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CODE OF OPERATIONS
OF THE
DEPARTMENT OF CHEMISTRY

I. Preamble

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 his immediate administrative superior.

II. Objectives

Pursuant to the purposes and philosophy of East Carolina University, the Chemistry Department pledges itself (1) to encourage in the broadest and most liberal manner the advancement of science and particularly chemistry in all of its branches; (2) to promote research in chemical science by both faculty and students; (3) to encourage the improvements of the qualifications and usefulness of chemists through high standards of professional ethics, education, and attainment; (4) to serve other disciplines and departments in a cooperative manner by dissemination of chemical knowledge; (5) to promote scientific interest and inquiry through meetings, professional contacts, reports, papers, discussions, publications, thereby fostering public welfare and education, aiding the development of the state's industries, and adding to the material prosperity and the betterment of its people.

III. Departmental Organization

The organization of the Chemistry Department is represented by the organizational chart. See figure 1.

A. Chairperson

1. The Departmental Chairperson will be selected as prescribed by the East Carolina University Code.

2. Duties of the Chairperson

a. The Chairperson will represent the department in its relations with the University administration, the other units of the University and the community.

b. The Chairperson will be the chief administrative officer of the department and will be responsible to the University administration for the total operation of the department.

c. The Chairperson will preside over the faculty meetings.

d. The Chairperson will serve as a member of the Executive Committee.

- e. The chairperson will be responsible to see that all personnel matters i.e., evaluations, merit salary increases, appointments, reappointments, permanent tenure, promotions, teaching assignments and released time conform to Appendix C of the University Code.
- f. If the Chairperson desires, he may appoint an Assistant to assist him in his duties.
- g. In the event the Chairperson does not appoint an Assistant, he will nominate for faculty approval the fifth member of the Executive Committee
- h. The Chairperson will appoint officials and committees as he deems necessary.

B. Assistant to the Chairperson. If the Chairperson desires, an assistant to the Chairperson may be appointed to oversee part of the affairs of the department.

- 1. Appointment of the Assistant to the Chairperson. The Assistant to the Chairperson will be nominated by the Chairperson and approved by majority of the faculty.
- 2. Duties of the Assistant to the Chairperson
 - a. During a brief temporary absence of the Chairperson, the Assistant to the Chairperson would serve in his place when necessary, except for the faculty meetings where the Chairperson of the Executive Committee will serve in the absence of the Chairperson. (If no Assistant to the Chairperson is appointed, the Chairperson of the Executive Committee will serve in the Chairperson's place.)
 - b. Any additional duties delegated by the Chairperson.

C. The Executive Committee

The Executive Committee will consist of the Departmental Chairperson, the Assistant to the Chairperson and three elected representatives of the faculty. In the event no Assistant to the Chairperson is appointed, the fifth member of the committee will be chosen in the manner described for the appointment of the Assistant to the Chairperson.

- 1. The Executive Committee will meet within the week before the regular scheduled faculty meetings and also when deemed necessary by the Chairperson of the Executive Committee or the Departmental Chairperson.
- 2. Election of the Faculty Representatives. Each faculty member will vote for three candidates to serve as the three faculty representatives of the Executive Committee. Candidates must receive a majority vote to be elected. If more candidates than are necessary to fill the available positions receive a majority vote, then the candidates receiving the greatest number of votes will be considered elected. If fewer than three candidates receive a majority vote, then those receiving a majority will be considered elected and sequential elections will be held to fill the remaining positions. In

the sequential elections, faculty members will vote for only the number of candidates needed to complete the committee.

3. Chairperson of the Executive Committee. The Chairperson of the Executive Committee will be elected from the entire membership of the committee of the faculty.

4. In discussions concerning promotions, reappointments, and permanent tenure, the faculty will elect a voting alternate to serve in the place of the Departmental Chairperson. Except when he is being considered for personnel actions himself, the Department Chairperson will serve as a non-voting member of the committee.

5. In the event that a member of the Executive Committee other than the departmental chairperson is being considered for promotion, reappointment or permanent tenure, the faculty will elect a voting alternate to serve in his place during all such personnel matters being considered at that time.

6. The selection of alternates will be after their need is determined by the Executive Committee. The election will follow the procedure described for election of members of the Executive Committee.

7. Duties of the Executive Committee

a. The committee is responsible for long-range planning in the department and for making recommendations to the Chairperson concerning allocating released time for research and administration.

b. The committee shall make recommendations including comments to the higher administration through the Departmental Chairperson with respect to permanent tenure, reappointment, promotion, and appointments. In the event that the Departmental Chairperson disagrees with the committee recommendation, he may also submit a recommendation identified as his own to the higher administration.

c. A faculty member may participate in making recommendations concerning promotions and permanent tenure through written recommendations or nominations of him/herself and/or colleagues to the Executive Committee.

d. In the department's evaluation process, greater weight is given to teaching and research/creative activity. Service, although important, is not considered equivalent to teaching or research/creative activity. Effective teaching and research/creative activity are considered essential components of a faculty member's performance. It would not be common for advancement to occur solely on the basis of excellence in one area without evidence of competence in the other. Guidelines for evaluation of the faculty in teaching, research/creative activity, and service which have been approved by the faculty will be used in the evaluation.

e. The Executive Committee in carrying out its responsibilities for making recommendation through the Departmental Chairperson to the higher administration with respect to promotions, permanent tenure, and reappointment shall:

Advise a candidate that he is under consideration.

Advise a candidate to submit to the Committee any material to support his candidacy. If the candidate wishes to present his case personally, he shall have this privilege.

Obtain additional information relative to the candidate by taking such actions as talking informally with members of the chemistry faculty and with other possible sources.

Examine available evidence on the candidate and vote by secret ballot. A majority vote shall be considered a recommendation.

Notify in writing the candidate involved of their recommendation.

A faculty member not recommended for promotion, reappointment or permanent tenure may request a hearing before the committee.

f. The committee will serve in an advisory capacity to the departmental chairperson with respect to raises.

g. All personnel actions of the Executive Committee will conform to the provisions of Appendix C of the University Code.

h. The committee will make recommendations to the Departmental Chairperson for the expenditure of the supply, equipment, travel and student wages budgets.

8. Executive Committee Reports

a. All formal action of the Executive Committee with the exception of raises will be reported to the faculty at the next scheduled faculty meeting.

b. As specified in the most recent edition of Robert's Rules of Order, no action of the Executive Committee can conflict with actions of the faculty; and, except for raises, the faculty can instruct and countermand actions of the committee if it is not too late.

D. Faculty. The faculty consists of all persons with an academic title and not less than half a normal teaching or research program as practiced in his unit.

1. Faculty Meetings. In the preparation of the teaching schedules, the department will attempt to make it possible for a one-hour faculty meeting to be scheduled during a working day with no conflicts in teaching schedules.

a. The faculty will meet once a month during the academic year. The meetings will be limited to 50 minutes. Additional meetings can be called by the Chairperson or by a petition of 1/3 of the faculty. Additional meetings will be announced at least one week in advance.

b. The faculty meeting will be conducted according to the most recent edition of Robert's Rules of Order.

c. Agenda. The agenda of the meeting will be distributed at least 24 hours before the meeting. Any faculty member can place items on the agenda by giving the item to the departmental secretary. If no business has been suggested, the faculty meeting will be cancelled. Staff items may be placed on the agenda by the Assistant to the Chairperson or Chairperson. Committees will report the actions of the committee at the faculty meetings for the approval of the faculty. If no motion is made to reject the actions or part of the actions, the report stands approved.

d. Conduct of Business. All faculty meetings must follow the usual order of business described in section 40 of the most recent edition of Robert's Rules of Order. The maximum length of time for each member's speech on an issue will be three minutes, with a limit of two speeches per question. The presiding officer of the faculty meeting will be the Departmental Chairperson, and in case of his absence, the Chairperson of the Executive Committee.

2. Elections for all elected officials, representatives, or committee members except for the evaluation committee will be held every two years.

Any of the above may be recalled at any time by 2/3 vote of the general faculty after a recall hearing. A recall hearing may be held two weeks after being requested by petition of a majority of the general faculty. All votes concerning elections and recall will be by ballot.

3. Appointment for all appointed officials shall be made by the Chairperson with the consultation of the Executive Committee except for the Assistant to the Chairperson who must be approved by the Faculty every two years.

E. Graduate Faculty. The Graduate faculty consists of all full-members appointed to the graduate faculty.

F. Elected Committees. All actions of the elected committees, with the exception of those actions specified of the Executive Committee, are subject to the approval of the faculty in the next scheduled faculty meeting. (The actions of the Executive Committee have been discussed previously.) Elected committees will be elected by the appropriate faculty unit. The election procedure will be the same as that described in Part III C subparagraph 2.

1. Executive Committee. The Executive Committee has been previously described in Section III C.

2. Graduate Committee

a. The Committee shall consist of five members elected from the graduate faculty.

b. The Graduate Committee is responsible for the overall operation of the department's graduate program.

c. The Chairperson of the Graduate Committee will be elected from the committee membership by the graduate faculty.

d. In addition to presiding over committee meetings, the chairperson shall also

1) serve as departmental representative on the Graduate Council.

2) act as general advisor to graduate students until they select a research advisor, and

3) be responsible for the teaching assistants in their duties as assigned by the Scheduling Official.

3. Curriculum Committee

a. The committee shall consist of five elected members.

b. The Chairperson of the Curriculum Committee will be elected from the committee membership by the faculty.

c. The committee is responsible for

1) developing new courses in consultation with faculty members from the various areas of chemistry in order to and modernize the curriculum,

2) evaluating the curricula informally to determine if they meet the objectives of the several degree programs, and

3) keeping abreast of new techniques in the teaching of chemistry so that they may be used when feasible in the curriculum.

4. Evaluation Committee

a. The committee shall consist of three elected members.

b. The committee is responsible for directing the periodic evaluation of the Chemistry Department as prescribed by the University Code.

c. The Chairperson shall be elected from the committee membership by the chemistry faculty.

G. Elective Representatives to Campus Bodies. These representatives will be elected in the manner prescribed by the Faculty Senate for the election of the faculty senator and alternate.

H. Appointed Committees and Officials

1. Appointed Committees will be appointed by the Chairperson. These Committees include the following:

- a. Seminar.
- b. Recruitment
- c. Other committees deemed by the Executive Committee.

2. Appointed Officials. The following officials may be appointed by the Chairperson.

- a. Scheduling.
- b. Safety;.
- c. Library Representative.
- d. Public information.
- e. Undergraduate Student Assistants.
- f. Laboratory Coordinators.
- g. Advisors.

I. Student Representatives. All elected committees with the exception of the executive and evaluation committees may have a student representative member appointed by the Departmental Chairperson in consultation with the Executive Committee. The evaluation committee will solicit student evaluations through the student representatives to other committees. The student representative on the Graduate Committee may attend faculty meetings and participate in debate, but have no vote.

IV. Summer and Vacation Operation

Inasmuch as possible, the department will function as described above during the summer sessions and vacation periods with the exception that faculty meetings will not be scheduled regularly. In the event that a quorum of the faculty is not available for the meeting the decisions of the Executive Committee will be followed. Decisions of the Executive Committee will be made by telephone if necessary.

V. Amendment

This code may be amended by the vote of 2/3 of the permanently tenured faculty, providing that seven days notice of the proposed action has been given, and that there is subsequent approval by the faculty senate and the Chancellor of the University.

VI. Enabling Clause.

This code shall go into effect upon acceptance by the majority of the tenured faculty of the Department of Chemistry upon approval of the Faculty Senate and the Chancellor of the University.