

COVER/SIGNATURE PAGE

REVISED UNIT CODE OF OPERATIONS
UNIT NAME: DEPARTMENT OF COASTAL STUDIES
SCHOOL/COLLEGE OF: INTEGRATED COASTAL PROGRAMS
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

1. Approved by the applicable code unit voting faculty members:

Chair, Code Unit Committee *Michael D. Usell* Date: 12/19/2019

Unit Administrator *[Signature]* Date: 1/3/2020

2. Submitted to Next Higher Administrator for advice:

Administrator *J. Reidelbert, Dean ICP* Date: 1/3/2020

3. If changed, reapproved by applicable code unit voting faculty members*:

Chair, Code Unit Committee _____ Date: _____

Unit Administrator _____ Date: _____

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

Committee Chair *Kenneth S. Ferguson* Date: 1/15/2020

5. Approved by the East Carolina University Faculty Senate: F.S. Resolution # 20-02

Chair of the Faculty *[Signature]* Date: 1/28/2020

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

Chancellor *[Signature]* Date: 3/3/2020

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

Effective Date of Code: 03-03-2020

* Any changes to the code that are made after the original approval by at least two-thirds of the applicable code unit voting faculty members, in response to advice received from the next higher administrator, must be approved again by at least two-thirds of the applicable code unit voting faculty members.

UNIT CODE FOR THE DEPARTMENT OF COASTAL STUDIES

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Department of Coastal Studies' internal affairs and is consistent with the East Carolina University (ECU) [Policy Manual](#), the ECU [Faculty Manual](#), and all established university policies.

The Department of Coastal Studies (DCS) faculty is committed to advancing knowledge and providing solutions to North Carolina's coastal and marine issues by serving as a focal point for North Carolina's coastal research communities in holistically addressing interdisciplinary environmental and natural resource issues across the coastal margin.

Section II FACULTY

A. Definitions of the unit's faculty

The faculty of the Department of Coastal Studies shall consist of all full-time or part-time tenured, probationary (tenure-track), and fixed-term members who have regular faculty rank or faculty title as defined in the [ECU Faculty Manual, Part VIII](#). The core faculty of the department are faculty members with greater than 50% of all academic and/or administrative responsibilities in the department.

B. Criteria for serving as a voting faculty member of the unit

The voting Faculty includes those who are full-time with at least half of their appointment in the Department and having permanent tenure, probationary appointments, or full-time fixed term appointments in the Department, except where excluded by the [ECU Faculty Manual, Part IV](#) and [Part IX](#), or this Unit Code.

1. As pertains to the unit's committee for making recommendations on code content, voting faculty will be defined as those who hold a full-time faculty position with East Carolina University with greater than one-half time in the unit and who have at least one-half of the teaching/research/service duties normally assigned in the unit.

2. As pertains to serving on personnel-related committees responsible for making recommendations for faculty appointments, reappointments, promotion, and the conferral of permanent tenure, and/or other personnel actions to faculty, voting faculty will be defined in accord with [ECU Faculty Manual, Part IX](#).

3. As to all matters not covered above, voting faculty will be defined as those who hold a full-time faculty position with East Carolina University with greater than one-half time in the unit and who have at least one-half of the teaching/research/service duties normally assigned in the unit.

4. Voting on all graduate business related to the Integrated Coastal Sciences (ICS) PhD Program is defined based on the guidelines of that program as provided in the Unit Code (Section IV and Section V. A. 1. and 2.) and requires graduate faculty status.

C. Graduate and Integrated Coastal Sciences-Affiliated Faculty

The procedures for appointment to the graduate faculty are specified in [ECU Faculty Manual, Part II](#). All faculty members must demonstrate productivity within the last five years in some combination of the activities listed below. An individual need not have contributed to every activity, and it shall be the responsibility of the graduate faculty of the department to determine

the merit of applications submitted for consideration. Graduate faculty in the Department of Coastal Studies are core faculty members and have academic and/or administrative responsibilities in the department. Criteria for gaining or renewing graduate faculty status are provided in the Department of Coastal Studies Policy on Graduate Faculty Appointments. ICS-Affiliated faculty by default include graduate faculty in the Department of Coastal Studies as well as other ECU graduate faculty with interests in coastal research satisfying three or more of the following criteria:

- Have served as principal advisor or committee member for a CRM or ICS student in the previous five years.
- Have contributed funding (including in-kind assistance such as access to lab space) to a CRM or ICS Student in the past five years.
- Have a focus on coastal and marine research, teaching, and engagement issues.
- Have an active research agenda with a history of publishing and/or seeking/acquiring external funding on coastal/marine topics.

Other than via membership on the Curriculum Committee or Admissions Committee, non-ICP ICS-Affiliated faculty do not have the right to vote on ICS-related issues (e.g. changes to the curriculum), although they have the right to schedule for discussion, matters of concern regarding ICS students (e.g. curriculum, examinations, research matters, honor code issues, etc.), at ICP meetings. These matters will be discussed in the context of DCS faculty meetings, as deemed appropriate by the ICS and ICP Directors. [See Section IV of this Unit Code for qualified faculty involved in Curriculum Oversight and Program Coordination.]

D. Emeritus Faculty

The department recognizes emeritus status for faculty members who are retired, in phased retirement, permanently disabled, and who have made significant contributions to the department and its program through a long and distinguished record of scholarship, teaching, and/or service. Based on a review of an updated curriculum vitae and a vote of the Personnel Committee, a recommendation of Emeritus status may be made in accordance with [ECU Faculty Manual, Part VIII](#).

E. Associated Faculty

1. Adjunct faculty are faculty appointed to the Department who have a primary employment responsibility outside the university or in a different department in the university, and who bring some specific professional expertise to the Department. Adjunct faculty are expected to contribute in at least one of the areas: coastal research, teaching, and/or advising/serving on graduate committees. Adjunct faculty are appointed by vote of the majority of the voting faculty as defined in Section II.B.3 of this code. Adjunct faculty are typically unfunded by the Department.

2. Research faculty are fixed-term faculty ([ECU Faculty Manual, Part VIII](#)) that are typically funded through external grants. Research faculty are expected to participate in faculty meetings and other activities along with the core faculty members, but do not have voting privileges, except as defined in [ECU Faculty Manual, Part IV](#). Research faculty may utilize the department name, staff, and administrative services in developing and submitting research proposals and orchestrating research projects.

3. Integrated Coastal Sciences-affiliated faculty advise PhD students. They must be full-time members of the ECU Graduate Faculty or fixed-term faculty ([ECU Faculty Manual, Part VIII](#)) with coastal research interests. ICS-Affiliated faculty are expected to participate in advising ICS PhD students and participate in ICS meetings and other activities to contribute to the program, but do not have voting privileges in the DCS.

Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

A. Department Chair

The Chair of the Department is the chief administrative officer of the department who is appointed and evaluated in accordance with established University policies. The Department Chair provides oversight of all departmental activities on the ECU main campus and the Outer Banks campus. The Department Chair serves at the pleasure of and reports directly to the Dean of Integrated Coastal Programs. Appointment and review of the Department Chair will be done in accordance with established ECU policies as given in the [ECU Faculty Manual, Part II](#).

Duties of the Department Chair include, but are not limited to:

1. serving as the departmental representative to the Dean, other units and departments within the University, and other agencies, organizations, and institutions;
2. planning, administering and managing the affairs of the department in accordance with this code and the policies and procedures determined by the University, Program, and Department;
3. providing oversight of all space, facilities, field equipment, vehicles, their proper use and assignment to meet continuing departmental needs;
4. coordinating, with qualified faculty in accordance with Section IV of this code, the development and oversight of academic programs; determining Faculty teaching assignments (in coordination with the Director of Integrated Coastal Sciences for courses related to that Program), ensuring faculty have appropriate disciplinary expertise, and overseeing Faculty advising duties;
5. preparing and managing, in consultation with the Faculty, the departmental budget and annual report;
6. preparing and submitting, in a timely manner, special budget requests incorporating faculty and program needs;
7. maintaining personnel files;
8. informing the Faculty in a timely manner of administrative decisions or actions affecting the Faculty;
9. chairing Department meetings and supervising the composition and distribution of departmental minutes;
10. developing criteria for and evaluating each Faculty member's annual performance in teaching, research, and service in accordance with the guidelines established in Section VI of this code;
11. recommending Faculty salary raises, when available, to the Dean of the Integrated Coastal Programs, giving consideration to the principles and criteria established by the Department;
12. facilitating the hiring of all new Faculty members in consultation with the Personnel Committee and in accordance with [ECU Faculty Manual, Part IX](#);
13. communicating with the Personnel Committee chair concerning the processes of personnel-related actions, such as reappointment, promotion and conferral of permanent tenure;
14. mentoring and/or facilitating the professional development of all faculty in terms of teaching effectiveness, scholarship and other scholarly activities, and service to the Department, Program, University, community, and profession;

15. assisting with new faculty orientation;
16. facilitating implementation of teaching evaluations for faculty and graduate assistants;
17. coordinating voting on any departmental major planning and assessment documents by the full-time faculty of the department or involved program(s) to seek approval by a majority of those faculty before such documents are released;
18. performing other duties as delegated by the Dean of Integrated Coastal Programs;
19. create and ensure an environment supportive of diversity, and fair treatment of all faculty, staff, and students; and
20. ensure that department resources and duties are distributed fairly and equitably among faculty considering academic program needs.

B. Director of the PhD Program in Integrated Coastal Sciences

The Director of the PhD Program in Integrated Coastal Sciences (Director) must be a full-time member of the ECU Graduate Faculty. The Director is appointed every three years by the Dean of Integrated Coastal Programs in consultation with the Department of Coastal Studies Chair and ICS-Affiliated Faculty. The Director is an affiliate faculty member of DCS. The Director reports to the Dean of Integrated Coastal Programs through the Department of Coastal Studies Department Chair. The Director coordinates the curriculum and Program with qualified faculty in accordance with Section IV of this code. The Dean of Integrated Coastal Programs oversees the operation of the ICS Director and evaluates the Director based on evaluation criteria developed in collaboration with the Department of Coastal Studies Chair, including recruitment, student progress, student achievement and overall PhD program management. The Director is responsible for coordination of the PhD program, oversight and distribution of institutional funding for student stipends, health insurance, tuition remissions, and work-related travel and other professional development. The Director is reappointed or replaced every three years based on their performance and willingness to continue in the position.

The Director generally helps to advance the mission of the program by:

1. fostering the successful matriculation of all ICS students towards completion of their degree;
2. overseeing recruitment and admissions in consultation with the ICS Admissions Committee;
3. administering the admission of applicants to the ICS program, and responding to routine requests for program information and applications;
4. coordinating core course scheduling in conjunction with the various academic departments;
5. serving as liaison between ECU's various departments, colleges, graduate school, and any other such agencies with which the ICS graduate program comes into contact;
6. scheduling and overseeing student advising sessions, assisting in scheduling core competency and qualifying examinations (written and oral), overseeing the ICS Admissions Committee, and mediating conflict resolutions involving graduate students;
7. maintaining ICS students' academic records;
8. assisting the ICP Dean/Director and DCS Department Chair and faculty in program review, program assessment, curriculum oversight and program coordination, student assessment, and keeping track of ICS graduate faculty rank/status and discipline-specific qualifications (see Section IV of this code for requirements regarding discipline-specific qualified faculty responsibilities);
9. coordinating publication on the availability of ECU graduate scholarships and the selection of awardees;
10. reviewing and signing official forms required by the Graduate School;
11. certifying final degree checks and creating Graduation Summaries;
12. overseeing the three standing ICS committees, the Admissions Committee, the Core

Competency Examination Committee, and the Curriculum Committee and other ad hoc committees as needed, and updating the ICS Handbook as needed (<https://coastal.ecu.edu/coastalstudies/integrated-coastal-sciences/>)(See Section IV and Section V of this Code for requirements regarding discipline-specific qualified faculty Curriculum Oversight).

C. Director of Graduate Studies

The Director of Graduate Studies must be a full-time member of the ECU Graduate Faculty. The Director of Graduate Studies is appointed every three years by the Department Chair in consultation with the graduate faculty. If the graduate program consists entirely of the Integrated Coastal Sciences PhD Program, then that Director will serve this role (see Section III B of this code). The director is reappointed or replaced every three years based on their performance and willingness to continue in the position.

The duties of the Director of Graduate Studies include:

1. leading the recruitment, screening and admission of new graduate students;
2. overseeing the orientation of all graduate students;
3. coordinating, in cooperation with the Department Chair, Dean of Integrated Coastal Programs, and the Dean of the Graduate School, procedures relating to the admission of prospective students into graduate instruction within the Department;
4. administering the Department of Coastal Studies' graduate assistantship budget, allocating assistantships to students, and assigning graduate assistants to Faculty according to policies of the Department, Program and University;
5. working with the Department Chair and Department staff to ensure ongoing records are maintained on graduate students, graduate course enrollments, placements, etc.;
6. representing the Department to the Graduate School and coordinating with the Dean of ICP in matters pertaining to the allocation of graduate stipends and out-of-state tuition remissions;
7. chairing the Graduate Program's Admissions Committee and collaborating with this committee in the selection of graduate assistants, fellows, and the recipients of other awards;
8. chairing the Graduate Program's Curriculum Committee (see Section IV of this Code regarding curriculum oversight by qualified program faculty);
9. serving as initial advisor to graduate students and assisting thesis advisors in the timely completion of degree requirements by their respective graduate students;
10. reviewing the composition of all graduate thesis committees and ensuring conformity to Graduate School requirements and expectations;
11. reporting annually to the Department and Program regarding the status of the graduate program;
12. assisting assessment efforts by providing data and other information, as needed.

D. Director of Undergraduate Studies

The Director of Undergraduate Studies must be a probationary-term or permanently tenured faculty member. The Director of Undergraduate Studies is appointed every three years by the Department Chair, with faculty input.

The duties of the Director of Undergraduate Studies include:

1. leading the recruitment, screening and admission of new undergraduate students;
2. overseeing the orientation of undergraduate students;
3. advising undergraduate students;
4. informing the faculty on undergraduate student progress;
5. providing information to prospective undergraduate students; and

6. coordinating prospective undergraduate student visits.

Section IV CURRICULUM OVERSIGHT AND PROGRAM COORDINATION

Qualified department faculty and affiliated academic program faculty are responsible for overseeing and coordinating all educational programs to assure that each degree program contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency. Directors, as defined in Section III of this code, are responsible for coordinating curriculum development, review, and revision by discipline-specific qualified faculty for each degree program and level (for example, Ph.D. in Integrated Coastal Sciences). Final curriculum decisions rest with faculty who possess the required academic qualifications in fields directly related to the program area of study and whose professional experience is relevant to the program discipline. [Refer to Section III for additional details on responsibilities and qualifications of each academic program Director. Section V contains additional details regarding Curriculum Committee responsibilities and qualifications of faculty committee members overseeing the doctoral program.]

Section V COMMITTEES OF THE UNIT

A. Standing Committees

The chairs of committees should announce all meetings to the members at least three days prior to the meetings. For all standing committees, a quorum is 50% plus one of the membership. All standing committees of the Department will meet at least once each semester. All Department meetings are governed by *Robert's Rules of Order*.

1. Integrated Coastal Sciences Curriculum Committee

- a) The committee will consist of six (6) members, two from the Department of Coastal Studies and four additional faculty from outside the department, each a representative from the academic sub-disciplines comprising the ICS program: coastal and estuarine ecology, coastal geosciences, coastal human dimensions and policy, and coastal and marine economics. Non-ICS affiliate faculty appointed to the committee must have met the criteria for membership as affiliate faculty. The committee will be selected by the ICS Director and announced via email.
- b) The roles of the curriculum committee are as follows: Curriculum Design and Management (e.g. evaluating new course proposals from the faculty, examining the curricula and proposing new courses and/or revisions in existing courses), Curriculum Evaluation and Assessment, and Policy Development Regarding Curricular Matters.
- c) Recommendations of the committee will be brought to the discipline-specific qualified departmental faculty for a vote. In matters of curriculum, all changes must be approved by a majority vote of the unit faculty qualified in the specific discipline under consideration at a regularly scheduled meeting. (Refer to Section II and Section IV of this code.)

2. Integrated Coastal Sciences Admissions Committee

- a) Because the ICS Application Deadline is March 1st, review of applications to the ICS Program will begin by March 7th of every year. The ICS Director will provide completed applications to the Admissions Committee, which will be appointed annually by the ICS Director and announced by email.
- b) The Admissions Committee should be composed of 6 people, two from the Department of Coastal Studies and four additional faculty from outside the department, each a representative from the academic sub-disciplines comprising the ICS program: coastal and estuarine ecology, coastal geosciences, coastal human dimensions and policy, and coastal and marine economics. Non-ICS affiliate faculty appointed to the committee must have met the criteria for membership as affiliate faculty.
- c) Each member of the ICS Admissions Committee is to read each application packet. These applications are to be distributed widely to all ECU coastal faculty within the group they represent i.e., Coastal Economics, Coastal Social Sciences, Coastal Geosciences, and Coastal Ecology. The committee members are to solicit feedback from the faculty. The

members of the Admissions Committee are then asked to collate those responses and, in addition use GRE and GPA scores, letters of recommendation, the student's writing abilities, the student's willingness to work with an untenured junior faculty, the student's academic credentials, collectively to prioritize and rank the applicants. The Admissions Committee may also consider a faculty advisor's historical track record of funding PhD students into the decision to accept a student applicant as that faculty member's advisee. The rankings should also reflect the stated mission of the ICS program.

d) Within three weeks of having received the applications, the Admissions Committee will meet with the ICS Director. The Admissions Committee can then recommend accepting or rejecting applicants based on a collective discussion in conjunction with the ICS Director. At that meeting, the ICS Director will communicate funding availability for the upcoming year. In general, the ICS Director will comply with the rankings made by the Admissions Committee. The final decision to accept or reject new applicants will be based on both the ranking and availability of academic year funding. If adequate funding is available, the ICS Director should not decline an applicant for admission to the program which the Admissions Committee has prioritized for admission.

B. Personnel, Tenure, and Promotion Committees

1. Personnel Committee

The Personnel Committee, composed of the permanently tenured voting faculty of the Department, will function as outlined in [ECU Faculty Manual, Part IX](#). Selection and appointment of new faculty members shall be in accordance with the [ECU Faculty Manual, Part VIII](#) and [ECU Faculty Manual, Part IX](#). The Personnel Committee will be responsible for all aspects of conducting searches. The Personnel Committee may appoint a subcommittee, which will report to the Personnel Committee, to serve as the Search Committee. A selection by the Personnel Committee is confidential and should be delivered only to the Department Chair and their next highest administrator, if appropriate.

2. Tenure Committee

The Tenure Committee will be composed and function as outlined in [ECU Faculty Manual, Part IX](#). External reviewers will be selected as outlined in [ECU Faculty Manual, Part IX](#).

3. Promotion Committees

Each Promotion Committee will be composed and function as outlined in [ECU Faculty Manual, Part IX](#).

C. Ad hoc and special committees

The Department Chair may appoint faculty members to ad hoc committees, special committees, and task forces, including but not limited to those mandated by the [ECU Faculty Manual](#) or established University policies.

B. Personnel Committee, Tenure Committee, Promotion Committees (Refer to [ECU Faculty Manual, Part IX](#).)

Section VI EVALUATION OF FACULTY

Each faculty member in the Department annually receives an evaluation of their performance for the year by the Department Chair. This evaluation is based on the Faculty member's performance in the areas of teaching and advising, research and/or creative activity, service, professional development, and/or other assigned responsibilities. Current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured and probationary (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 are detailed below. (Refer to [ECU Faculty Manual, Part VIII, Part IX, Part X, and Part XI](#)).

A. Tenured and Probationary-Term (Tenure-Track) Faculty Evaluations

Annual evaluation of tenured and probationary-term (tenure-track) faculty members will be undertaken in accordance with [ECU Faculty Manual, Part VIII, and Part IX](#).

1. Annual Evaluation

ECU is committed to recruiting, retaining, and developing faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution's mission, engage students in effective ways, and advance our academic foci are an expectation of all tenured and probationary (tenure-track) faculty. Measures of success in this area include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures will be positively reflected in annual evaluations and other personnel actions.

No later than October 1, the Department Chair will negotiate the specific weights given to teaching effectiveness, research, and service with individual faculty members. These weights should reflect departmental need balanced with individual faculty member preference. In general, the weights shall range between 10-40 percent for teaching effectiveness, 50-80 percent for research productivity, and 5-25 percent for service. Proportional effort allotted to service must not be greater than the effort allotted to research or teaching. The general norm within the Department is a weighting of 70/20/10 (research/ teaching/ service). However, the weighting factors may be adjusted to accommodate special circumstances such as research leave, institutional related work/teaching-leave, research awards, or buyout of a course or courses. All full-time continuing faculty members shall annually document their accomplishments in teaching effectiveness, research, and service for the academic year. These documents will be considered by the Department Chair using the University's qualitative descriptions and 0.5 increments on a 0.0 to 5.0-point scale.

2. Reappointment

The procedures for reappointment of probationary-term faculty are those prescribed in the [ECU Faculty Manual, Part IX](#). The unit Tenure Committee shall review the Personnel Action Dossier of each probationary-term faculty member at a meeting called for this purpose. In addition, the Tenure Committee shall consider whether the dossier indicates the faculty member is making satisfactory progress towards securing tenure and promotion using the criteria described in Section VI.A.4 of this Code.

3. Personnel/Evaluation Files

A Personnel/Evaluation file shall be maintained by the Department Chair for each faculty member in the Department of Coastal Studies. The file will be in the Department office. Content of files and access to files shall be in accordance with [ECU Faculty Manual, Part VIII](#).

4. Tenure and Promotion

Candidates for permanent tenure and promotion shall be evaluated by the following criteria, which are in addition to those prescribed in [ECU Faculty Manual, Part VIII](#) and [ECU Faculty Manual, Part IX](#).

a. Teaching/Advising -- (1) the articulation of the salient aspects of a discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting; (2) academic advising within the discipline and the foundations curriculum, where Department operating procedures provide such an opportunity; and (3) other contributions towards the University's

fundamental mission of transmitting knowledge, including participation in discipline-specific curriculum development as a qualified faculty member, as prescribed in Section IV of this code.

i. For Permanent Tenure

- a) Positive student opinion surveys and peer evaluations.
- b) Other documentation of teaching effectiveness using instruments and procedures approved by the unit.
- c) Lucid, carefully written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.
- d) An active role in the development of the curriculum and programs of the Department, as prescribed in Section IV of this code.
- e) An active role in advising students regarding course and laboratory work, independent research, program choices, and career planning.
- f) Respect for and inclusion of diverse, underrepresented, and minority students.
- g) While styles of advising and mentoring vary, all faculty should ensure the timely progress of students towards completion of their studies. Faculty should also realize that institutional ICS funding for their students towards degree completion is not guaranteed, nor should it be taken for granted. Faculty must attempt to obtain funding for their ICS students as a demonstration of their commitment to their students' progress. Student grants, publications, presentations at professional meetings, and awards are also evidence of effective mentoring. Each year during the annual report cycle, the ICS Program Director will make a formal enquiry of each ICP, DCS, and ICS-Affiliate faculty member mentoring ICS assistantship-funded students, to ask if they have obtained any award funding on behalf of their students. It is the faculty member's responsibility to provide this information to the ICS Director so that she/he may have an accurate portrayal of student funding needs.

ii. For Promotion to Associate Professor

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure (see above). Although recommendations regarding tenure and promotion are separate, the Promotion Committee must follow the provision of [ECU Faculty Manual, Part IX](#) that states "No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor."

iii. For Promotion to Professor

The teaching and advising criteria for promotion to Professor include those for promotion to Associate Professor (see above). Additional criteria include, but are not limited to, the following:

- a) Leadership achievements in curriculum and program development, as prescribed in Section IV of this code.
- b) Leadership achievements in the enhancement of teaching effectiveness.
- c) Leadership achievements in the enhancement of advising effectiveness.
- d) Mentoring role with probationary-term faculty regarding advancement of teaching and advising effectiveness.
- e) Promotion of diverse student recruitment, and advanced educational and career placement.

b. Research - Research in the department is defined in two ways. First, it is serious inquiry leading to the discovery and interpretation of knowledge, revision of accepted theories or laws in light of new knowledge, or practical application of such new or revised theories or laws. Second, research is the dissemination of such discovery, interpretation or revision through refereed scholarly publications; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses. The candidate must have consistent achievements of high quality in research productivity. To help the DCS achieve its mission, interdisciplinary

coastal research is strongly encouraged. In the past, coastal studies have often been approached from a disciplinary perspective. As understanding of the complexity of the interactions between human and natural systems increases, there is growing evidence that an interdisciplinary perspective is needed to advance knowledge of the coastal processes that cut across traditional natural and social scientific disciplines. The Department of Coastal Studies encourages interdisciplinary coastal research that will lead to advances in understanding of physical, ecological, technological, and socioeconomic processes in coastal regions.

i. For Permanent Tenure

- a) The candidate's publications must reflect a significant and developing research agenda in the areas of specialization. They must indicate that the candidate has the potential for eventual national recognition as an important scholar.
- b) The publications must be of promise, high quality in content, and reveal consistent research efforts. They should take the form of articles published in refereed journals and the publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. Textbooks and grant reports shall count as research only if they have a significant impact on one's peers within the discipline or interdisciplinary area of focus.
- c) To develop and sustain a strong research program, external funding is highly encouraged as appropriate for individual research programs. Faculty members are expected to seek and/or acquire the external funding where it is necessary to carry out their research programs and that of their students.

ii. For Promotion to Associate Professor

The research productivity criteria for promotion to Associate Professor are the same as those for permanent tenure (see above). Although recommendations regarding tenure and promotion are separate, the unit Promotion Committee must follow the provision of [ECU Faculty Manual, Part IX](#) that states "No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor."

iii. For Promotion to Professor

The research productivity criteria for promotion to Professor include those for permanent tenure (see above). In addition, the candidate must have earned national recognition in their area of specialization, principally through a number of articles published in refereed journals or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. In addition to the prima facie evidence of the publications themselves, evidence of such recognition includes references to the candidate's work in the research publications of peers, favorable reviews published in learned periodicals, or awards bestowed in honor of the candidate's work. A candidate whose national recognition as an important scholar in the discipline or specialization is not clearly established through publications shall not be recommended for promotion to Professor.

c. Service- Service in the department is defined as formal and informal assignments or activities on behalf of the Department, University, the community at large, and the profession. Expectations regarding service contributions increase as a faculty member's career progresses. The minimum required for permanent tenure and promotion, therefore, depends upon rank.

i. For Permanent Tenure

Although service is accorded the least weight in the tenure evaluation (Section VI.A.4.), it is nevertheless an essential component of the candidate's professional commitment. An especially strong service record cannot compensate for a record of weak teaching or weak research productivity, but a reasonable record of Department and university service is expected of any faculty member under consideration for tenure. The quality rather than the quantity of service is of primary importance. It is expected that most of the faculty member's early service contributions

will be internal to the Department. During subsequent years, the faculty member should strive to make service contributions to the University as a whole and eventually to the community at large and to the profession. Examples of such contributions may include, but would not be limited to, the following:

- a) Unit- Department committee participation as specified by this Code and other Department activities such as administrative duties, special assignments from the Department Chair, and participation in faculty meetings and seminars;
- b) University- Participation in University-level committees and assignments;
- c) Community- Participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies;
- d) Academic- Participation in service functions such as journal referee or editor, officer of professional organizations, and session organizer or chair at professional meetings.

ii. For Promotion to Associate Professor

The criteria for promotion to Associate Professor are the same as those for permanent tenure (see above).

iii. For Promotion to Professor

The criteria for promotion to Professor include those for permanent tenure (see above). In addition, the candidate must demonstrate leadership in the various service areas described above.

B. Fixed-Term Faculty Evaluations

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 follow [ECU Faculty Manual, Part VIII](#).

1. Annual Evaluations and Subsequent Appointments

Fixed-term faculty members considered for annual evaluation or subsequent appointment shall prepare a faculty portfolio as required by the [ECU Faculty Manual, Part IX](#). Contents of the portfolio for annual evaluation includes the faculty member's annual report of achievements consistent with the responsibilities assigned in the appointment letter and any other materials that the faculty member wishes to include. The portfolio for subsequent appointment must include the faculty member's updated curriculum vitae; the preceding two years of annual faculty performance evaluations, if applicable; and any additional materials specific to the faculty member's assigned responsibilities. The Personnel Committee shall review the faculty member's subsequent appointment portfolio prior to the contract/appointment expiration at a meeting called for this purpose. The Personnel Committee shall recommend subsequent appointment only if the faculty member's portfolio demonstrates satisfactory performance consistent with the expectations of the initial appointment/contract letter and this Code, and if these expectations continue to reflect the needs of the Department.

2. Advancement in Title for fixed-term faculty shall be conducted in accordance with criteria in the [ECU Faculty Manual, Part VIII](#).

a. For advancement in title to Teaching Assistant Professor

- i. Must hold a PhD in an appropriate field or alternate acceptable qualifications.
- ii. Demonstrate teaching effectiveness by means of the methods identified below. At a minimum, at least one of these methods shall be employed by the fixed-term faculty member each academic year:
 - a) Seminar (research or teaching) attended by tenured and probationary-term faculty.

- b) Demonstrate teaching experience at the college level.
- c) Peer evaluation in a course offered by the department.
- iii. A portfolio containing documentation of the above (format and design to be determined by agreement between the candidate and the Personnel Committee) will be reviewed by the Department Personnel Committee. Recommendations of the Personnel Committee will be provided to the Department Chair, who will review the portfolio and decide to concur or not to concur with the recommendation of the Personnel Committee regarding advancement in title.

b. For advancement in title to Teaching Associate Professor

- i. Must hold a PhD or alternate acceptable qualifications and have at least 5 years (or commensurate) of experience at the title of Teaching Assistant Professor or commensurate experience.
- ii. Demonstrate exemplary teaching effectiveness by means of the methods below:
 - a) Provide evidence of positive student feedback whenever possible.
 - b) Provide documentation consistent with the faculty member's assigned teaching responsibilities that includes, where applicable, course syllabi and the Department Chair's annual evaluations of the faculty member's teaching for the preceding five years.
 - c) Peer evaluation of teaching.
- iii. Provide evidence of leadership or innovation, such as the following examples:
 - a) Leading teaching effectiveness workshops for graduate students.
 - b) Coordination/mentorship of graduate teaching assistants.
 - c) Grants or grant proposal submissions accompanied, if possible, by reviews; publications in professional journals.
 - d) Contribution to undergraduate advising.
- iv. Provide service to the Department, University, and profession, such as the following examples:
 - a) Department committees
 - b) University committees
 - c) Science Fair Judge
 - d) Public outreach
 - e) Professional service, reviewing papers or grant proposals
- v. A portfolio containing documentation of i-iv above (format and design to be determined by agreement between the candidate and the Personnel Committee) will be reviewed by the Department's Personnel Committee. Recommendations of the Personnel Committee will be provided to the Department Chair, who will review the portfolio and decide to concur or not to concur with the recommendation of the Personnel Committee regarding advancement in title.

c. For advancement in title to Teaching Professor

- i. All of criteria for advancement in title to Teaching Associate Professor (listed above.)
- ii. Sustained leadership efforts in teaching, professional development, and service
- iii. Excellent reputation in teaching at the university level as indicated by:
 - a) External (outside of ECU) review of teaching portfolio
 - b) Letters in support of the advancement in title based on teaching and/or research
- iv. A portfolio containing documentation of i-iii above (format and design to be determined by agreement between the candidate and the Personnel Committee) will be reviewed by the Department's Personnel Committee. Recommendations of the Personnel Committee will be provided to the Department Chair, who will review the portfolio and decide to concur or not to concur with the recommendation of the Personnel Committee regarding advancement in title.

C. Standards for Performance (Post-Tenure) Review of Tenured Faculty

Procedures for Performance (post-tenure) Review follow the [ECU Faculty Manual, Part IX](#) and standards established by the Department and are available on the Faculty Senate Website. The initial post tenure review shall be conducted by the unit administrator after reviewing the faculty member's 5-year plan, current curriculum vitae, annual reports and annual evaluations for the

years under review (not to exceed five years), and any other materials that the faculty member provides in support of their professional performance over the review period.

Using the “Form: Report on Performance Review of Tenured Faculty” the unit administrator prepares a performance review report that shall consist of a narrative evaluation of the overall performance of the faculty member that considers the relative weights assigned to each duty during each of the years being reviewed and the amount of reassigned time from teaching to the performance of other duties for each year under review. This evaluation shall conclude with an overall ranking that categorizes each faculty member’s performance as “exceeds,” “meets,” or “does not meet” expectations. The overall designation shall address the policy requirements for a comprehensive review that includes individual faculty contributions to departmental, school/college, and university goals as well as to the academic programs in which the individual faculty member teaches; it shall not be derived by averaging annual faculty evaluations for the years being reviewed.

The evaluative report, together with the faculty member’s annual reports and annual performance evaluations for the period under review, a copy of the faculty member’s 5-year plan, a copy of the faculty member’s current curriculum vita, and any other material the faculty member provided in support of their professional performance over the review period, shall be forwarded to the Performance Review Committee (PRC; defined in the [ECU Faculty Manual, Part IX](#), Section II) by the unit administrator and shall become part of the permanent personnel file.

For each faculty member, the PRC shall either agree or disagree with the review findings of the unit administrator. PRC discussion will address all aspects of the faculty member’s professional performance, including all duties assigned to the faculty member during the period covered by the review, as these duties were weighted for the individual faculty member at the time.

The review shall reflect the nature of the faculty member’s field of work and shall conform to fair and reasonable expectations as recognized by faculty peers in the discipline.

The review shall be conducted in a manner free of arbitrary, capricious, or discriminatory elements and shall adhere to the requirements of the Faculty Manual and the Unit Code.

1. Evaluation Criteria

The PRC shall apply the following criteria in determining whether to agree or disagree with the findings of the unit administrator:

- a. [ECU Faculty Manual, Part VIII](#), Section I. Evaluations; and
- b. Dept. of Coastal Sciences Unit Code, Section VI.

The PRC will designate Faculty by categories of Exceeds, Meets, or Does Not Meet Expectations in each criterion based on the standards below. An overall designation of Exceeds, Meets, or Does Not Meet Expectations will be established based on the relative weights of each area.

Exceeds expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position in such a way as to constitute a model for others that represents the best of its kind. In addition to criteria listed under “meets expectations”, a faculty member must demonstrate leadership in the various service areas described above.

Meets expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position.

Does not meet expectations: during the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with their position. The level of performance is below the expectations of those listed above for “meets expectations.”

C. Merit Salary Recommendations

All full-time continuing faculty shall annually document their accomplishments in teaching effectiveness, research, and service for the academic year. These documents will be considered by the Department Chair in making recommendations for merit salary allocation. Upon the university receiving notification that funds are available for salary increases, the Dean communicates with the Chair on priorities and procedures based upon each year’s specific allocations (merit only, merit plus across the board, compression, equity, etc.). Evaluation and determination of annual salary increments, when available, will be done in accordance with [ECU Faculty Manual, Part VIII](#) and in compliance with compensation regulations of the North Carolina General Assembly, the UNC Board of Governors, and ECU officials.

Section VII PROCEDURES FOR MEETINGS WITHIN THE UNIT

A general faculty meeting called by the Department Chair will be held at least once a semester, and more frequently as needed. An announcement of the meeting, containing the agenda, shall be made available to the faculty 7 calendar days prior to the day of the meeting. Special meetings of the Faculty may be called by the Chair or by a majority of voting Faculty members (defined in Section II.B of this code). Special meetings require that the Faculty receive two days’ notice with an agenda. The Department Chair (or representative designated by the Chair) shall preside at all Faculty meetings. A quorum shall consist of a majority of the voting Faculty. Departmental action shall be determined by a majority of the Faculty present (in-person or by videoconferencing) and voting. Robert’s “vote by mail” is acceptable when a secret ballot vote is needed and a faculty member is not physically present. All persons with full-time appointments in the Department are expected to attend departmental faculty meetings (in-person or by videoconferencing). All business shall be conducted in accordance with *Robert’s Rules of Order, Newly Revised*, latest edition.

Section VIII VOTING BY FACULTY MEMBERS

The Chair shall make available to the faculty a copy of the Department’s Strategic Plan, major planning documents, assessments of unit operation, and Unit Academic Program Review for at least seven calendar days prior to voting their approval or disapproval in accordance with established University policies and regulations.

Section IX BUDGET AND ANNUAL REPORT

The Department Chair shall prepare the department’s annual budget and annual report. The Chair will discuss the annual budget and annual report with the faculty in a regular faculty meeting at the beginning of the academic year. A copy of the annual report will be made available to faculty upon request.

Section X AMENDMENT PROCEDURES

Any faculty member may initiate a proposed amendment to the Code. Proposed amendments must be presented, in writing, to the department faculty at least seven calendar days prior to a regularly scheduled meeting for inclusion as an agenda item. Amendments to the Code must be approved by a two-thirds majority of the department’s eligible voting faculty as defined in the [ECU Faculty Manual, Part IV](#). The amended code must be approved by the Unit Code Screening Committee, Faculty Senate, and the Chancellor.

Section XI OTHER POLICIES AND DOCUMENTS

A. Teaching and Reassigned Time

Assignment of teaching duties and granting of reassigned time will be done in accordance with [ECU Faculty Manual, Part VIII](#).

Section XII SEARCH COMMITTEES

Search committee members should represent the diversity of faculty and students at ECU in gender and race/ethnicity. If such diversity is not available within the department, a faculty member from a related department may be asked to serve.