

EAST CAROLINA UNIVERSITY
GREENVILLE, NORTH CAROLINA 27834

COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF PHILOSOPHY

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Memorandum

TO: Members of the Faculty Senate
FROM: Eugene E. Ryan, Chair, Department of Philosophy
DATE: October 8, 1981
SUBJECT: Amendment to Philosophy Department Code

Eugene E. Ryan

Attached is a copy of the Philosophy Department Code. It is being submitted to you so that you can more easily put into focus the amendments which have been adopted by the Philosophy Department following amendment procedures in the Departmental Code, have been approved by the Faculty Governance Committee and placed on the agenda for the October meeting of the Faculty Senate.

The amendments represent an attempt to clarify Departmental procedures relating to appointment, reappointment, promotion, the granting of permanent tenure, dismissal from a position, and loss of a non-tenured position, and relating to the Personnel Committee.

Attachment to Minutes of Meeting of the
Faculty of the Department of Philosophy 24 March 1981

- Section III.B.1. to read:

1. Appointments: When a vacancy occurs, the members and student delegates of the department shall convene and recommend an area of specialization for the new appointee. The unit chairperson shall then solicit applications, giving due consideration to the recommendation of the department. The Personnel Committee shall review the applications and by a majority vote of those present and voting (an abstention by a member present is not a vote) recommend one of the applicants for appointment.

- Section III.B.2. to read:

2. Reappointment: The Personnel Committee annually will consider for reappointment any member who is on a probationary tenure-track appointment. Provided that any such member fulfills the criteria specified in the guidelines adopted by the department to a degree satisfactory to a majority of the entire membership of the Personnel Committee, the committee shall recommend that member for reappointment (Specifics of this process are further elaborated under VI.A.1.) In the case of ~~terminal~~ fixed term appointments, the Personnel Committee will meet in January to recommend reappointment, nonreappointment, or neither. Unless a majority of the entire membership of the committee votes to recommend reappointment, the committee shall recommend to the unit chairperson that the position be advertised for the coming year. (Specifics of this process are further elaborated under VI.A.1.)

- Section III.B.3. to read:

3. Promotion: The Personnel Committee annually will consider recommending promotion. Any member of the department may nominate any member (it is permissible for a member to nominate himself/herself) and submit to the committee written documentation that that member fulfills the criteria specified in the guidelines adopted by the department concerning promotion to the next higher rank. Provided that a faculty member fulfills those criteria to a degree satisfactory to a majority of the entire membership of the committee, the committee shall recommend that member for promotion. (Specifics of this process are further elaborated under VI.A.1.)

- Section III.B.4. to read:

4. Permanent Tenure: Provided that a faculty member fulfills the criteria for permanent tenure as specified in the guidelines adopted by the department to a degree satisfactory to a majority of the entire membership of the Personnel Committee, the committee shall recommend that permanent tenure be granted. (Specifics of this process are further elaborated under VI.A.1.)

- Section III.B.5. to read:

5. Dismissal from a Position: Dismissal of a member is to be made according to those provisions listed in the Faculty Manual.

- Section III.B.6. to read:

6. Loss of Position of a Faculty Member Without Permanent Tenure: The department chairperson shall distribute a written notification of the loss of a position of a faculty member without permanent tenure within one workday to all faculty members. The Personnel Committee is to evaluate each affected member's value to the department with respect to area of specialization, teaching competence, publication during period (in residence, fulfillment of departmental duties as specified by this code, and of university duties as specified by the Faculty Manual, and then decide by majority vote which position to recommend for elimination.

- Section V.A.1.d. to read:

- d. forward, together with his own, departmental recommendations, decided in accordance with this code, to appropriate authorities above the unit level within a reasonable time;

- Section VI.A.1. to read:

1. Personnel Committee: The permanently tenured members of the department other than the chairperson or the acting chairperson will constitute the departmental Personnel Committee, to carry out the duties set forth in the East Carolina University Code, the Faculty Manual and this code. The committee will convene immediately after the organizational meeting of the department each fall term to elect a chairperson for that year. A quorum will consist of three-fifths of the members currently in residence. With the exception of appointment, all personnel considerations shall begin with an examination of submitted materials and the rendering of a preliminary judgment to both the member in question and to the unit chairperson. Members have the privilege of one appeal should the committee express a negative judgment anywhere in the process and this privilege extends to members on ~~permanent~~ appointments who are not recommended by the committee for reappointment. The committee chair shall inform the unit chair of any meeting to hear an appeal provided for in this paragraph, and the unit chair may attend such a meeting. In every case, as a final step before submitting its formal recommendation, the committee shall consult with the unit chair as provided in Appendix D, Faculty Manual. In recommendations concerning tenure-track reappointments, permanent tenure, dismissal, and loss of a position, if a majority of the entire membership of the committee does not vote affirmatively, then the committee must make a negative recommendation.

* fixed term

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Code of Operations
of
The Department of Philosophy of East Carolina University

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This code was ratified by the Chancellor on March 17, 1977.

Chancellor's Preamble to the
Code of Operations of the Department of Philosophy
of East Carolina University

This code allows for faculty participation in unit internal affairs. The code establishes procedures which allow the faculty of the unit to participate by making recommendations to the unit head on appointments, promotions, and permanent tenure. Recommendations to the unit head resulting from these procedures are advisory in nature, both to him and to his immediate administrative superior.

Departmental Code

Bylaws

I. Name of Organization

The Philosophy Department of East Carolina University

II. Objectives

A. Broad Purpose

The philosophy department helps meet the general education needs of a large number of students, prepares majors for graduate school and for careers in fields where a liberal education is desirable, and provides members of the faculty with the opportunity for their own research for the sake of professional advancement both as teachers and scholars.

B. Method to Attain the Goals of the Department

1. The members of the philosophy department try to foster cooperation and create an atmosphere congenial to teaching and research.
2. Effective teaching helps the department satisfy the needs of the student acquiring credits in the humanities. It is essential if the department is to attract and maintain a good number of capable students majoring or minoring in philosophy.
3. Efforts toward publication help maintain and increase the intellectual excellence of the members of the department. Actual publication serves to make known the excellence of the department, to permit the fruits of the members' research to be scrutinized by other scholars with similar interests; and to overcome what could be an undesirable isolation from the scholarly community.
4. Written essays and/or oral discussions and examinations will be employed in such a way as to achieve student competence in philosophical methods. Exclusive reliance on "objective" tests such as multiple choice and true/false exams is discouraged.
5. Each professor will provide his students with a summary of his general criteria for grading student work and will endeavor to relate the criteria to each graded student effort. In addition, he will indicate how final course marks are to be compiled.
6. It is not the aim of the department to impart an established dogma but to provide training which will allow the student to form his own positions creatively, critically, and intelligently. Therefore, the composition of the departmental faculty will reflect a diversity of philosophical orientations as well as a diversity of backgrounds. In keeping with this goal, each professor has the right to present his own philosophical viewpoint in interpreting the subject matter of his courses.

7. Essential to the achievement of the goals of the department is the availability in the university library of background and supplementary materials related to course offerings and graduate school preparation; basic reference materials; current and past issues of journals; and research materials in the areas of specialization of the faculty. The department attempts to maintain a departmental library with current journals and relevant material by encouraging contributions from faculty and students.
8. For the guidance of majors and minors and for reference by all students, the department will maintain a notebook containing such information as: Departmental Code; job fields open to students of philosophy; recommended programs for students with graduate or without graduate school interests; requirements for the major and minor; standard reference works in philosophy; principal journals; student organizations; committee memberships; reading lists for the Graduate Record Examination; and a semestral supplement containing course descriptions.
9. Philosophy majors and minors will be encouraged to participate in Phi Sigma Tau, National Honor Society in Philosophy, and in the philosophy department colloquy.
10. The department encourages superior students to take part in the Junior-Senior Honors Program.

III. Membership

- A. Faculty personnel appointed to the philosophy department, whether full or part-time, are members of the department.
- B. Procedures concerning recommendations with regard to appointments, reappointments and nonreappointments, promotions, and the conferring of permanent tenure, and with regard to dismissal and loss of position (cf. Faculty Manual, Appendix D, Section III D):
 1. Appointments: When a vacancy occurs, the members and student delegates of the department shall convene and recommend an area of specialization for the new appointee. The department chairperson shall then solicit applications, giving due consideration to the recommendations of the department.
 2. Reappointment: The Personnel Committee annually will consider the status of each member who is to be considered for reappointment. Provided that the faculty member fulfills the criteria specified in the guidelines adopted by the department to a degree satisfactory to a majority of the members of the Personnel Committee, the committee shall recommend him/her for reappointment. In case a faculty member is not recommended but believes he/she fulfills the criteria adequately for reappointment, he/she may request a meeting of the Personnel Committee to present his/her case and petition the committee for a recommendation for reappointment.

3. Promotion: The Personnel Committee will meet annually to consider recommending promotion. Any member of the department may nominate a member to be recommended for promotion and submit to the committee written documentation that the faculty member(s) to be considered for promotion fulfills the criteria specified in the guidelines adopted by the department for promotion to the next higher level. Provided that a faculty member fulfills such criteria to a degree satisfactory to a majority of that committee, the committee shall recommend him/her for promotion. In case a faculty member is not recommended but believes he/she fulfills the criteria adequately for promotion, he/she may request a meeting of the Personnel Committee to present his/her case and petition the committee for a recommendation for promotion.
4. Permanent Tenure: Provided that a faculty member fulfills the criteria for permanent tenure as specified in the guidelines adopted by the department to a degree satisfactory to the majority of the Personnel Committee, the committee shall recommend he/she be granted permanent tenure.
5. Dismissal from a Position: Dismissal of a member is to be made according to those provisions listed in the Faculty Manual.
6. Loss of Position of a Faculty Member Without Permanent Tenure: The department chairperson shall distribute a written notification of the loss of a position of a faculty member without permanent tenure within one workday to all faculty members. The Personnel Committee is to evaluate each affected member's value to the department with respect to area of specialization, teaching competence, publication during period in residence, fulfillment of departmental duties as specified by this code, and of university duties as specified by the Faculty Manual, and then decide by majority vote which position to recommend for elimination.

IV. Evaluations

The department will conduct a quadrennial evaluation in conformity with the East Carolina University Code. The department chairperson will, not later than November 1, call a meeting of the voting faculty to elect an evaluation committee. The evaluation committee will subsequently set the date on which the voting faculty will vote on the effectiveness of both the department and its chairperson. Since the first such votes were cast on February 28, 1975, subsequent votes will be cast as near to February 28 as practicable.

V. Officials

A. Officers of the Department

1. Chairperson: The chairperson of the department is the chief administrator of departmental affairs. The selection and tenure of office of the chairperson shall conform with the East Carolina University Code. The chairperson shall:

- a. represent the department in its relations with other units of the university;
 - b. administer the affairs of the department in accordance with the policies determined by the university, and with due consideration to the recommendations of the department;
 - c. supervise the counseling of students and their registration and prepare the teaching schedule for each term and summer school. He shall try to accommodate the preferences of each faculty member concerning courses, hours, etc.;
 - d. forward departmental recommendations, decided in accordance with this code, to appropriate authorities above the unit level within a reasonable time;
 - e. manage the operation of the departmental office and its staff, and have general responsibility for proper space utilization and for all equipment and supplies belonging to the department;
 - f. manage and be responsible for the budget and all other funds assigned to or belonging to the department, report to members of the department the departmental budget, and make available the annual report;
 - g. when a faculty vacancy occurs, convene the department and conduct negotiations for the hiring of new faculty members in accordance with III,B,1 of the Departmental Code;
 - h. preside over departmental and faculty meetings, supervise the writing of minutes and agenda, and make them available.
2. General College Representative: The duties of the General College advisers shall be those specified in the Faculty Manual and in the regulations of the General College.
 3. Faculty Senator and Alternate - Mode of Election: The mode of election of the department faculty senator shall be that specified in the Constitution of the Faculty Senate. The mode of election of the alternate shall be the same. The term of office shall be that specified in the Constitution of the Faculty Senate. The term of office of the alternate shall be the same. The duties of the faculty senator shall be those specified in the Constitution of the Faculty Senate. In addition, the department faculty senator is expected to consult frequently with members of the department on agenda items which may affect the department; to keep members of the department informed of matters being considered by the Senate; to place matters on the Senate agenda when requested by members of the department; and to interpret for the department the decisions and policies of the Senate. The alternate faculty senator will perform the duties of the faculty senator when, for compelling reasons, the faculty senator is unable to attend meetings of the Senate. In addition, the alternate shall be required to notify the secretary of the Faculty Senate before the meeting begins that he is replacing the faculty senator at that meeting.

4. Department Library Representative: The library representative shall:
 - a. expend the department's annual library budget, ordering books in accord with the department's policy of acquiring all serious works in philosophy in English, and all necessary books relating to religious studies courses being offered in the department, along with a representative sampling of the most significant foreign language publications, while attempting to build up the library's holdings in important journals;
 - b. select from among the publications made available through approval plans, supplementaty grants, etc.;
 - c. make available to the members of the department his data on library holdings, acquisitions and budget.
5. Arts and Sciences Curriculum Committee Representative: The Arts and Sciences Curriculum Committee Representative will perform those duties required by the committee, assist in presenting new course proposals from the department before the committee, and report whatever is necessary to the department.
6. Departmental Adviser for Majors and Minors: The adviser's chief duties are to advise majors and minors in philosophy regarding the department's requirements for these respective areas of concentration, and to assist with the administrative procedure of preregistration, registration, and the like, of majors and minors. The adviser will also serve as a guide for students with or without graduate school interest in philosophy and for students planning to take the Graduate Record Examination.
7. Phi Sigma Tau Adviser: The adviser's duty is to advise the Phi Sigma Tau chapter. The adviser will be responsible for announcing and supervising such meetings and activities as the group desires. Early each fall term a meeting of the group will be held to determine the year's activities.
8. The Departmental Representative on the Chancellor's Advisory Council will attend all meetings of the council and will report to the department as soon as possible after each meeting any matters that relate to the department.

B. Mode of Election of Departmental Officers

Unless election procedures are otherwise specified (e.g. chairperson, faculty senator) departmental officers will be elected as follows: The department chairperson shall nominate, and the members of the department shall confirm at a faculty meeting late in the academic year, persons to serve as department officers. In all cases of nominations made by the chairperson, other nominations may be made from the floor. On the basis of reasons acceptable to the department, individuals nominated have the privilege of declining.

C. Term of Office of Departmental Officers

Unless terms of tenure of office are otherwise specified (e.g. chairperson) all officers will serve from the first day of fall registration of the year of election until the first day of the following fall registration, and may be reelected for succeeding terms.

VI. Committees

A. Standing Committees

1. Personnel Committee: The permanently tenured members of the department other than the chairperson or the acting chairperson will constitute the departmental Personnel Committee, to carry out the duties set forth in the East Carolina University Code, the Faculty Manual and this code. The committee will convene immediately after the organizational meeting of the department each fall term to elect a chairperson for that year. A quorum will consist of three-fifths of the members currently in residence. In its advice concerning personnel matters, if a majority is not in favor of making an affirmative recommendation, the committee must make a negative recommendation.
2. Student Recruitment Committee: The Student Recruitment Committee will consist of three faculty members elected in the manner prescribed in V, B, Mode of Election, one voting student delegate, and the departmental adviser for majors and minors ex officio. The committee will elect its chairperson. The chairperson will call the committee to meetings at least once each term and thereafter make a report to a departmental meeting. The committee will originate and, upon approval of the department, will implement recommendations to encourage students to participate in the department's academic program. This committee will also compile and keep up-to-date the notebook mentioned in II, B, 8.

- B. Ad hoc committees will be established as needed in accordance with the latest edition of Roberts Rules of Order.

VII. Meetings

- A. Departmental Meetings: A departmental meeting will be held on the third Thursday class day after the first class day of each regular term. Additionally, the chairperson or any three concurring faculty members may call a departmental meeting provided that no faculty member has a departmental obligation at the time such latter meetings are called. Three-fourths of the faculty in residence of the department will constitute a quorum and each faculty member must be notified via his/her departmental mailbox of time, place, and agenda in such time as to allow reasonable preparation. In addition, such information should be posted on departmental bulletin boards at least 24 hours before the meeting. Agenda for departmental meetings will be limited to:

- (i) consideration of course offerings in upcoming terms
- (ii) consideration of course requirements or curriculum
- (iii) consideration of new appointments to the faculty
- (iv) promulgation of information deemed relevant to the interest of the department.

B. Faculty Meetings: A faculty meeting will be held on the second Thursday class day after the first class day of each regular term. Additionally, the chairperson or any three concurring faculty members may call a faculty meeting provided that no faculty member has a departmental obligation at the time such latter meetings are called. Three-fourths of the eligible voting faculty in residence where eligibility varies with matter considered (See VII, C below), will constitute a quorum. Each eligible faculty member must be notified via his/her departmental mailbox of time, place, and agenda in such time as to allow reasonable preparation. Items specified as i, ii, iii of VII, A in the limited agenda of departmental meetings will not be acted upon in faculty meetings.

C. Voting Rights

1. Faculty: Faculty voting status is defined in the East Carolina University Code. Each faculty member so qualifying will have one vote provided that that member is not ineligible (as specified below) for voting on some issue.

When members of the philosophy department are temporarily employed to replace a nontemporary faculty member on leave or when faculty members are temporarily employed on a terminal one-year appointment, such members may vote on all matters brought to a vote in departmental or in faculty meetings except those votes which concern:

- (i) the tenure, position, salary, or duties of any non-temporary faculty member
- (ii) amendments to this code.

However, if the temporarily employed member has accepted a permanent appointment in the department, then these exceptions do not apply.

No temporarily employed faculty member may vote during any time when that member is not actively employed and being paid by East Carolina University.

2. Students: Students majoring and minoring in philosophy may participate in a nonvoting capacity in any departmental meeting. Voting student delegates may vote on all matters listed under VII, A, Agenda. Students may not participate in faculty meetings. Voting student delegates will be elected by the majors and minors together on the basis of one voting delegate for every five or fraction of five majors (but not less than two). These voting student delegates may be elected only from the majors and minors. Each voting delegate has one vote. Other students may attend the meetings for the purpose of discussion, but they

may not vote. Voting student delegates will be elected at the first departmental meeting each regular term. Elected student representatives must be in attendance at meetings in order to vote.

VIII. Amendment Process

Amendments to this code must be submitted to the nontemporary faculty members of the department in writing at least thirty days prior to consideration. Enactment of amendments will require approval of 2/3 of the nontemporary faculty members and must be ratified by a majority of the permanently tenured members. Amendments will become effective when ratified by the Faculty Senate and the Chancellor.

IX. Enabling Statement

This code will become effective when ratified by the majority of the permanently tenured faculty members of the department, and by the Faculty Senate and the Chancellor. (This code was ratified by the Chancellor on March 17, 1977.)

Rules of Order

The parliamentary authority of the department is the latest edition of Roberts Rules of Order.