COVER/SIGNATURE PAGE

REVISED UNIT CODE OF OPERATIONS

College of Education
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

1. Approved by the tenured faculty of the unit
   Chair, Code Unit Committee  Hal Felman  Date: 3-17-14

2. Submitted to Next Highest Administrator for advice:
   Administrator  Linda A. Patriarca  Date: 3-17-14

3. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:
   Chair, Unit Code Screening Committee  Christ J. Hill  Date: 3/31/14

4. Approved by the East Carolina University Faculty Senate:
   Chair of the Faculty  Mark Shawl  Date: 4-15-14

5. Approved by East Carolina University Chancellor/or designee:
   Chancellor  [Signature]  Date: 10/20/14

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

Effective Date of Code: 10/20/14

* 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.
EAST CAROLINA UNIVERSITY
REVISED UNIT CODE OF OPERATIONS
COLLEGE OF EDUCATION

Section I  PREAMBLE
This Code allows for faculty participation in and establishes procedures for the unit's internal affairs and is consistent with the East Carolina University (ECU) Policy Manual, the ECU Faculty Manual, and all established university policies.

OBJECTIVE/MISSION
The mission of the College of Education is the preparation of professional educators and allied practitioners, including professionals in business information systems, counseling, electronic media, and librarianship. Significant to this mission is a strong commitment to three important related areas, all of which are realized through partnerships and other endeavors. These three areas are the encouragement and nurturing of professional growth for educators and allied practitioners at all levels and in all areas of the educational endeavor; a continuing emphasis on and support for scholarship and research/creative activity; and service in all areas of professional education. Critical to such commitment is the promotion of effective teaching; staff participation in the improvement of schools; and, in concert with other state agencies, the development and creation of educational policy for North Carolina.

Section II  FACULTY
A. For all matters in the College of Education not otherwise defined in this Code, a voting faculty member of the College of Education is defined by Part IV of the ECU Faculty Manual.

For all personnel matters in the College of Education a voting faculty member is defined by Part IX of the ECU Faculty Manual.

B. Only Graduate Faculty, Associate Graduate Faculty, and Graduate Teaching Faculty as defined in section C below, may participate and vote on all graduate program issues as defined by Part II, Section IV, D of the ECU Faculty Manual.

C. The Graduate Faculty of the College of Education consists of members of one of the four categories as defined by the Part II, Section IV of the ECU Faculty Manual; the four categories are (1) graduate faculty member, (2) associate graduate faculty member, (3) graduate teaching faculty member, and (4) ex-officio graduate faculty member. See Part II, Section IV of the ECU Faculty Manual for the criteria, qualifications, privileges and responsibilities of each membership category. Membership in one of these categories is determined by application, recommendation by the respective department chair, and affirmation of recommendation by vote of a majority of the College of Education graduate faculty. Appointment to any category of graduate faculty is for five years or for the current contracted term or duration of dissertation/thesis service as indicated on the application. All tenure-track faculty members who hold the appropriate terminal degree for their discipline are deemed to be eligible for the graduate teaching faculty category upon their initial appointments; upon evaluation and contract renewal, this faculty member may apply for membership in either the graduate or associate graduate category. See Part II, Section IV of the ECU Faculty Manual for reappointments, membership of those with administrative assignments, waivers, ex-officio membership, and membership consideration of external thesis and/or dissertation committee members.

D. Emeritus Status. The College of Education recognizes Emeritus status for retired, permanently disabled, or deceased faculty members who have made significant contributions to the College of Education and the university through a long and distinguished
record of scholarship, teaching, and service. A recommendation for Emeritus status must be initiated by the Personnel Committee, approved by the Department Chair and forwarded to the Dean for appropriate action (refer to Part VIII, Section 1 of the ECU Faculty Manual).

Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

Officers of the College of Education: The Dean, Assistant and/or Associate Deans, Director of Teacher Education, Director of Assessment and Accreditation, Department Chairs, and Assistant/Associate Chairs are responsible for carrying out the administrative responsibilities of the College of Education. In supporting the vision, mission, and strategic direction of the College of Education, each administrative officer has responsibilities as set forth below.

Dean
The Dean is appointed according to the Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual. As the code administrator of the College of Education, responsibilities are inclusive of, but not limited to, the following:

- In the area of planning, the Dean solicits faculty and staff input through department actions, recommendations of the Advisory Council, and work of the Planning Committee in determining the mission, vision, and strategic direction for the College of Education.
- In the area of personnel, the Dean establishes the department assignment of persons to be employed in the College of Education based on input of the faculty search committee; after receiving the recommendation of the appropriate department personnel committee and with the concurrence or non-concurrence of the Department Chair, recommends to the Provost and Senior Vice Chancellor for Academic Affairs personnel appointments, reappointments, non-reappointments, promotions, permanent tenure, leaves of absence, emeritus status, and salaries; and forwards to the Provost and Senior Vice Chancellor for Academic Affairs, personnel recommendations from Department Chairs and the respective department committees.
- According to Part VI of the ECU Faculty Manual, program and curriculum development are responsibilities of the faculty. The Dean supports and facilitates faculty involvement in curriculum development.
- In the area of budget and resources, the Dean, with input from the faculty through the Advisory Council, Department Chairs, Director of Teacher Education, Director of Assessment and Accreditation, and Assistant and/or Associate Deans, prepares and submits budget requests to the Provost and Senior Vice Chancellor for Academic Affairs; allocates funds to departments, and determines appropriate utilization of physical facilities. In a formal meeting, the Dean reports the total budget to the College of Education faculty annually.
- With input from faculty on individual annual reports, Department Chairs, the Director of Teacher Education, the Director of Assessment and Accreditation, and Assistant and/or Associate Deans, the Dean prepares and submits an annual report of the College of Education to the Provost and Senior Vice Chancellor for Academic Affairs and makes a copy of the report available to each faculty member of the College of Education.
- The Dean is responsible for scheduling regular and special College of Education faculty meetings during the academic year, with printed or electronic agendas distributed at least one week in advance. The approved minutes will be distributed to the College of Education personnel and posted on the College of Education website within a week. At least one meeting in each academic year will include a full report of the budget and annual reports from standing committees.
- The Dean acts on recommendations from Department Chairs for reassigned time for faculty.
- The Dean is responsible for convening the Advisory Council. The Council will post the approved minutes of each meeting to the College of Education website within a week and make the link available to all College of Education personnel.
- After considering recommendations from the appropriate personnel committee, the Dean will appoint Department Chairs in accordance with the Appointment and Review of Administrative Officers attached to Part II of the ECU Faculty Manual.
In conjunction with Assistant and/or Associate Deans, the Dean will conduct the annual performance evaluation of each Department Chair. The Dean evaluates the administrative performance of each Department Chair in accordance with the Appointment and Review of Administrative Officers and Implementation Guidelines for Administrative Reviews in Accordance with Board of Trustees Policy attached to Part II of the ECU Faculty Manual.

After considering recommendations from the appropriate personnel committees, the Dean will appoint Assistant and/or Associate Deans, the Director of Teacher Education, and the Director of Assessment and Accreditation in accordance with the Appointment and Review of Administrative Officers attached to Part II of the ECU Faculty Manual.

The Dean annually and systematically collects information from the College of Education faculty on the performance of the Assistant and/or Associate Deans, Director of Assessment and Accreditation, and the Director of Teacher Education. The Dean performs annual evaluations on the performance of these persons in accordance with the Appointment and Review of Administrative Officers and Implementation Guidelines for Administrative Reviews in Accordance with Board of Trustees Policy attached to Part II of the ECU Faculty Manual.

The Dean appoints directors of special programs, university-approved centers, and institutes, and coordinators of program areas after receiving nominations from appropriate committees.

In the area of teacher education, the Dean reports directly to the Provost and Senior Vice Chancellor for Academic Affairs for all actions regarding teacher education at East Carolina University; advises the Provost and Senior Vice Chancellor for Academic Affairs of all matters relating to compliance with state, regional, and national accreditation standards; serves in the role of Certification Officer for East Carolina University; and serves as the chief administrator for teacher education at East Carolina University.

The Dean seeks approval from the College of Education faculty for major planning documents, assessment documents, and other major reports of unit operations prior to submission in final form to person(s) outside the unit. The Dean also seeks approval by asking departments to contribute reports and documents for their respective programs and by having voting faculty members vote by departments their approval of the final report before it is released to person(s) outside the code unit. A report that pertains only to a single program or group of programs within a department may be released when the majority of voting faculty in that program or programs approve.

The Dean ensures that the code procedures are followed.

The Dean is evaluated annually by the Provost using Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual.

The five-year review of the Dean will be conducted in accordance with the Appointment and Review of Administrative Officers and Implementation Guidelines for Administrative Reviews in Accordance with Board of Trustees Policy attached to Part II of the ECU Faculty Manual.

Assistant and Associate Deans
The Assistant/Associate Deans are appointed according to Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual. Responsibilities for each Assistant and/or Associate Dean are assigned by the Dean and are inclusive of, but not limited to, the following:

- Facilitates activities necessary to implement program and curriculum goals established by the departments.
- Administers budgetary functions for the code unit as directed by the Dean.
- Assists in preparing code unit and university reports.
- Advises the Dean about appropriate use of facilities and resources to promote faculty teaching, research/creative activity, and service.
- Supervises physical plant facilities planning and management.
- Coordinates summer school.
- Assists in planning, implementing, and evaluating faculty development and outreach programs within the College of Education.
• Administers faculty credentialing process for the College of Education.
• Assists departments in curriculum revision and development.
• Assists departments in program development, including Requests to Plan New Degree Programs and Requests for Authorization to Establish New Programs.
• Supports departments with matters related to faculty searches, employment, reappointment, promotion and tenure procedures.
• Acts as a liaison for graduate programs with the Graduate School as requested by departments.
• Coordinates efforts to increase faculty awareness of and involvement in external support for research, teaching, and service; in grant proposal conceptualization; and pre-award activities and budget management.
• Coordinates service initiatives within the College of Education.
• Assumes responsibilities as assigned by the Dean

The Dean annually evaluates the administrative performance of the Assistant/Associate Dean using Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual.

The five-year review of the Assistant/Associate Dean will be conducted in accordance with the Implementation Guidelines for Administrative Reviews, attached to Part II of the ECU Faculty Manual.

Director of Teacher Education
The Director of Teacher Education is appointed according to Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual. The Director of Teacher Education is evaluated on administrative performance by the Dean. As Director of Teacher Education, responsibilities are inclusive of, but not limited to, the following:
• Serves as Chair of the Council for Teacher Education, communicating all actions of the Council to the Dean of the College of Education for approval and further action.
• Advises the Dean of the College of Education regarding needed policies for admission and retention of pre-service teachers.
• Monitors all approved policies regarding admission and retention of pre-service teachers.
• Assumes responsibility for the design, conduct, and analysis of follow-up studies of students who matriculate from graduate and undergraduate teacher education programs, which include all programs approved by the North Carolina Department of Public Instruction.
• Coordinates preparations for and monitors compliance with the standards and guidelines set forth by the North Carolina Board of Education, the Department of Public Instruction, and National Council for Accreditation of Teacher Education, and other appropriate accrediting agencies.
• Acts on all petitions for exceptions to policies and procedures for teacher education approved by the Council for Teacher Education and the Dean of the College of Education.
• Informs students of due process in resolving problems related to teacher education programs and procedures.
• Assumes responsibility for all procedures to maintain an orderly record keeping system for licensure by the Department of Public Instruction and oversees the implementation of alternative procedures.
• Confers regularly with the coordinator(s) of clinical experiences to ensure the development and implementation of sequential coordinated field experiences, including student internships.
• Assumes responsibilities as assigned by the Dean.

The Dean annually evaluates the administrative performance of the Director of Teacher Education.
The five-year review of the Director of Teacher Education will be conducted in accordance with the Implementation Guidelines for Administrative Reviews, as found in Part II of the ECU Faculty Manual.

Director of Assessment and Accreditation
The Director of Assessment and Accreditation is appointed according to Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual. The Director of Assessment and Accreditation is evaluated on administrative performance by the Dean. As Director of Assessment and Accreditation, responsibilities are inclusive of, but not limited to, the following:

- Develops and leads a comprehensive assessment system centered on cultured evidence of student learning and outcomes in all related professional academic programs.
- Conducts systematic research and assessment of student success and services.
- Provides leadership, coordination, and professional expertise for program evaluation, outcomes assessment, and research efforts within the College of Education and across various academic units.
- In collaboration with the Office of Institutional Planning, Assessment and Research, advises departments in strategic planning efforts to improve educational programming and service delivery in the College, and enhances the quality and outcomes of student learning in all related professional academic programs.
- Supports institutional effectiveness and assessment efforts; and in consultation with the Office of Institutional Planning, Assessment and Research, leads the assessment and accreditation efforts for the College.
- Leads the SACS reaffirmation process and serves in a key leadership role in the accreditation efforts for the North Carolina State Department of Public Instruction and the National Council for the Accreditation of Teacher Education.
- Assumes other responsibilities as assigned by the Dean.

The Dean annually evaluates the administrative performance of the Director of Assessment and Accreditation using Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual.

The five-year review of the Director of Assessment and Accreditation will be conducted in accordance with the Implementation Guidelines for Administrative Reviews, attached to Part II of the ECU Faculty Manual.

Department Chair
A Department Chair is appointed according to Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual. As an administrator of a department in the College of Education, a Chair's responsibilities are inclusive of, but not limited to, the following:

- In accordance with Part IX of the ECU Faculty Manual recommends to the Dean of the College of Education qualifications of persons to be employed.
- Conveys to the Dean of the College of Education concurrence or non-concurrence concerning personnel recommendations of the appropriate department personnel action committees.
- In personnel matters, recommends to the Dean leaves of absence, requests for reassigned time, and faculty salaries, and in accordance with Part VIII of the ECU Faculty Manual and Part IX of the ECU Faculty Manual, assumes designated responsibilities as the administrator for the department.
- Is responsible for convening the departmental faculty for meetings. Regular meetings of the departmental faculty will occur at least twice per semester with printed or electronic agendas distributed at least one week in advance. The Chair will post the approved minutes of each meeting to the departmental website within a week after the meeting and make the link available to all departmental personnel.
• Informs the Dean of class schedules, teaching assignments, and other matters related to curriculum and instruction.
• Requests an annual budget from the Dean and is responsible for managing the department budget, including making a full report of the budget to the department faculty in at least one department faculty meeting in each academic year.
• Provides leadership in improvement of instruction and in curriculum development and implementation.
• Serves as a member of the Advisory Council, appoints department ad hoc committees (except search committees), and serves as an ex-officio nonvoting member of all department committees except personnel action committees.
• Recommends department assistant/associate chairs, directors of special programs, and/or department coordinators of program areas to the Dean when appropriate to do so and in accordance with the code unit's organizational structure.
• Evaluates each faculty member with a probationary appointment and each permanently tenured faculty member in the areas of teaching, research/creative activity, service and other assigned duties; shares the evaluation with the appropriate faculty member, and forwards the evaluation to the Dean. (See Section IV of this Code.)
• Evaluates fixed-term and part-time faculty members according to the terms of their contracts.
• Assumes other responsibilities as assigned by the Dean.

The Dean annually evaluates the administrative performance of a Department Chair using Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual. These Guidelines will also be used in the event of a search for a department chair.

The five-year review of the Department Chair will be conducted in accordance with the Implementation Guidelines for Administrative Reviews, attached to Part II of the ECU Faculty Manual.

In the event of a Chair's departure or removal from office, the Dean will appoint an Acting Chair. The Acting Chair will assume all the duties of the Department Chair as specified in this Code.

Assistant/Associate Chair
A department Assistant/Associate Chair may be appointed to assist the department chair in managing department operations, work with students and SPA staff, assume administrative duties in the Chair's absence, and complete other duties as assigned by the department chair.

Departments
Departments consist of one or more undergraduate and/or graduate academic programs in the College of Education. Each department has a Chair and may have an Associate or Assistant Chair who are responsible for assisting the Department Chair in managing the functions of the department. In departments where more than one program exists, the Chair, after consultation with the faculty, may recommend program coordinators or directors to the Dean. The Dean appoints program coordinators and directors, who report to the Department Chair.

The departments in the College of Education include:
• Department of Educational Leadership
• Department of Elementary Education and Middle Grades Education
• Department of Interdisciplinary Professions
• Department of Literacy Studies, English Education, and History Education
• Department of Mathematics, Science, and Instructional Technology Education
• Department of Special Education, Foundations, and Research

In the event of any proposed reorganization of the College of Education, Part IV of the ECU Faculty Manual must be followed.
Each department must have a standing curriculum committee. This curriculum committee is composed of elected voting faculty members. The size of the committee is determined by each department with a minimum of three members elected by a simple majority vote. Departments may include students as nonvoting members of curriculum committees. Each department will form, at a minimum, those committees necessary to implement the ECU Faculty Manual and the COE Code for the purposes of personnel, promotion, tenure, and search functions.

Centers and Institutes
As the College of Education assesses the need for research, training, education, public service, and technical assistance for educational institutions, or as legislative bodies mandate attention to one or more of these needs, the Dean, following consultation with department Chairs and faculty, begins the process to establish a center or institute in accordance with established University of North Carolina and East Carolina University policies. After appropriate approvals are received from the University of North Carolina, the Dean forms a search committee according to Part II of the ECU Faculty Manual to advertise, screen, interview and nominate candidates for the position of Director.

The appointed Director of a center or institute is responsible for establishing a mission, setting goals, and planning objectives in accordance with the charge given by the College of Education or by a specific legislative mandate. The Director is responsible for hiring staff, managing a budget, and supervising the center or institute’s functions. The Director of a center or institute reports to the Dean of the College of Education.

Section IV  COMMITTEES OF THE UNIT
A. Advisory Council
   1. Membership: Membership of the Advisory Council consists of one voting faculty member from each department in the College of Education and the department chair from each department. Ex-officio members without vote include the Dean, the Assistant and/or Associate Deans, the Director of Teacher Education, Director of Assessment and Accreditation, and Directors of Centers and Institutes. The Chair of the Advisory Council is a faculty member elected by the faculty representatives on the Advisory Council from the elected membership of the committee.
   2. Term and method of election: Each department’s voting faculty members will elect by simple majority a representative for a term of two years. An elected representative may not serve more than two consecutive full terms. An unexpired term will be filled by a representative elected by the department.
   3. Duties and responsibilities: The Advisory Council of the College of Education is a body that represents departments, centers, and institutes and advises the Dean on matters related to policies and procedures in the College and in that capacity will:
      a. Review and make recommendations concerning policy for the College of Education;
      b. Review and make recommendations for long-range development for the College of Education;
      c. Assist in the information management of the College of Education;
      d. Make recommendations on budgeting matters of the College;
      e. Post the approved minutes of each meeting to the College of Education website within a week and make the link available to all College of Education personnel.
   4. The Advisory Council will meet a minimum of seven times a year. The Dean will be responsible for establishing a schedule of meetings subject to the approval of the Advisory Council. Any member may call for a special meeting of the Advisory Council, if notification of time and purpose of the meeting is provided to the members seven working days in advance of the meeting date.

B. Standing Committees

Membership: Membership of each standing committee will consist of one voting faculty member from each department and the Dean or designee will serve as an ex-officio non-voting member.
The Technology Committee has additional members as listed below. No faculty member will serve on more than two College of Education committees.

**Term and method of election:** Election of department representatives to College of Education standing committees will be made in the first department meetings of the academic year. Each department will elect by simple majority its representative for a term of two years. An elected representative may not serve more than two consecutive full terms. An unexpired term will be filled by a representative elected by the department.

**Reporting:** Each committee will report to the College of Education faculty once per year at a regularly-scheduled meeting and at other times as necessary. Each committee will post the minutes of each meeting to the College of Education website within one week after the meeting and make the link available to all College of Education personnel.

**Committee Organization and Procedures.** For committees to begin their work, the committee chair from the prior year will call an organizational meeting in September. In cases where the former chair is not available, the individual whose name heads the new committee roster alphabetically will call an organizational meeting in September. That person will serve as temporary chair for the purpose of electing a permanent chair for the committee.

1. **Code Committee** will meet at least once a semester to:
   a. Review the Unit Code of Operations and make necessary revisions. Code revisions are forwarded to and voted on by the permanently tenured faculty of the College of Education prior to submission to the University Code Committee, Faculty Senate and Chancellor for approval.
   b. Interpret the Code upon request of an administrator or a faculty member when an item is submitted in writing and states in detail the specific area of concern. Any party can appeal an interpretation to the Chair of the Faculty.
   c. Post the approved minutes of each meeting to the College of Education website within a week after the meeting and make the link available to all College of Education personnel.

2. **Curriculum Committee** will meet at least three times a semester to:
   a. Review all new courses and course revisions and submit recommendations to the Dean of the College of Education and the Council for Teacher Education or the Undergraduate Curriculum Committee or the Graduate Curriculum Committee;
   b. Review new degree programs and program revisions and submit recommendations to the Dean of the College of Education and the Council for Teacher Education or the Undergraduate Curriculum Committee or the Graduate Curriculum Committee;
   c. Post the approved minutes of each meeting to the College of Education website within a week after the meeting and make the link available to all College of Education personnel.

3. **Diversity Committee** will meet at least once a semester to:
   a. Promote attitudes that affirm, respect and celebrate diversity;
   b. Maintain, implement, and assess progress for a multiyear diversity plan that outlines the diversity activities and expected outcomes for the College of Education, faculty, staff, and students;
   c. Initiate and support activities that assist students, faculty, staff, and community partners with self-awareness, understanding, and appropriate interaction with culturally different and diverse individuals;
   d. Provide leadership to support College of Education compliance of diversity standards for accreditations;
   e. Post the approved minutes of each meeting to the College of Education website within a week after the meeting and make the link available to all College of Education personnel.
4. **Library Committee** will meet at least once a semester to:
   a. Supervise the expenditure of library funds allocated to the College of Education;
   b. Make faculty aware of available library services, particularly those for distance education students;
   c. Make library personnel aware of faculty needs;
   d. Post the approved minutes of each meeting to the College of Education website within a week after the meeting and make the link available to all College of Education personnel.

5. **Planning Committee** will meet at least once a semester to:
   a. Conduct, on an ongoing basis, an evaluation to assess the external and internal demands and needs of the College of Education;
   b. Develop goals, objectives, and strategies for meeting these demands and needs;
   c. Keep the faculty informed and involved in the process of meeting the mission, goals, and objectives;
   d. Report to the Dean of the College of Education at least once a year;
   e. Post the approved minutes of each meeting to the College of Education website within a week after the meeting and make the link available to all College of Education personnel.

6. **Research Committee** will meet at least once a semester to:
   a. Assess the overall mission and vision of the College of Education research agenda;
   b. Encourage and promote research activities throughout the College of Education;
   c. Serve as an advisory council to the assigned Associate Dean for research issues and activities related to the College of Education;
   d. Provide leadership to support College of Education research efforts;
   e. Disseminate research conducted by College of Education faculty and students;
   f. Post the approved minutes of each meeting to the College of Education website within a week after the meeting and make the link available to all College of Education personnel.

7. **Technology Committee**. Membership for the Technology Committee will consist of one voting faculty member from each department, and the Dean or designee will serve as an ex-officio non-voting member. In addition, a College of Education instructional technology consultant, an educational technology specialist, and one staff member will serve as resource members on the committee. The Technology Committee will meet at least once a semester to:
   a. Establish the vision and mission of the College of Education regarding the integration of technology in teaching, research, and service;
   b. Assess, plan, anticipate, and address needs of the unit, including faculty and staff professional development in the use of technology and curriculum integration;
   c. Make recommendations to the Council for Teacher Education and the Advisory Council for implementation of technology integration;
   d. Post the approved minutes of each meeting to the College of Education website within a week after the meeting and make the link available to all College of Education personnel.

C. **Ad Hoc Committees**

*Ad hoc* committees may be established at any regular or special meeting of the Advisory Council or the College of Education faculty meetings. Motions to establish *ad hoc* committees must specify the membership, method of selection, duties and responsibilities, and expected date of conclusion. An *ad hoc* committee will not assume the duties and responsibilities of a standing committee. The committee will make a report at the end of each semester to the Advisory Council.
Section V  EVALUATION OF FACULTY

Each faculty member receives an annual evaluation of performance by the Department Chair according to *Part VIII of the ECU Faculty Manual*. This evaluation is based on the faculty member's performance in the areas of teaching, research and/or creative activity, service, and/or other specified duties. Faculty members with fixed-term appointments will be evaluated based on the terms of the contract. This contract may exclude some of the requirements listed below in criteria for annual evaluation.

A. Procedures for Annual Evaluation

Each faculty member in consultation with the respective department chair or director will select the relative weights to be applied to the criteria (listed below) that are used in the annual evaluation of the faculty member's performance in advance of the completion of the evaluation by the department chair (at least seven months for new fall appointees). The faculty member will inform the department chair, in conference and in writing, of tentative category selection by October 1 of the academic year in which the evaluation is to take place. When special opportunities arise, relative weights may be modified, but final relative weights must be agreed upon prior to completion of the evaluation. The chair will be responsible for scheduling the annual evaluation conference.

B. Criteria for Annual Evaluation

The following criteria (refer to *Part VIII, Section 1 of the ECU Faculty Manual*), and the corresponding ranges of relative weights, will be used in the annual evaluation process. The weights must total 100% and may not be below the minimum or above the maximum for any of the categories including the category "other specified duties". At least three of the possible four categories must comprise the final evaluation. Each of the criteria is followed by a list of possible activities, which will be considered in the annual evaluation process. The location of an item on any of the four lists does not indicate or imply any ranking or importance, nor are the lists intended to be exhaustive or mutually exclusive. The items on the four lists are not necessarily of equal weight. The weight for service will not exceed either the weight for teaching effectiveness or for research/creative activity. Exceptions to these weights may be made in writing with mutual agreement of the faculty member and the chairperson when special opportunities in teaching, research, or service arise.

1. Teaching Effectiveness (Weight 20% - 70%)

Samples of items related to teaching effectiveness used in faculty evaluation:
- 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 field experiences
- Special courses
- Student advising
- Student surveys
- Teaching awards
- Case study for use in course instruction
- Peer observation
- Membership on thesis or dissertation committees
- Grant proposals submitted or funded that are related to teaching
- Other activities as negotiated

2. Research/Creative Activities (Weight 20% - 70%)

Faculty research and creative activity will be evaluated and recognized as scholarly activity in no fewer than three areas: discovery, integration, and application. Discovery involves research
and creative activity that creates new knowledge and adds to the body of knowledge in a particular discipline. Discovery can take many forms, from knowledge generated through classical research methods to discoveries generated by artistic experimentation. Its usefulness includes its value to other scholars and practitioners who use the results to solve problems not directly addressed by the original research.

Integration involves research and creative activity that synthesizes existing knowledge into a different approach or application. Integration expands, expounds, and extends discovery activities. Application involves the employment and practice of discovery and/or integrated research/creative activity. Application uses existing knowledge to solve problems or address specific issues.

Ideally, research and creative activity used for faculty evaluation should include, in part, some measure of observation or external judgment. A primary criterion for evaluating research and creative activity should be the degree to which the activity helps the respective department and the College of Education accomplish their mission. The following items are samples of products resulting from research and creative activity used in faculty evaluation.

- Article in a refereed journal or other professional publication
- Article in a trade journal or popular press
- Author of service grants and contracts
- Book or chapter in a book
- Book review in journals or other professional publications
- Published case study
- Paper or abstract in proceedings of professional associations
- Paper or abstract presented at meetings of professional associations
- Research grants and development of contracts
- Documentation of ongoing research
- Documentation of action research designed to improve practice
- Paper published
- Published monograph
- Direction of thesis or dissertation
- Documents resulting from technical assistance
- Research grant proposals submitted or funded
- Paper presented at a professional meeting
- 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

3. Service to the University, Profession or Community (Weight: 10% - 33 1/3%)

The weight of service may not exceed the weight of teaching effectiveness or research/creative activities. The following items are samples of service activities or products related to service used in faculty evaluation.

- 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)
- Volunteer in community service
- Provider of research assistance to colleagues
• Elected public servant (as approved in compliance with University of North Carolina policies)
• Officer, reviewer, discussant, chairperson, presenter, board member in professional organizations
• Author of grant proposals submitted or funded that are related to service

4. Other Specified Categories (Weight 0% - 50%)
The weight of Other Specified Categories may not exceed the combined weights of Teaching Effectiveness, Research/Creative Activities, and Professional Service. The following items are samples of items related to Other Specified Categories used in faculty evaluation.
• Assignment to administrative duties
• Assignment of responsibilities for alternative licensure
• Reassigned time for work on a major project
• Recognition for exceptional work in any categories listed above
• Further education related to increased performance of job responsibility
• Coordination of a major conference
• Extra program advisement

College of Education Criteria for Tenure and Promotion
Criteria for tenure and promotion (refer to Part IX, Section 1 of the ECU Faculty Manual) include the items in the categories and lists described above as "Criteria for Annual Evaluation." Guidelines for using these criteria are approved by the faculty. In general, College of Education standards for permanent tenure include: demonstrated professional competence, potential for future contributions, and the institution's needs and resources.

Standards for Permanent Tenure
In assessing a candidate for permanent tenure, the College of Education considers the following general qualifications in compliance with Part IX of the ECU Faculty Manual.

Effective teaching and advising are essential. Documentation must reflect multiple means of teaching effectiveness, including peer observation. A candidate's teaching should support the communication of current knowledge and understanding of their discipline. In addition, the candidate must show carefully prepared course syllabi, appropriate instructional materials, and an active role in curriculum and program development. In addition, the candidate must demonstrate an active role in advising.

Research and/or creative activity must include evidence of refereed publication and/or other appropriate products specific to the particular discipline. The review of research and/or creative activity must take into account both the quantity and quality of the products. A candidate must indicate a clear research, publication, or creative agenda in the particular discipline.

Service must demonstrate involvement in the candidate's professional discipline through work with associations, editorial boards, community organizations, or other professional groups. Equally important is service to the College of Education, the University through membership and leadership on campus committees, and public schools or other appropriate organizations.

Standards for Promotion
General qualifications for the ranks of assistant professor, associate professor, and professor are stated in Part VIII of the ECU Faculty Manual. In addition, the College of Education sets the following standards as minimum qualifications for promotion.

Assistant Professor. Qualifications necessary for appointment or promotion to the rank of assistant professor include an appropriate terminal degree, a record of progress toward teaching excellence, evidence of potential for establishing a research or creative agenda, involvement in professional organizations appropriate for the particular discipline, and service to the College of Education, the University, and public schools or other appropriate organizations.
Associate Professor: To be recommended for promotion to associate professor, a candidate must have the qualifications of the previous rank, show evidence of teaching excellence, a record of scholarly productivity, exhibit leadership in curriculum and program development, and meet the minimum criteria expected for permanent tenure as required by this code.

According to Part IX, Section 1 of the ECU Faculty Manual, the criteria for tenure and promotion to associate professor are nearly the same.

Professor: Promotion to full professor requires the qualifications of the previous ranks. In addition, candidates must show an established record of teaching excellence; a record of significant publication, research, or creative activity; evidence of national recognition in the discipline as illustrated by notable publications, creative work or research, invited lectures and keynote addresses, references, reviews, and citations of the candidate's work, or creditable awards bestowed in honor of the candidate's work; and a record of significant service to the profession.

Fixed-Term Appointments and Advancements in Rank

Teaching Instructor
- Holds, at a minimum, a master's degree appropriate to the area of instruction, or has equivalent professional experience
- Has demonstrated potential for effective teaching

Teaching Assistant Professor
- Has qualifications of the previous title
- Holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- Has demonstrated effectiveness in teaching

Teaching Associate Professor
- Has qualifications of the previous title
- Has demonstrated superior teaching ability
- Engages in professional development activities

Teaching Professor
- Has qualifications of the previous title
- Has demonstrated excellence in teaching
- Engages in professional development activities
- Has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues
- Is qualified and competent in mentoring others (such as graduate students, teaching instructors, etc.)

Section VI PROCEDURES FOR MEETINGS WITHIN THE UNIT

College of Education meetings will be conducted according to the most recent edition of Robert's Rules of Order, Newly Revised.

Regular meetings of the College of Education faculty will occur at least twice per semester with printed or electronic agendas distributed at least one week in advance. The minutes will be distributed to the College of Education personnel and posted on the College of Education website within one week after the meeting.

Special meetings of the College of Education faculty may be called by the Dean or by petition of two-thirds of the voting faculty members of the College of Education.

Special meetings of department faculty may be called by the Dean, by the Chair, or by petition of two-thirds of the voting faculty members of the department.
Special meetings will require a simple majority and will address only the specific matter for which the meeting was called.

A special or regular meeting will be called to allow voting faculty to show their approval or disapproval of major planning documents, assessment documents, and other major reports prepared by the Dean prior to submission in final form to person(s) outside the College of Education.

Section VII VOTING BY FACULTY MEMBERS
The Dean will enlist faculty participation and cooperation in preparation of major planning documents, assessment documents, and other major reports. The faculty will indicate in a timely fashion and by vote, their approval or disapproval of such documents prior to submission in final form to person(s) outside the unit. Such vote may be taken in a regular or specially called Faculty Organization Meeting or by mail ballot. A majority vote is required for approval.

Section VIII BUDGET
A. In the area of budget and resources, the Dean, with input from the faculty through the Advisory Council, Department Chairs, Director of Teacher Education, Director of Assessment and Accreditation, and Assistant and/or Associate Deans, prepares and submits budget requests to the Provost and Senior Vice Chancellor for Academic Affairs; allocates funds to departments, and determines appropriate utilization of physical facilities.
B. In a formal meeting, the Dean reports the total budget to the College of Education faculty annually. The budget will be distributed to the College of Education personnel and posted on the College of Education website within one week after the meeting.
C. In a formal meeting, the Department Chair reports the total budget to the department faculty annually.

Section IX AMENDMENT PROCEDURES
This code will go into effect upon acceptance by a majority of the permanently tenured faculty members of the College of Education by secret ballot and after approval by the Faculty Senate and the Chancellor.

Code amendment procedures must follow the most recent edition of Robert's Rules of Order, Newly Revised. Proposed amendments to this Code should be submitted to the College of Education Code Committee. The Code Committee will submit the proposed amendment in writing to each faculty member at least two weeks prior to its formal consideration for vote at a College of Education Faculty meeting. The unit administrator will not participate in this vote. Amendments become effective upon approval by a majority of the permanently tenured faculty, the Unit Code Screening Committee, the Faculty Senate, and the Chancellor.