EAST CAROLINA UNIVERSITY
FACULTY MANUAL

PART IV

Academic Units, Codes, and Seven Year Unit Program Evaluation
PART IV - ACADEMIC UNITS, CODES, AND SEVEN YEAR UNIT PROGRAM EVALUATION

SECTION II

Unit Codes

(Text moved from former Appendix L and former Part II)

CONTENTS

I. Definition of Unit Code (Revised 4-19)
II. Approval Process for New and Revised Unit Codes
III. Faculty Who May Vote on a Unit’s Code of Operation (Revised 4-19)
IV. Minimal Unit Code Requirements (Revised 4-21)
V. Use of “Guidelines” by a Code Unit (Revised 4-19)
VI. Five Year Review of a Unit Code
VII. Faculty Senate Office Records
VIII. Unit Code Training
IX. Unit Code Availability
X. School or College Constitutions or By-Laws (Added 4-19)
XI. Acceptable models for code units in reorganization plan

I. Definition of Unit Code
Each Code Unit shall develop a Unit Code of Operations that will provide for the conduct of the unit’s affairs according to Robert’s Rules of Order, Newly Revised and the requirements set out below in subsection IV. A new or revised Unit Code shall be approved by the applicable code unit voting faculty members of the unit, as defined herein (see subsection III. below). A copy of each Unit Code, after approval, is housed within the Faculty Senate Office, the Code Unit Office, and is available for review by faculty and administrators within the unit. (FS Resolution #19-37, April 2019)

II. Approval Process for New and Revised Unit Codes
Each Code Unit will develop its own Unit Code of Operations, following the process described in this section of this document. Upon approval at the unit level, the unit administrator shall forward the new or revised Unit Code to the next higher administrator above the unit for advice. The Code Unit shall consider advice received and may amend its proposed code if approved by the applicable code unit voting faculty members as defined herein (Subsection III). (Previous sentence was editorially revised by Faculty Governance Committee September 2019.) The Unit Code next is submitted to the Unit Code Screening Committee of the Faculty Senate for review. Upon being approved by the Unit Code Screening Committee, the Unit Code is submitted to the Faculty Senate for review and, if approved, to the Chancellor for final approval. If the Chancellor requires revisions, he or she shall so indicate in writing and shall return the Unit Code to the unit for the required revisions. After revision, the code shall be approved by the applicable code unit voting faculty members as defined herein (Subsection III) and upon approval shall be dealt with as described above, up to and including receiving the chancellor’s approval or request for further revisions. (Previous sentence was editorially revised by Faculty Governance Committee September 2019.)

III. Faculty Who May Vote on a Unit’s Code of Operations
Responsibility for voting on a Unit Code rests with full-time faculty with a commitment to the unit demonstrated as follows. All permanently tenured faculty members with at least 12 consecutive...
months in a greater than 50% assignment in a unit and all full-time faculty with at least six years in a greater than 50% assignment in a unit count towards a quorum and may vote on the unit’s new or revised Code. This includes administrators who meet these conditions. An affirmative vote of at least two-thirds of faculty voting is required to approve a new or revised Unit Code.

A faculty member on non-medical leave from a greater than 50% assignment in a unit may vote if the faculty member wishes to do so but does not count towards a quorum unless he or she is present at a vote. A faculty member on approved medical leave is not permitted to participate in any University activities during the period of approved medical leave without written university approval. Faculty members with 50% or less assignment in a unit do not vote on the unit’s code.

In tenure-granting units, only permanently tenured, eligible voting faculty may vote on or amend a unit’s tenure, promotion, and post-tenure review criteria. A separate affirmative vote of at least a majority of voting tenured faculty is required to approve new or revised tenure, promotion, and post-tenure review criteria. Such approved criteria may not be further amended during the approval process of the full new or revised Unit Code by all voting faculty. (FS Resolution #19-37, April 2019)

IV. Minimal Unit Code Requirements
To provide consistency, unit codes should be developed following an approved outline that includes at least:

1. a preamble
2. definitions of the unit’s faculty, its criteria for serving as a voting faculty member of the unit, and, where appropriate, its approved criteria for appointment to the graduate faculty
3. criteria for emeritus status in the unit
4. the administrative organization of the unit
5. the membership, terms, and duties of standing committees
6. responsibility for program coordination and curriculum oversight
7. current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured, and tenure-track faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure (ECU Faculty Manual, Parts VIII and IX).
8. guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title
9. standards for post-tenure review
10. procedures for meetings within the unit
11. procedures for the unit’s voting faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit’s major planning documents, assessment documents, Guidelines for Unit Academic Program Review, and other major reports prior to their submission in final form to person(s) outside the unit
12. procedures for discussing with its unit administrator the unit’s annual budget request and annual report
13. amendment procedures.

In furtherance of UNC Policy Manual 300.8.5 (Policy on Diversity and Inclusion within the University of North Carolina), unit codes should address diversity, equity and inclusion throughout the unit code. Areas to be addressed include, but are not limited to: administrator responsibilities, faculty evaluation (teaching, research, service), voting, graduate faculty status, the composition and processes of
search and personnel committees, curriculum oversight and program coordination, student enrollment and faculty respect for diverse students.

V. Use of “Guidelines” by a Code Unit
When a Code Unit maintains separate guidelines stating procedures to be followed with regard to faculty evaluation and/or matters not addressed in the unit’s code, the Faculty Manual, or the ECU Policy Manual, the guidelines shall be approved by applicable code unit voting faculty members (see “III” above). Amendments to Guidelines shall be approved by applicable code unit voting faculty members (see “III” above). Guidelines shall be referenced in the Unit Code, shall be in compliance with all policies in the ECU Faculty Manual and the ECU Policy Manual, shall be housed in the Code Unit’s administrative offices, in the office of the next-higher administrator and in the Faculty Senate office. At the time of the mandatory review of a unit’s code, a unit’s guidelines, if any, shall also be reviewed by the Unit Code Screening Committee for compliance with university policy. (FS Resolution #19-37, April 2019)

VI. Five Year Review of a Unit Code
The Unit Code Screening Committee shall report to the Faculty Senate at its last regular meeting of the academic year on the status of each unit code reviewed during the academic year, noting whether each code meets the current Faculty Senate guidelines for codes and is in compliance with all university policies, rules and regulations.

VII. Faculty Senate Office Records
A copy of each approved Unit Code shall be maintained in the Faculty Senate office. Included with the approved code shall be a page containing the signatures of the chair of each reviewing body and the Chancellor or the Chancellor's delegate.

VIII. Unit Code Training
The Chair of the Faculty and the Chancellor, or the Chancellor's delegate, shall include an introduction to unit codes and guidelines in the annual new faculty and new administrator orientation sessions.

IX. Unit Code Availability
Every tenured, tenure-track and fixed-term faculty member in a Code Unit shall be provided with a copy of or link to the Unit Code and the unit Guidelines, if any, upon becoming a 51% FTE or greater member of the unit. (FS Resolution #12-40, March 2012)

X. School or College Constitutions or By-Laws
A School or College in which departments are code units may establish a constitution or by-laws. These shall be developed with input from the School or College faculty and the Dean. They must specify the procedures for their ratification and amendment. Prior to their ratification, constitutions and by-laws must be submitted to the Unit Code Screening Committee for review and advice. After review and amendment, if necessary, the constitution or by-laws shall be approved at a general meeting, such as fall convocation, by a majority of the tenured faculty members present and voting. Upon ratification, the Constitution or by-laws shall be re-submitted to the Unit Code Screening Committee for approval and, if approved, forwarded for review and approval to the Faculty Senate and, subsequently, the Chancellor.

If a School or College constitution or by-laws contains provisions for a School or College Promotion and Tenure Advisory Committee, the applicable policies and procedures must be submitted to the
XI. Acceptable Models for Code Units in Reorganization Plan

The following diagram illustrates acceptable models for the formation of self-governing units within colleges and schools.

1. **College Level** (one code for all schools and departments within College).

   ![Diagram of College Level Model]

2. **Separate Codes for all schools in a college**.

   ![Diagram of Separate Codes Model]

3. **Separate Codes for schools and departments within a college (Mixed Model)**.

   ![Diagram of Mixed Model]

Faculty Governance Committee for review and approval prior to ratification of the constitution or by-laws. (FS Resolution #19-20, March 2019)
4. **All Departments in a College: Separate Codes.**

```
+--------------------------+
| College                  |
+--------------------------+
| Department (code unit)   |
| Department (code unit)   |
| Department (code unit)   |
```

5. **Code Units not in Colleges.**

```
+------------------------------------------+
| Provost and Vice Chancellor for          |
| Academic Affairs or Vice Chancellor for  |
| Health Sciences                         |
+------------------------------------------+
| Academic Library Services (code unit)    |
| Health Sciences Library (code unit)      |
| Schools of Allied Health Sciences,       |
| Nursing, Medicine (code units)           |
```