

April 1, 1981

EAST CAROLINA UNIVERSITY  
SCHOOL OF MUSIC CODE

ARTICLE I - GOALS AND OBJECTIVES

The long-range goals and objectives are entrusted to the Dean of the School of Music, and the Policies Committee will serve as adviser to the Dean to respond to and to initiate proposals. Annually the Dean shall deliver a statement in which he communicates to the faculty an assessment and evaluation of the present state and circumstances of the School of Music.

ARTICLE II - ORGANIZATION AND STRUCTURE

- A. A voting faculty member is defined for the purpose of this Code as an individual with an academic title and not less than half a normal teaching load as practiced by the School of Music. The Dean and Assistant Dean of the School of Music are voting members of the faculty.
- B. The graduate faculty of the School of Music will consist of those members who have been admitted to the graduate faculty of East Carolina University.
- C. The faculty of the School of Music is organized in the following departmental structure:
  1. Basic Studies
  2. Instrumental
  3. Keyboard
  4. Music Education
  5. Voice
- D. The administrative officers of the School of Music are as follows:
  1. Dean
    - a. The selection and tenure in office of the Dean shall be in accordance with procedures stated in the East Carolina University Code.
    - b. The Dean shall represent the School of Music in its relationship with other units of the University and administrative officers above the unit level.
    - c. The Dean shall administer the affairs of the School of Music in accordance with the policies determined by the University and the School of Music.

- d. The Dean is responsible for forwarding Governance Committee recommendations concerning promotions, permanent tenure, and reappointments to the next highest administrative officer, along with his own.

2. Assistant Dean

- a. The Assistant Dean shall be nominated by the Dean and approved by a two-thirds affirmative vote of the School of Music faculty.
- b. The Assistant Dean shall perform those duties assigned to him by the Dean.

3. Department Chairmen

- a. There shall be a Department Chairman for each of the categories listed in Article II, C, of the School of Music Code.
- b. Department Chairmen shall be selected in accordance with procedures outlined in Article V, Section 2, B.
- c. Department Chairmen shall be responsible for maintaining departmental activities and procedures in accordance with University and School of Music policies.
- d. Department Chairmen shall act as liaisons between the faculties and the Dean of the School of Music.
- e. The tenure in office of all Department Chairmen shall correspond to procedures outlined in Article V, Section 1, C, 1 and 2.

ARTICLE III - FACULTY MEETINGS

- A. Full-time faculty shall attend faculty meetings. Part-time faculty may attend faculty meetings. A quorum for a faculty meeting shall consist of a simple majority of full-time faculty.
- B. The general faculty shall meet at least once each month during the academic year unless there is no business to transact. The graduate faculty shall meet upon notice by the Dean or the Graduate Committee as necessary. Special faculty meetings may be called by the Dean, the Policies Committee, the Grievance Committee, or the Governance Committee.
- C. The Dean of the School of Music or his appointed representative shall be the presiding officer at the faculty meetings.
- D. All official meetings of the faculty shall be conducted according to the latest edition of Robert's Rules of Order.

- E. A parliamentarian shall be elected at the first faculty meeting. In the event of the parliamentarian's absence, the presiding officer will appoint a qualified, temporary parliamentarian.
- F. An agenda prepared by the Policies Committee shall be placed in faculty boxes one week in advance of the faculty meeting. Meetings shall be conducted in the following order: 1. Approval of Previous Minutes, 2. Announcements, 3. Reports of Committees, 4. Old Business, 5. New Business.
- G. Elections for the Governance, Grievance, and Policies Committees shall be completed as a first order of business during the last faculty meeting of the academic year.
  - 1. Governance Committee
    - a. A nominating ballot containing the names of all faculty eligible to serve on the Governance Committee shall be prepared in advance. The ballot shall exclude non-tenured faculty, administrators, and Department Chairmen. The nominating ballot shall be distributed during the last faculty meeting of the year and collected and counted by the current members of the Policies Committee.
    - b. First Ballot: Depending upon whether there are two or three vacancies, the names of the four or six faculty with the highest number of votes on the nominating ballot shall be announced by the Policies Committee. The faculty shall then proceed to vote by secret ballot for one candidate. The Policies Committee shall collect and count the vote as before. The voting shall continue until one candidate has a majority of the votes cast.
    - c. Second Ballot: The first member of the Governance Committee having been elected by majority vote, the faculty shall vote for one of the remaining candidates by secret ballot as before, until one of the candidates has a majority of the votes cast.
    - d. Third Ballot: The faculty shall proceed as above to elect a third member of the Governance Committee (if there are three vacancies) and an alternate from among the remaining candidates.
  - 2. Grievance Committee
    - a. A nominating ballot for the Grievance Committee shall be distributed as in G, 1 (a), collected, and tallied by the newly elected Governance Committee. The ballot shall exclude non-tenured faculty, the Dean, the Assistant Dean, Department Chairmen, and the members of the new Governance Committee.

- b. On the first or nominating ballot, the electorate shall vote for twice the number of candidates as there are vacancies. For each vacancy, the two persons receiving the most votes shall be the candidates for the final election. The vacancies shall be filled by those candidates who receive the most votes in the final election. The person receiving the next highest number of votes shall serve as alternate.
- c. When a vacancy occurs after the election, a ballot listing the names of those eligible for election shall be distributed. On the first or nominating ballot, the electorate shall vote for twice the number of candidates as there are vacancies. For each vacancy, the two persons receiving the most votes shall be the candidates for the final election.

3. Policies Committee

- a. A nominating ballot for the Policies Committee shall be distributed as in G, 1 (a), collected, and tallied by the newly elected Governance Committee. The ballot shall exclude the Dean, the Assistant Dean, and the members of the new Governance Committee.
- b. The ten faculty members who receive the most votes on the nominating ballot shall be the candidates for the final election. The five faculty members who receive the most votes shall be elected.
- c. When a vacancy occurs after the election, a ballot listing the names of those eligible for election shall be distributed. On the first or nominating ballot, the electorate shall vote for twice the number of candidates as there are vacancies. For each vacancy, the two persons receiving the most votes shall be the candidates for the final election.

ARTICLE IV - COMMITTEE STRUCTURE

A. General

1. With the exception of the Library Committee, each committee shall elect its own chairman.
2. Minutes and actions of all committees of the general faculty except the Governance and Grievance Committees shall be subject to approval by a majority of the general faculty. Minutes and actions of the Graduate Committee shall be subject to approval by a majority of the graduate faculty.
3. All appointed committees and their members are subject to ratification by the faculty at the next faculty meeting following appointment.

B. Policies Committee

1. Membership

- a. Five faculty members elected yearly with the Dean (non-voting) and Assistant Dean (voting) serving as ex-officio members.
- b. Student Forum president will be invited to serve as consultant when items on the agenda pertain to student concerns.
- c. Members of the Governance Committee are ineligible for service on this committee.

2. Functions

- a. Establish policy as approved by the unit and not already set by the School of Music Code.
- b. Deal with operational matters not specifically related to any other committee.
- c. Study and evaluate the structure and functions of committees and make recommendations to the faculty for changes in their structure and functions.
- d. Recommend to the general faculty the creation of new committees as deemed necessary and desirable.
- e. At the conclusion of the evaluation of the School of Music, which occurs every four years, meet with the Governance Committee in joint session to review the report, draw conclusions, and make recommendations to the appropriate departments, committees, or personnel.

C. Graduate Committee

1. Membership

- a. Five faculty members, three of whom shall serve for two years, two for one year. After the first year, each member shall serve for two years. In order to complete a quorum of three members during the summer sessions, the Dean may make temporary appointments to the Graduate Committee from the available graduate faculty.
- b. Elections shall be conducted at the first graduate faculty meeting of the year by the graduate faculty.

2. Functions

- a. Recommend to the graduate faculty policies for admission to the graduate program of the School of Music.
- b. Approve graduate admissions to the School of Music.
- c. Coordinate recruitment of graduate students.
- d. Recommend to the graduate faculty changes in graduate curriculum.
- e. Administer and evaluate all common graduate exams.
- f. Serve as a nominating committee for a School of Music representative to the Graduate Council. Nominations may also be made from the floor of the graduate faculty. Representatives must receive a majority of those graduate faculty members voting.

D. Curriculum Committee

1. Membership

Five faculty appointed by the Dean, one student appointed by the Student Forum, and the Assistant Dean. The faculty membership should represent, as much as possible, the various degree programs. Of the five faculty members, three shall serve for a two-year term and two for a one-year term. After the first year, each member shall serve for a two-year term. No faculty member shall serve for more than two consecutive terms.

2. Functions

- a. Establish policies governing all matters pertaining to undergraduate curriculum.
- b. Recommend new courses to the general faculty for approval.
- c. Consider changes in degree programs.
- d. Consider student petitions for substitutions or changes in degree programs.

E. Scholarship and Recruitment Committee

1. Membership

The Assistant Dean and five faculty members appointed by the Dean, three of whom shall serve for a two-year term and two for a one-year term. After the first year, each member shall serve for two years. No faculty member shall serve more than two consecutive terms.

2. Functions

- a. Approve all bulletins concerning scholarships and/or School of Music brochures.
- b. Identify areas of enrollment needs.
- c. Award scholarships from those funds assigned to it by the School of Music administration.
- d. Assist the School of Music administration in all other matters pertaining to scholarship and recruitment.

F. Library Committee

1. Membership

- a. Four faculty members, one student, and the music librarian, who will serve as chairman.
- b. Faculty members to be appointed by the Dean, student member to be elected or appointed by the Student Forum.
- c. Initially, two members shall serve a two-year term and two, a one-year term. After the first year, each new faculty appointment shall serve for two years. No faculty member shall serve more than two consecutive terms.

2. Functions

- a. Advise music librarian in formulating library policy.
- b. Review current and projected functions of music library in relation to existing and planned curriculum.
- c. Evaluate faculty requests for new acquisitions.
- d. Evaluate current holdings and identify specific areas where collections should be expanded and improved.

G. Governance Committee

1. Membership

Five elected permanently tenured faculty members excluding Department Chairmen and administrators, plus one elected permanently tenured alternate, three of whom shall serve for two years, two for one year. After the first year, each new member shall serve for two years.

2. Functions

- a. Determine if the School of Music is operating in accordance with the East Carolina University Code, the School of Music Code, and the Faculty Manual. The committee will meet at least once in each the Fall and Spring semesters.
- b. Make recommendations for appointment, reappointment, promotion, and conferral of permanent tenure of the School of Music faculty to the Dean of the School of Music to be added to his recommendations to the Vice Chancellor for Academic Affairs. A committee member shall absent himself from those meetings in which his own promotion is being considered.
- c. Construct and review evaluative forms for use in evaluating the Dean, Assistant Dean, and Department Chairmen as called for in Article V, Section 1. The Committee shall seek opinions from the individuals to be evaluated.
- d. At the conclusion of the evaluation of the School of Music, which occurs every four years, meet with the Policies Committee in joint session to review the report, draw conclusions, and make recommendations to the appropriate departments, committees, or personnel.
- e. Propose amendments to the Code as in Article VII.
- f. Whenever a Department Chairman is removed from office by unilateral action of the Dean and not by faculty recommendation, the removal must be reviewed by the Governance Committee. The recommendations of the Governance Committee shall be forwarded to the individual concerned, the Dean of the School of Music, and to the Vice Chancellor for Academic Affairs.

H. Grievance Committee

1. Membership

- a. Five elected permanently tenured faculty members excluding Department Chairmen and administrators, plus one elected permanently tenured alternate, three of whom shall serve for two years, two for one year. After the first year, each new member shall serve for two years. The person receiving the next highest vote to the elected members shall serve as alternate.
- b. Members of the Governance Committee are ineligible for service on this committee.

2. Function

To serve as a review board for individual faculty concerns.



ARTICLE V - PERSONNEL POLICIES

Section 1. Evaluations

A. Evaluation of faculty members

1. An evaluation of individual faculty members shall be conducted once a year.
2. The purpose of the evaluation shall be:
  - a. To aid the faculty member in determining his effectiveness as viewed by his Department Chairman.
  - b. To aid the administration and the Department Chairmen in determining recommendations for salary; and to aid the administration, Department Chairmen, and the Governance Committee in determining recommendations for reappointment, promotion, and conferral of permanent tenure.
3. The evaluation procedures detailed below shall be begun as soon as the Vice Chancellor for Academic Affairs calls for an annual School of Music report. Since recommendations for reappointment, promotion, and conferral of permanent tenure are required prior to the annual report each year, the Dean shall notify the faculty when such recommendations are being requested so the faculty may bring resumes up to date.
  - a. Upon notification from the Dean or his Department Chairman, each faculty member shall prepare a summary or resume of his professional activities since the last evaluation.
  - b. The resume may be organized under the following headings in any manner that is most convenient to the individual faculty member.

I. Teaching

A. List teaching activities in three groups:

1. Classes
2. Applied Music
3. Ensembles

B. Note any revisions in methods and materials made in order to improve teaching effectiveness.

II. Performance

- A. Recitals, concerts, performances, given as soloist or major participant.
- B. Student recitals which you have supervised.

- III. Special lectures, demonstrations, workshops, master classes, adjudications.
  - IV. Publications, articles, reviews, compositions, arrangements.
  - V. Research, study and/or work toward professional degree or advancement.
  - VI. Participation in programs of professional societies.
  - VII. Committee membership (note if officer):
    - A. School of Music
    - B. University
  - VIII. Honors received by students.
  - IX. Other duties, assigned or assumed.
  - X. Other professional accomplishments or honors.
  - XI. Special plans or projects for the immediate future.
- c. After the faculty member has submitted his resume to his Department Chairman and to the Governance Committee, the Department Chairman shall arrange a conference in which the faculty member shall have the opportunity to explain his activities in more detail and to explore with the chairman any means by which his contributions or the contributions of the department as a whole may be expanded or enhanced. The Governance Committee shall arrange conferences upon receipt of a written request from the faculty member who desires such a conference.
- d. The Dean, Assistant Dean, Department Chairmen, and the Governance Committee shall meet as a group to make an evaluation of each faculty member based upon the resume, recommendations from the Governance Committee, and the conference. The results of this evaluation shall be reported to the faculty member by the Dean in writing. This shall be done before the Dean forwards his and the Governance Committee's recommendations to the Vice Chancellor for Academic Affairs.
- e. A faculty member wishing to be considered for promotion will submit his resume to the Governance Committee in September of the year in which he wishes to be considered for promotion.

B. Evaluation of Department Chairmen and the Assistant Dean

- 1. The Department Chairmen and the Assistant Dean of the School of Music shall be evaluated every two years during the month of April beginning in 1979.

2. The purpose of the evaluation shall be:
    - a. To aid the Dean in determining the effectiveness of the Department Chairmen and the Assistant Dean as viewed by the faculty.
    - b. To aid the Department Chairmen and the Assistant Dean in determining their effectiveness as viewed by the faculty.
  3. Procedures for the evaluations:
    - a. The Governance Committee shall construct the evaluative form after seeking opinions from the individuals to be evaluated.
    - b. The evaluation forms shall be obtained by the individual faculty members from the Dean's secretary, who shall keep a checklist of how many forms are given to each faculty member. The forms shall be returned in sealed envelopes to the faculty ballot box. On the third day following the distribution of the forms, the ballot box shall be opened by the Dean.
    - c. Department Chairmen will be evaluated by all faculty assigned to their departments.
    - d. The Dean shall ensure that the evaluation forms are accessible to the Assistant Dean and the Department Chairmen.
- C. Vote for the retention of Department Chairmen and the Assistant Dean
1. Every fourth year, at the same time as the vote on the effectiveness of the Dean, the voting faculty will also vote on the retention of the Assistant Dean and each Department Chairman. A negative vote of three-fifths shall be considered a de facto recommendation for the removal of the person voted upon.
  2. Individual ballots for each person to be voted upon shall be obtained from the Dean's secretary, who will keep a checklist of ballots distributed. Ballots will be returned in individual sealed envelopes to the faculty ballot box. On the third day following distribution of the ballots, the ballot box will be opened by the Evaluation Committee. (See ECU Code for reference to this committee.)
  3. Each voting faculty member may cast only one vote on each ballot. In cases where a faculty member teaches in more than one department, he must vote in the department to which he is assigned.

4. Voting will take place during the Spring semester every fourth year (1979, 1983, et. seq.) at a time to be determined by the Dean.
5. The Evaluation Committee shall conduct the vote, count the ballots, and report the results as follows:
  - a. Assistant Dean to the Assistant Dean, the Dean, and the Vice Chancellor for Academic Affairs.
  - b. Department Chairmen to the Department Chairmen, the appropriate departmental faculty, and the Dean.
6. The ballots shall be constructed as follows:

SCHOOL OF MUSIC

BALLOT FOR THE RETENTION OF THE ASSISTANT DEAN  
(To be completed by the School of Music  
faculty and returned in a sealed envelope to the faculty ballot box)

\_\_\_\_\_ RETAIN  
\_\_\_\_\_ REMOVE  
(check one)

SCHOOL OF MUSIC

BALLOT FOR THE RETENTION OF DEPARTMENT CHAIRMAN  
(To be completed by the departmental  
faculty and returned in a sealed envelope to the faculty ballot box)

\_\_\_\_\_ RETAIN  
\_\_\_\_\_ REMOVE  
(check one)

(To be completed by the Dean's secretary  
before issuing ballot to faculty member)

Department in which ballot is to be cast \_\_\_\_\_

Section 2. Hiring

A. Personnel Policies: Hiring

1. Whenever a faculty position is vacated or whenever a new position is added, the Dean shall immediately announce this occurrence to the total faculty in writing. Thereafter, departmental meetings will be held to determine a job description of the open position. Then the Dean shall meet with Department Chairmen to discuss specific recommendations of their faculties and to determine a final job description. The Dean shall then appoint immediately an ad hoc search committee of no fewer than five faculty members. These procedures shall be followed:
  - a. The majority of the members of the committee shall represent those disciplines in which the appointment is to be made.
  - b. The committee shall meet to elect its own chairman.

- c. Whenever conditions require deviation from these procedures, the Dean will communicate these conditions to the faculty in writing.
2. The Search Committee shall circulate an announcement of the new or open positions to the faculty and to as many sources as possible. The announcement shall provide all pertinent information about the position and affirmative action requirements.
3. The Committee shall evaluate the materials submitted and select one or more candidates for personal interviews.
4. Candidate(s) shall meet for a formal interview with the Governance Committee, the Search Committee, and the Dean in joint session. In addition, opportunity shall be given to the candidates to become acquainted with the faculty, the students, and with the University at large.
5. When all candidates have been interviewed, the Search Committee shall meet to recommend to the Governance Committee a first choice. The Governance Committee shall then meet in consultation with the Dean to approve or disapprove the choice of the Search Committee. In the event of disapproval, the Search Committee shall meet again to recommend another candidate. Should a candidate decline the position, the Search Committee shall then undertake to renew its search until a suitable candidate is found who accepts the position.

B. Replacing Department Chairmen

1. In the event a Department Chairman is removed or resigns as chairman and remains on the faculty, the following procedures will be followed:
  - a. The Dean shall appoint immediately an ad hoc committee of five faculty members, the majority of whom shall be from the department in which the vacancy occurs. The committee shall elect its own chairman.
  - b. The committee shall invite applications and nominations from within the faculty.
  - c. The committee shall recommend two candidates to the departmental faculty for a vote by secret ballot. The candidate receiving the majority of the votes cast shall then be recommended to the Dean. (Ballots will be counted by the ad hoc committee.)
2. In the event a vacancy in the chairmanship of a department occurs through death or resignation or retirement from the faculty, thereby opening both the chairmanship and a position, the following procedures will be followed:

(2. continued)

- a. The vacant position shall be filled following the procedures in Article V, Section 2, A, above.
- b. The chairmanship shall be filled in the same manner as prescribed in Article V, Section 2, B, 1 (a,b,c) above.
- c. The ad hoc committee as defined above will serve as the Search Committee when a candidate is being considered for both the position and the chairmanship.

### Section 3. Summer School Employment

- A. The foremost consideration in assigning faculty to summer school teaching positions shall be to provide for the needs of both undergraduate and graduate students.
- B. Summer school teaching opportunities shall be available to the faculty on a rotating basis.
- C. Partial teaching loads are recommended wherever possible consistent with A above in order to increase the number of available summer faculty appointments.
- D. All School of Music faculty shall qualify for summer school employment.
- E. No member of the faculty is automatically entitled to teach every summer.

### Section 4. Appeals

Faculty members who are dissatisfied with decisions concerning salaries, promotions, and the granting of permanent tenure may ask the Grievance Committee to review their cases. Within three weeks after receiving the grievance, the Grievance Committee shall forward its recommendation to the Dean of the School of Music and the Vice Chancellor for Academic Affairs. Further avenues of appeal are described in the Faculty Manual.

## ARTICLE VI - BUDGETS

- A. In the spring, at a time designated by the Dean, all Department Chairmen shall request specific budgetary items from each member of their faculty. In addition, all faculty members charged with budgetary responsibilities shall review their expenditures and assess their needs for the coming year. The current budget shall be made available for inspection by the faculty. This budget may be used in assessing current expenditures and projected requests. The Dean shall be available to assist faculty members in explaining specific budgetary items.

- B. Prior to the end of the Spring semester, the Dean shall call a meeting of Department Chairmen and others charged with budgetary responsibilities. During this meeting, the priorities and allocations for the coming year, including all faculty requests, shall be discussed and evaluated. Budgets and requests for special funds and other special sources shall be discussed and evaluated.
- C. Recommendations from the above meeting will be taken into consideration by the Dean in his determination of budgetary allocations for the new fiscal year.
- D. Department Chairmen and others charged with operational budget responsibility shall be informed of their respective budgets as soon as possible after firm budgets have been received from the Vice Chancellor for Academic Affairs and from other sources.
- E. Individual faculty members may make direct fiscal requests to the Dean at any time of the year.

#### ARTICLE VII - AMENDING THE CODE

Amendments to the code may be submitted by any faculty member or committee to the Governance Committee. A favorable vote by the Governance Committee can place the proposed amendment on the agenda for a general faculty meeting. A vote cannot be called on the amendment until the next regularly scheduled faculty meeting following the meeting in which the amendment is introduced. A two-thirds majority vote of the voting faculty is required for passing an amendment in the School of Music. The amendment must be approved by the Faculty Senate and the Chancellor before it becomes a part of the code.

#### ARTICLE VIII - ENABLING CLAUSE

This code of operations shall go into effect upon acceptance by a majority of the permanently tenured faculty of the School of Music and ratification by the Faculty Senate and the Chancellor of East Carolina University.