committee structure
250
251
252

253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298

defined below.

2. Chair

- a. All committees shall have an elected chair who is a member of the committee, unless otherwise specified in the committee structure defined below.
- b. The individual whose last name heads the committee roster alphabetically shall call an organizational meeting in September and serve as temporary chair for the purpose of electing a permanent chair for the committee.
- c. Ex-officio members may not serve as chair of a College committee.

3. Quorum

A quorum for a committee meeting shall be a majority of the total membership of the committee. An affirmative vote requires a quorum and a majority vote of those present.

4. Robert's Rules of Order

Committee meetings will be conducted according to the most recent edition of *Roberts' Rules of Order, Newly Revised*.

5. Committee Voting Members

All committee members (excluding ex-officio members) are voting members as permitted by relevant policies.

6. Ex-officio Membership

The Dean serves as an ex-officio member of all the College's standing committees.

7. Committee Minutes

The elected chair is charged with the preparation of a brief written minutes of the committee's actions and recommendations. When a specific issue(s) is brought to deliberation by, and referred out of the committee, the chair shall make a written report available to members of the College.

299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344

8. Committee Annual report

All committees shall summarize their activities on an annual basis in a committee annual report. Such reports shall be made available to the members of the College at the completion of the academic year. The Dean shall establish the deadlines for submission of these reports.

9. Terms of membership

College members shall not serve more than 3 consecutive years on any committee. If a department has an insufficient number of faculty members, a committee member may serve more than 3 consecutive years.

B. Standing Committees

1. Curriculum Committee – Graduate

a. Charge

The Graduate Curriculum committee shall communicate graduate curriculum matters to the Dean.

b. Membership

The committee shall be comprised of one representative from each academic department of the College and one member-at-large. All members must be Graduate faculty (as defined in Section II. A. 4). The member-at-large shall be elected by the Graduate faculty.

c. Chair

The chair of the committee shall be elected by the members of the committee at the first committee meeting in a new academic year.

2. Curriculum Committee - Undergraduate

a. Charge

The Undergraduate Curriculum committee shall communicate undergraduate curriculum matters to the Dean.

b. Membership

- 345 i. Each academic department shall have one representative
346 on the committee. The representative shall be elected by the
347 department faculty and approved by the chair of the
348 respective department.
349
350 ii. One at-large member shall be elected by a vote of the
351 College faculty.
352
353 iii. Membership shall be rotating terms.

354
355 c. Chair

356
357 The chair of the committee shall be elected by the members of
358 the committee at the first committee meeting in a new academic
359 year.
360

361 3. Elections Committee

362
363 a. Charge

364 The Elections committee oversees the conduct and organization
365 of College wide elections including Faculty Senate Elections.
366 The committee is responsible for developing procedures for
367 conducting any College wide elections. All voting procedures
368 must be approved by a simple majority of the voting faculty of
369 the College.

370
371 b. Membership

372 The Elections committee shall consist of one representative
373 from each academic department. The department's
374 representatives shall be elected by the respective department's
375 faculty.

376
377 c. Chair

378 The chair of the committee shall be elected at the first meeting
379 of the committee.
380

381 4. Student and Faculty Honors, Scholarships, and Awards Committee

382
383 a. Charge

384
385 The Honors, Scholarships and Awards committee serves in an
386 advisory capacity to the Dean with regard to the College's
387 nominees for honors, scholarships and awards. When charged
388 by the Dean, the committee shall develop procedures,

389 guidelines, and criteria for College wide honors, scholarships,
390 and awards. Existing criteria attached to currently established
391 honors, scholarships, and awards shall be observed. The
392 committee may propose changes in the existing criteria, but
393 these proposed changes must be approved by a majority vote of
394 the College faculty.

395

396

b. Membership

397

398

The committee shall have one representative from each
399 academic department and one at-large member. The
400 department representative shall be elected by faculty of the
401 respective department. The at-large member shall be elected by
402 the faculty of the College.

403

404

c. Chair

405

406

The chair of the committee shall be elected by the members of
407 the committee during the first meeting of the new academic
408 year.

409

410

5. Technology Committee

411

412

a. Charge

413

414

The Technology committee serves in an advisory capacity to the
415 Dean. The committee shall be responsible for making
416 recommendations to the Dean regarding technology issues and
417 needs within the College.

418

419

b. Membership

420

421

The committee shall have one representative from each
422 academic department, a representative from the College
423 Technical Support Staff, and one representative appointed by
424 the Dean. Each departmental representative shall be appointed
425 by the department Chair. The College Technical Support Staff
426 representative shall be elected by members of the College
427 Technical Support Staff.

428

429

c. Chair

430

431

The chair of the committee shall be appointed by the Dean.
432 Committee appointments are for one academic year.

433

434

435
436
437
438
439
440
441

442

443

444
445
446
447
448
449
450
451
452
453

454
455
456
457
458
459
460
461

462
463

464

465
466
467

468

469
470
471
472

C. Ad Hoc Committees

Ad hoc committees (including those mandated by the *East Carolina University Faculty Manual*) shall be formed on an as-needed basis as determined by the Dean. They shall serve as advisory committees for the Dean. Members shall be appointed by the Dean, and shall serve as long as needed to complete assigned task.

D. Department Committees

1. Nominations and Elections of Department Committee Members

Members of a standing committee shall be elected to a term of at least 2 years by a majority vote of the faculty members present at a department meeting, providing a quorum is present at this meeting. Nominations may be made prior to or at the department meeting. The terms of ad hoc committee members shall be determined by the department's faculty at the time the committee is formed. The department's faculty will establish the process by which ad hoc committees are formed and its committee members are chosen.

2. Committee Administration

a. Committees shall have a chair. A standing committee shall elect its chair. The individual whose last name heads the committee roster alphabetically shall call an organizational meeting in September and serve as temporary chair for the purpose of electing a permanent chair for the committee. The chair of an ad hoc committee may be appointed by the department Chair or elected by the committee. For elections, nominations shall be made from the floor with elections by a simple majority of those present.

b. The quorum for committee meetings shall be a simple majority of the total membership of the committee.

3. Required Committees:

Each department shall form, at a minimum, those committees necessary to implement the *East Carolina University Faculty Manual* and the *College Code*, including the following:

a. Department Tenure, Promotion, and Personnel Committees

i. A faculty member who is in his/her terminal contract year as result of not having been recommended for tenure or re-appointment, shall be ineligible to serve on the Personnel and Promotion committees.

473 ii. These committees shall operate according to Appendix A
474 of this code.

475 b. Curriculum Committee(s)

476 Changes to a department's curriculum may be proposed to the
477 College Curriculum committee only by that department's
478 Curriculum committee and after approval by the affected
479 department's faculty.

480 **Section IV. Faculty Personnel Actions**

481 A. Selection and Appointment of New Faculty

482 1. The College seeks to attract and retain a diverse faculty group
483 who bring exceptional professional experiences best suited to
484 support the College's mission, at the appropriate academic
485 rank.

486
487 2. New faculty shall be appointed according to the guidelines
488 outlined in both the *East Carolina University Faculty Manual*,
489 Appendix C, Sect I, and Appendix A of this Code.

490
491 B. Teaching Assignments and Reassigned Time

492
493 Faculty members work under the leadership of their respective department
494 Chair to carry out and maintain excellence in academic programs within
495 departments, to provide effective teaching, to develop productive research
496 and scholarship, to provide service in a way that supports the mission of
497 ECU and the College. Refer to Appendix C, Sect II of the *East Carolina*
498 *University Faculty Manual*.

499 C. Faculty Evaluation

500 1. Procedures for Annual Evaluations

501 a. The department Chair, in consultation with each faculty member
502 shall select relative weights to be applied to the criteria that are
503 used in the annual evaluation of the individual's performance in
504 advance of the completion of the annual evaluation by his/her
505 department Chair (at least seven months for new Fall
506 appointees). The Chair shall inform the faculty member in
507 writing of the selection by the beginning of the academic year. A
508 faculty member may appeal the Chair's selection to the Unit
509 Administrator.

510 2. Criteria for Annual Evaluations

511 a. Relative Weights for evaluation of Probationary and
512 Permanently Tenured Faculty.

513
514 The following criteria and the corresponding ranges of relative
515 weights shall be used in the annual evaluation process. The
516 weights must total 100% and may not be below the minimum or
517 above the maximum for any of the four categories noted below.
518

- 519 - Teaching Effectiveness (Weight 40% - 60%)
- 520 - Research and Scholarship (Weight 10% - 55%)
- 521 - Service to the University, Profession or Community (Weight
522 5% - 30%)*
- 523 - Other Specified Categories (Weight 0% - 30%)
524

525 * The relative weight given to teaching, research/creative
526 activity, and service in personnel decisions shall be
527 determined by each unit code. In no case, however, shall
528 service be weighed more heavily than either teaching or
529 research/creative activity. (Faculty Senate Resolution #97-
530 43, December 1997)
531

532 At least three of the possible four categories must comprise the
533 final evaluation. Exceptions to these weights may be made in
534 writing with mutual agreement of the faculty member and the
535 Chair when special opportunities in teaching, research, or
536 service arise.
537

538 b. Relative Weights for evaluation of Fixed Term Faculty.

539
540 Fixed term faculty shall be evaluated annually as stipulated in
541 the *East Carolina University Faculty Manual Appendix D.II.B.2.*
542

543 The following criteria and the corresponding ranges of relative
544 weights shall be used in the annual evaluation process. The
545 weights must total 100% and may not be below the minimum or
546 above the maximum for any of the four categories noted below.
547

- 548 - Teaching Effectiveness (Weight 60% - 90%)
- 549 - Research and Scholarship (Weight 0% - 40%)
- 550 - Service to the University, Profession or Community (Weight
551 0% - 40%)
- 552 - Other Specified Categories (Weight 0% - 40%)
553

554 At least two of the possible four categories must comprise the
555 final evaluation. Exceptions to these weights may be made in
556 writing with mutual agreement of the faculty member and the

557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601

Chair when special opportunities in teaching, research, or service arise.

c. Activities to be considered in the evaluation process.

Each of the four categories is followed by a list of possible activities which might be considered in the annual evaluation process. The location of an item on any of the four lists is NOT intended to imply any ranking or importance, nor are the lists intended to be exhaustive or mutually exclusive. The items on each of the four lists are not necessarily of equal weight or importance.

i. Teaching Effectiveness

- Attendance at teaching-related workshops/presentation
- Certification received in professional area
- Course development
- Curriculum design and development
- Innovation in teaching methodology
- Instructional workload
- Supervision of student interns or co-op experiences
- Special courses
- Student mentoring
- Student opinion surveys
- Teaching awards
- Pedagogical mentoring
- Publishing and presenting papers with students
- Administering student competitions
- Case study for use in course instruction
- Peer review
- Membership on thesis or dissertation committees
- Grant proposals submitted or funded that are relate to teaching
- Integration of consulting experience in the classroom
- Other activities as negotiated

ii. Research and Scholarship

(1.) Faculty research and scholarship shall be evaluated and recognized as scholarly activity within three areas: discovery, integration, and application.

- Discovery involves research that creates new knowledge and adds to the body of knowledge in a particular discipline. Discovery can take many forms in addition to

602 knowledge generated through classical research
603 methods. Its usefulness includes its value to other
604 scholars and practitioners who use the results to solve
605 problems not directly addressed by the original research.

606 • Integration involves research and development that
607 synthesizes existing knowledge into a different approach
608 or application. Integration expands, expounds, and
609 extends discovery activities.

610 • Application involves the employment and practice of
611 discovery and/or integrated research. Application uses
612 existing knowledge to solve problems or address specific
613 issues.

614
615 (2.) The extent to which individual faculty members are
616 expected to demonstrate research and/or scholarship in one,
617 or more than one, of these three areas is in the purview of the
618 respective department. Ideally, research and scholarship used
619 for faculty evaluation should include, in part, some measure of
620 peer review or external judgment. A primary criterion for
621 evaluating research and creative activity should be the degree
622 to which the activity helps the respective academic department
623 and the College accomplish their missions.

624
625 (3.) The following items are samples of products resulting from
626 research and creative activity used in faculty evaluation.

- 627
- 628 • Article in a refereed journal or other professional
629 publication
 - 630 • Article in a trade journal or popular press
 - 631 • Author of service grants and contracts
 - 632 • Book or chapter in a book
 - 633 • Book review in journals or other professional
634 publications
 - 635 • Published case study
 - 636 • Paper in proceedings of professional associations
 - 637 • Paper presented at professional meeting
 - 638 • Research grants and development of contracts
 - 639 • Documentation of ongoing research
 - 640 • Documentation of active research designed to improve
641 practice
 - 642 • Published monograph
 - 643 • Direction of thesis or dissertation
 - 644 • Documents resulting from technical assistance
 - 645 • Research grant proposals submitted or funded

646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689

- Electronic media production
- Computer applications/programs
- Technical and evaluative reports published as a result of applied research
- Electronic publication
- Editor or co-editor of book or journal
- Recognition of expertise in a research area

iii. Service to the University, Profession or Community

- Editor or co-editor of newsletter or other professional publication
- Technical assistant or consultant to schools, school systems, businesses, and other organizations
- Director of service grants and contracts
- Advisor for student organizations and activities
- Participant at professional meetings, seminars, professional development activities, or comparable meetings as a representative of the College or University
- Member of committee (department, College, university level)
- Provider of research assistance to colleagues
- Officer, reviewer, discussant, chair, presenter, board member in professional organizations
- Author of grant proposals submitted or funded that are related to service
- Consulting that supports the service mission of the University and College

iv. Other Specified Categories

- Assignment to administrative duties
- Reassigned time for work on a major project
- Recognition for exceptional work in any categories listed above
- Coordination of a major conference

D. Reappointment or Subsequent Appointment

Reappointment or Subsequent Appointment shall be based on criteria as outlined in the *East Carolina University Faculty Manual*, Appendix D.

E. Merit Award/Salary

690 Merit awards and salary increases shall be based on criteria as outlined in
691 the *East Carolina University Faculty Manual*, Appendix C, Section V.

692

693

F. Personnel Files

694

695

Personnel files shall be kept under the administrative control by the Dean
696 of the College.

697

698

G. Promotion and Tenure

699

700

701

702

703

704

Recommendations for promotion and tenure shall be made in accordance
with the procedures specified in Appendix D of the *East Carolina
University Faculty Manual* (Section IV) and Appendix A of this code. The
criteria for tenure and promotion are based on the categories of possible
activities identified in this document, and as specified in Appendix C of the
East Carolina University Faculty Manual (Section I.C., I.D., and V)

705

706

1. Standards for Tenure and Promotion

707

708

709

710

711

712

Criteria for tenure and promotion include the items in the categories
and lists described in Section IV.C.2. The College addresses issues
related to tenure and promotion as directed in Appendices C and D of
the *East Carolina University Faculty Manual*, and in Appendix A of
this code.

713

Section V. Meetings

714

715

716

717

718

719

720

721

722

723

A. Meetings of the College or of its departments shall be conducted in
conformity with the *East Carolina University Faculty Manual*, part VIII-B
and when a majority of the voting faculty are present. *Robert's Rules of
Order, Newly Revised* shall be followed if requested by any voting faculty
member present. The Dean shall convene at least one meeting of the
faculty per year when appropriate. Special meetings may be called by the
Dean or upon a written petition to the Dean from a majority of the voting
members of the faculty; or from a College committee. A prior notice of at
least three business days shall be given for all special meetings. The
Dean will provide the agenda for each meeting.

724

725

726

727

B. The Dean shall discuss with faculty the College's annual budget request
and annual report, in a timely manner at the beginning of the academic
school year. Refer to the *East Carolina University Faculty Manual*,
Appendix L, Sect C 3h.

728

729

730

731

C. For meetings requiring a voting action of the College faculty, a quorum
shall consist of an absolute majority of the College faculty. A majority vote
of a quorum is required for affirmative action on any proposal submitted to
the College faculty.

- 732 D. In the event of a College-wide ballot administered by mail, an affirmative
733 vote requires a majority of those eligible to vote.
- 734 E. The Chair of each department shall convene departmental meetings as
735 appropriate to carry out departmental business. Special meetings may be
736 called by the Chair, or upon written petition to the Chair from a majority of
737 the voting members of the faculty of the department or from a College or
738 departmental committee.

739
740

741 **Section VI. Evaluation of the Unit, Unit Administrator(s) and University**
742 **Administrators**

- 743
- 744 A. Faculty shall indicate in a timely fashion and by vote their approval or
745 disapproval of the unit's SACS report, major planning documents, and
746 other assessments of unit operations, such as evaluations of
747 administrative officials. Refer to *East Carolina University Faculty Manual*,
748 Appendix L, Sect C. 3g.
- 749 B. Program evaluation. Refer to *East Carolina University Faculty Manual*,
750 Appendix L, Sect C 3e.
- 751 C. Quadrennial Evaluation of Administrators: Refer to *East Carolina*
752 *University Faculty Manual*, Appendix L.

753 **Section VII. Other Policies and Documents**

- 754 A. The Unit Code Screening Committee should be notified when a code
755 status is changed, for example when a department within the College is
756 transferred to another college. (See *East Carolina University Faculty*
757 *Manual*, Appendix L, Sect D Code Unit Changes).
- 758
- 759 B. Procedures for review and approval of SACS and all major planning
760 documents
- 761
- 762 The Dean shall make available to the faculty a copy of all the College's
763 Strategic Plan, or any other major planning document allowing ten working
764 days for faculty review. The Faculty Elections Committee will provide
765 ballots for the faculty to vote their approval or disapproval of the report(s).
766 A majority of voting faculty (reference para. III.A.1.) will be required for
767 approval.
- 768
- 769 C. Other policies and documents shall be determined as needed.

770
771

Section VIII. Enabling

772 This code shall become effective upon the approval by a majority of the
773 permanently tenured faculty members of the College by secret ballot and after
774 approval by the Faculty Senate and the Chancellor. Refer to *East Carolina*
775 *University Faculty Manual*, Appendix L, Sect D 1.
776

777 **Section IX. Amendment of Code**
778

779 Amendments to this code may be offered by any College faculty member by
780 submitting the amendment with signatures of support of twenty percent of the
781 voting faculty of the College. Copies of the proposed amendments must be
782 presented, in writing, to the Dean and distributed to the College faculty at least
783 seven working days prior to a regularly scheduled faculty meeting or specially
784 called faculty meeting for inclusion as an agenda item. Electronic copies are
785 acceptable. Copies of all signatures must be filed in the Dean's office at the time
786 of, or prior to, distribution of the proposed amendments. Amendments must be
787 approved by a two-thirds majority of the permanently tenured voting faculty.
788 Amendments to this Code also require the approval of the Unit Code Screening
789 committee of the Faculty Senate, the Faculty Senate, and the Chancellor of East
790 Carolina University.

- 826 • is not a department Chair or an individual with one half or more of his/her
827 load assigned to administrative duties as determined by the permanently
828 tenured faculty in consultation with the department Chair,
- 829 • or normally meets the above conditions and is on leave of absence from
830 all university duties but is in attendance at the meeting of the appropriate
831 committee at the time of the committee's vote on a personnel action
832 (reappointment, promotion, or tenure recommendation). (Faculty Senate
833 Resolution #03-30, June 2004, *East Carolina University Faculty Manual*.)

834
835
836

A. Department Committees^[1]

837 1. Tenure Committee [Please refer to interpretation #197-7, *East*
838 *Carolina University Faculty Manual*.]

839
840

a. Function

841
842
843
844

The Tenure committee shall be responsible for making recommendations regarding initial appointments with permanent tenure, reappointments of probationary-term faculty members, and the granting of permanent tenure.

845

b. Composition

846
847
848
849
850
851
852
853
854
855
856

The membership of the Tenure committee shall be composed of the permanently tenured voting faculty of the department, including those who are on leave but in attendance at the meeting at the time of the committee's vote, but excluding the department Chair. When a department has fewer than three permanently tenured voting faculty members not holding administrative status, the Dean of the College shall appoint permanently tenured faculty from other departments to increase the committee's membership to three. These appointments to the committee shall be from a list of candidates selected by a vote of the permanently tenured and probationary-term faculty of the department

857
858
859
860

2. Promotion committee [Please refer to interpretation #197-8, *East Carolina University Faculty Manual*.]

861

a. Function

862 The Promotion committee shall be responsible for making
863 recommendations for promotions in rank.

864 b. Composition

865 The membership of the Promotion committee shall be composed of
866 those permanently tenured and probationary-term voting faculty
867 members who hold rank at least equal to the rank for which the
868 candidate is being considered, including those on leave but in
869 attendance at the committee's meeting at the time of the
870 committee's vote, but excluding the department Chair. The
871 composition of the committee shall thus vary with the rank to which
872 a faculty member is being considered for promotion. When a
873 department has fewer than three permanently tenured or
874 probationary-term voting faculty members of sufficient rank and not
875 holding administrative status, the Dean of the College shall appoint
876 additional permanently tenured and probationary-term faculty to
877 increase the membership of the committee to three, with at least
878 two-thirds of the members being permanently tenured faculty.
879 These appointments to the committee shall be from a list of
880 candidates selected by a vote of the permanently tenured and
881 probationary-term faculty having rank at least equal to the
882 candidate(s) being considered for promotion.

883 3. Personnel Committee [Please refer to interpretations #197-7, #101-16
884 and #103-18, *East Carolina University Faculty Manual*.]

885 a. Function

886 The Personnel committee shall be responsible for making
887 recommendations regarding initial probationary appointments and
888 initial and additional special fixed-term appointments (for other
889 functions of the Personnel committee, see Section B below).

890 b. Composition

891 The composition of each department's Personnel committee shall
892 be determined by the department but shall consist of at least three
893 members. The membership of the committee shall be composed of
894 some or all of the permanently tenured and probationary-term
895 voting faculty members of the department, including those who are
896 on leave but in attendance at the meeting at the time of the
897 committee's vote, but excluding the department Chair. At least two
898 thirds of the department Personnel committee membership shall be
899 permanently tenured voting faculty. When there are not enough
900 permanently tenured voting faculty members in the department to

901 satisfy this requirement, additional permanently tenured faculty
902 shall be appointed according to the procedures in this Section
903 A.1.b. above. All other members of the department Personnel
904 committee shall be elected by the permanently tenured and
905 probationary-term voting faculty of the department.

906 B. Additional Roles of Department Personnel Committee

907 In addition to making recommendations to the department Chair on initial and
908 additional fixed-term appointments and initial probationary-term appointments,
909 the department Personnel committee has the following responsibilities:

- 910 1. Notifying fixed-term faculty members that the Personnel committee
911 will or will not recommend an additional fixed-term appointment when the
912 fixed-term faculty member requests notification not earlier than 180
913 calendar days nor later than 90 calendar days before the current term
914 expires.
- 915 2. Reviewing requests for reduction in the normal probationary term at
916 the time of initial appointment (see Section II.C.2, *East Carolina University*
917 *Faculty Manual*).
- 918 3. Reviewing requests for the extension of the normal probationary term
919 (see Section II.C.3, *East Carolina University Faculty Manual*).
- 920 4. Consulting with the department Chair in the preparation of the
921 progress towards tenure letter (see Section II.C.4, *East Carolina*
922 *University Faculty Manual*).
- 923 5. Consulting with faculty members who are considering requesting
924 conferral of permanent tenure prior to the end of the probationary term
925 (see Section II.C.5, *East Carolina University Faculty Manual*).
- 926 6. Consulting with faculty members who are considering requesting
927 promotion (see Section III, *East Carolina University Faculty Manual*).
- 928 7. Producing a list of possible external reviewers and selecting external
929 peer reviewers from lists produced by the committee and by the candidate
930 (see Section E, below).
- 931 8. Selecting, with the department Chair, the research and creative
932 activity materials to be sent to external peer reviewers (see Section E,
933 below).

934 9. Reviewing materials submitted by faculty members for inclusion in
935 their Personnel Action Dossier; consulting with the department Chair
936 regarding responses to such materials (see Section F.2 below).

937 C. Role of the Chair of the Department Personnel Committee

938 The chair of the department Personnel committee shall be permanently tenured
939 and shall be elected annually by and from the committee's membership. The
940 chair shall preside over all committees making personnel recommendations for
941 the faculty, and may participate in the decisions of any committee of which the
942 chair is a member. If the chair of the department Personnel committee holds a
943 professional rank lower than that to which a faculty member requests promotion,
944 the department Personnel committee chair shall chair the Promotion committee
945 but shall not have a vote on that committee. The chair shall be responsible for
946 calling the meetings of such committees, obtaining and distributing materials to
947 be used during deliberation of such bodies, insuring that a valid vote has been
948 taken, communicating the results of such votes to the appropriate faculty and to
949 the department Chair, and performing other duties as designated by the
950 department.

951 D. Role of Department Chair

952 The department Chair serves to provide leadership, support, and guidance to the
953 total functioning of the department. As indicated at the beginning of this section,
954 the personnel recommendations of the department Chair shall be forwarded to
955 the Dean of the College along with the recommendation of the appropriate faculty
956 committee.

957 The department Chair is responsible for maintaining the personnel files, providing
958 timely notification to the chair of the department Personnel committee on all
959 personnel actions required or expected, and distributing all personnel documents
960 and materials to the appropriate location. The department Chair is jointly
961 responsible with the department Personnel committee for preparation of the
962 progress toward tenure letter.

963 In personnel matters, the department Chair functions as an administrator rather
964 than a faculty member. Consequently, the department Chair does not have a
965 faculty vote in personnel matters.

966 E. External Peer Review for Promotion and the Conferral of Permanent Tenure

967 External peer review means a review of a candidate's research and creative
968 activity by persons who are not faculty or employees of East Carolina University.
969 External peer review of the quality of the research and creative activity material
970 submitted by the candidate for promotion or conferral of permanent tenure or
971 both shall be used by the appropriate committee in conjunction with its own

972 evaluation of the material. Qualifications of the reviewers and criteria for their
973 selection are to be determined by the faculty of each department.

974 In the Spring term prior to the academic year in which a promotion or tenure
975 decision is scheduled, the department Personnel committee shall produce a list
976 of possible external reviewers. The candidate for promotion and/or permanent
977 tenure shall provide a similar list, noting for each name the professional
978 relationship, if any, between the reviewer and the candidate. The candidate shall
979 also provide similar relationship information for each name on the department
980 Personnel committee's list. [Please refer to interpretation #100-15, *East Carolina*
981 *University Faculty Manual*.]

982 The department Personnel committee shall select a sufficient number of names
983 from the department Personnel committee's list and the candidate's list to insure
984 a minimum of three external reviewers, two from the department Personnel
985 committee's list and one from the candidate's list.

986 The department Chair shall notify the reviewers that they have been nominated
987 to conduct the review and shall ascertain their willingness to serve as reviewers.
988 Selected material with a cover letter prescribed by the appropriate vice
989 chancellor shall be sent to the reviewers. Correspondence with the reviewers
990 shall be written in neutral terms, serving to neither support nor oppose the
991 candidate. Copies of all correspondence with the reviewers and the reviews
992 shall be made a part of the Personnel Action Dossier (hereinafter, "the dossier")
993 (see Section F.2 below).

994 The department Chair and the department Personnel committee shall select the
995 material from the dossier to be sent to external reviewers. The candidate may
996 include additional published or accepted material if he or she disagrees with the
997 initial selection. Inclusion of such additional items in the materials sent to
998 reviewers shall be noted by memorandum of the department Chair in the dossier
999 and the candidate's personnel file.

1000 Upon receipt of a review, the department Chair shall place the original review in
1001 the candidate's personnel file and copies of the review in the candidate's
1002 dossier. The department Chair shall then notify the members of the appropriate
1003 committee and the candidate that the review is available.

1004 When fewer than three external reviewers respond, this information, by
1005 memorandum from the department Chair, shall be made a part of the candidate's
1006 personnel file and dossier.

1007 F. Documentation for Personnel Actions

1008 1. Employment Applications

1009 Information on job applicants is to be kept in a file available to the
1010 appropriate committee (see Section A above).

1011 2. Personnel Action Dossier for Reappointment, Promotion, and
1012 Permanent Tenure

1013 The Personnel Action Dossier is a file containing materials for evaluating a
1014 faculty member's professional activity. The dossier is compiled by
1015 candidates for reappointment, promotion, and/or permanent tenure in
1016 consultation with the department Chair and the chair of the department
1017 Personnel committee. The dossier shall be used by the appropriate
1018 committee in making personnel recommendations. A fixed-term faculty
1019 member seeking to be recommended for a second or subsequent fixed-
1020 term appointment need not compile the dossier.

1021 3. Disagreements as to inclusion or removal of documents

1022 The dossier shall include the required documents and lists relevant to the
1023 faculty member's teaching, research/creative activity, and service as
1024 described above. If the faculty member disagrees with the department
1025 Chair and/or the department personnel committee as to the inclusion of
1026 relevant documents, the documents shall be included and each may
1027 include a statement about the document in the dossier.

1028 For details on organization, content and limitations of the dossier, see Part
1029 XII. of the *East Carolina University Faculty Manual*.

1030 G. Initiation of Recommendations

1031 [Please refer to interpretation #199-11, *East Carolina University Faculty*
1032 *Manual*.]

1033
1034 1. The department Chair shall give timely notice to the chair of the
1035 department Personnel committee when personnel actions are to be
1036 initiated, and of the date by which the committee's recommendation must
1037 be communicated to the department Chair. After being notified by the
1038 department Chair that a personnel action is required, the chair of the
1039 department Personnel committee shall make at least three attempts at
1040 intervals of no less than five working days each to hold a committee
1041 meeting. In order to conduct business a committee shall not meet without
1042 a quorum (a majority of the members of a committee must be in
1043 attendance for the committee to have a quorum). A faculty member on
1044 leave and not in attendance at a meeting shall not be counted for the
1045 purposes of determining a quorum for that meeting. A faculty member on
1046 leave but in attendance at a meeting shall be counted for the purposes of
1047 determining a quorum for that meeting. If the committee fails to meet the

1048 department Chair's deadline for receipt of the committee's
1049 recommendation, this outcome shall count as a recommendation by the
1050 committee against appointment, reappointment, promotion, or tenure. In
1051 such a case, the chair of the department Personnel committee shall report
1052 in writing to the department Chair that after at least three attempts the
1053 committee has failed to meet due to a lack of a quorum, and that this
1054 outcome constitutes a recommendation against appointment,
1055 reappointment, promotion, or tenure. The department Chair shall forward
1056 the committee's recommendation and the department Chair's
1057 recommendation to the candidate and to the Dean of the College.
1058

1059 2. Faculty recommendations for appointment, reappointment,
1060 promotion, and conferral of permanent tenure shall come from the
1061 appropriate committee (see Section A above). The committee members
1062 may choose to vote by mail according to the latest edition of *Robert's*
1063 *Rules of Order, Newly Revised*. Within ten working days of notification by
1064 the department Chair of the need to initiate a personnel action, the chair of
1065 the department Personnel committee shall convene a meeting of the
1066 appropriate committee to ascertain whether or not the committee will vote
1067 by mail. If a motion to vote by mail is approved by a majority of the
1068 committee members present and voting, voting shall be by mail. If a
1069 committee chooses to vote by mail, all members must vote by mail. If a
1070 committee votes by mail, the ballots shall be sent by certified mail or
1071 distributed by the committee chair. If ballots are distributed, the committee
1072 chair shall assure that recipients acknowledge receipt in writing. The
1073 acknowledgment must include the date of receipt. A ballot either shall be
1074 returned by certified mail or shall be personally returned by hand to the
1075 committee chair, at the discretion of the individual committee member.
1076 Committee members returning ballots by hand shall sign a confirmation
1077 form that is retained by the committee chair. Ballots not returned within
1078 twenty working days of certified receipt shall count as a vote against
1079 recommending appointment, reappointment, promotion, or permanent
1080 tenure. If a committee votes by mail, a faculty member on leave may
1081 choose either to vote or not to vote, at his or her discretion. The
1082 department Chair shall ascertain and shall inform the chair of the
1083 department Personnel committee in writing as to whether or not a faculty
1084 member on leave will participate in a mail ballot. If a faculty member on
1085 leave chooses to participate in a mail ballot, the faculty member shall
1086 count in determining what is required for a majority vote in favor of the
1087 recommendation. If the faculty member on leave chooses not to
1088 participate in a mail ballot, the faculty member shall not count in
1089 determining what is required for a majority vote in favor of the
1090 recommendation. (Faculty Senate Resolution #03-30, June 2004, *East*
1091 *Carolina University Faculty Manual*.)

1092 3. In the case of initial appointment recommendations, each member of
1093 the department Personnel committee shall indicate by secret ballot his or
1094 her choice for the appointment. A candidate who receives a majority vote
1095 of the membership of the committee shall be recommended for
1096 appointment.

1097 4. In the case of re-employment recommendations for faculty members
1098 holding fixed-term appointments, each member of the department
1099 Personnel committee shall indicate by secret ballot his or her choice for or
1100 against recommending re-employment. This vote may be taken at a
1101 committee meeting or by mail ballot as described in Section G.II above.
1102 Failure to obtain a majority vote of the entire membership of the
1103 appropriate committee shall constitute a recommendation against re-
1104 employment. (Faculty Senate Resolution #03-30, June 2004, *East*
1105 *Carolina University Faculty Manual.*)

1106 5. In the case of reappointment, promotion, and conferral of permanent
1107 tenure, each member of the appropriate committee shall indicate by secret
1108 ballot his or her vote for or against recommending that the candidate be
1109 reappointed, promoted, and/or granted permanent tenure. This vote may
1110 be taken at a committee meeting or by mail ballot as described in Section
1111 G.II above. Failure to obtain a majority vote of the entire membership of
1112 the appropriate committee shall constitute a recommendation against
1113 reappointment, promotion, and/or the conferral of permanent tenure.
1114 (Faculty Senate Resolution #03-30, June 2004, *East Carolina University*
1115 *Faculty Manual.*)

1116 6. The recommendation of the appropriate committee shall be
1117 communicated by the chair of the department Personnel committee to the
1118 department Chair.

1119 H. Procedure for Concurring Recommendations

1120 If the recommendations of the appropriate committee and department Chair
1121 agree, unit administrator shall either concur or not concur, then notify the
1122 department Chair and the chair of the department Personnel committee of the
1123 recommendation and forward all recommendations to the Dean of the College.

1124 I. Procedure for Non-Concurring Recommendations

1125 [Please refer to interpretation #199-12, *East Carolina University Faculty*
1126 *Manual.*]

1127 If the recommendations from the department Chair and the appropriate
1128 committee disagree, the Dean of the College shall seek resolution of the
1129 disagreement at the department level.

1130 J. Procedures for Nonconcurrency of a Tenure or Promotion Recommendation
1131 by Vote of the Faculty

1132 In the event that the vice-chancellor's recommendation is contrary to the vote of
1133 the appropriate department committee, the vice chancellor shall meet with the
1134 unit committee to discuss the recommendation. If the vice-chancellor concurs
1135 with the committee vote but the chancellor's recommendation is contrary to the
1136 vote, the chancellor shall meet with the committee to discuss the chancellor's
1137 recommendation.

1138 -----

1139 [1] Except as provided herein, meetings of the committees shall be
1140 conducted according to the most recent edition of *Robert's Rules of Order, Newly*
1141 *Revised*.

1142