

A CODE FOR THE OPERATION OF SCHOOLS AND DEPARTMENTS

AT EAST CAROLINA UNIVERSITY

This Code recognizes and adheres to the democratic principle of responsible participation by members of the faculty in school/departmental policy making, and is subordinate to regulations and policies pertaining to faculty employment and retention as stated in the current Faculty Handbook of East Carolina University. The broad objective is to maintain an outstanding school/department which will acquire and disseminate knowledge of the school's/department's academic discipline. This objective can be approached through excellence in teaching, research, and publications.

1. Administrative Officer

The administrative officer shall be designated as Dean of the School/Department Chairman. He shall serve as the chief representative of his school/department within the University. He will be selected either by school/departmental election with the approval of the administration or by appointment by the administration with the approval of the school/departmental faculty. His appointment shall normally be in conformity with the school/department members' judgement. He serves for a four-year term subject to renewal with faculty and administrative approval. (See section 5.)

2. Administrative Organization

The Dean/Department Chairman shall be assisted in conducting those departmental affairs by the Advisory Council and certain standing and ad hoc committees. All council and committee meetings shall be conducted in harmony with the principles of parliamentary law according to Robert's Rules of Order Newly Revised.

a. Advisory Council

The Advisory Council shall be the representative body of the faculty and shall act in an advisory capacity to the Dean/Department Chairman in all matters of school/departmental policy. The Council shall consist of one faculty member for each four members of the School/Department, not to exceed a maximum of eight elected members, and the Dean/Department Chairman. The members of the Council will elect a chairman. Elected members shall serve nonconsecutive two-year terms, one-half of the members to be elected each year by majority vote of the full-time faculty present at the first school/departmental meeting of each academic year. At the first meeting, the Advisory Council shall be elected. Lots will be drawn for one or two-year terms after the election of the full Council. Thereafter the Council will meet at least quarterly throughout the year. Any full-time faculty member may place items on the Council agenda. Minutes of Council meetings will be distributed to the faculty following each meeting. Decisions of the Advisory Council shall be submitted to the entire faculty for approval. In any school/department with ten or fewer faculty members the faculty will elect whether there shall be a Council of three or whether the entire faculty may constitute the Advisory Council.

b. Committees

The Dean/Department Chairman and the Advisory Council shall determine what standing and ad hoc committees are needed. The Advisory Council shall determine committee structure, membership, and mode of selection.

3. Procedures for the review of candidates for new or vacated faculty positions.

The Dean/Department Chairman and the Advisory Council shall seek, evaluate interview and recommend candidates for new or vacated faculty positions.

4. Procedures relating to recommendations for acquisition of tenure, promotion in rank and for reappointment of faculty members.

The Dean/Department Chairman and the Advisory Council shall determine the procedures to be used in making recommendations for the granting or denial of tenure and for promotions and reappointment.

5. Procedures relating to self-evaluation of School/Departmental operations.

An evaluation of School/Departmental operations shall be conducted every fourth year. The Advisory Council or an elected ad hoc committee will conduct the evaluation. A secret ballot vote by all full-time faculty members concerning the Dean's/Chairman's effectiveness in his office will be taken. The Advisory Council or ad hoc committee shall count the ballots and submit the results to the appropriate Dean or to the Provost. The Advisory Council or ad hoc committee shall prepare an evaluation report to be presented at a meeting of the full-time faculty. Acceptance of the report shall require a simple majority vote of the full-time faculty. The report shall be submitted to the appropriate Dean or to the Provost with the results of the balloting.

The first self-evaluation shall be completed by the end of the academic year following the year in which this code is adopted, except in cases in which the Dean/Departmental Chairman has served fewer than four years, in which case the self-evaluation shall be held during his fourth year.

RECOMMENDATION FOR SELECTION OF MEMBERS OF THE
FACULTY EVALUATION COMMITTEE

In November, 1970, Provost Robert W. Williams appointed a committee composed of faculty members and students to study various systems of teacher evaluation and to recommend ground rules for the establishment of a teacher evaluation system at East Carolina University. After the committee completed its work, the Provost appointed a second committee for the implementation of the proposed system. One of the duties of this committee has been to recommend the procedure for the appointment of a Faculty Evaluation Committee for 1972-73 and thereafter.

The recommendation of the current Faculty Evaluation Committee which has been accepted by the Provost is enclosed. It is the belief of the committee that this recommendation can be implemented in both a workable and beneficial manner.

It is recommended that the Faculty Evaluation Committee consist of ten faculty members, five student members, and three ex-officio members: the Director of the Computing Center, the Dean of the School of Arts and Sciences, and the Dean of one Professional School. The ten faculty members are to be appointed totally by the Committee on Committees of the Faculty Senate. The Deans of the Professional Schools will rotate in alphabetical order. The five student members are to be appointed by the President of the Student Government Association.

The terms of the members are as follows: The student members will serve one-year terms. Five of the faculty members will serve two year terms, and five will serve one-year terms during the first year. Thereafter, all faculty members will serve two-year terms. The Dean of the Professional School will serve a one-year term.

In order to insure continuity between the current committee and the committee to be appointed, it is advised that at least two members of the existing committee be reappointed. (The names of the faculty members presently serving on the committee are listed below.

FACULTY EVALUATION COMMITTEE MEMBERS

Dr. James Bearden
Dr. Thomas Chambliss
Dr. John Ebbs
Dr. Milam Johnson
Dr. Susan McDaniel

Dr. Raymond Moody
Dr. Oral Parks
Dr. Robert Thurber
Dr. Tilton Willcox
Dr. Lala Steelman