

Effective date:_____

Latest Rev. date:_____

UNIT CODE OF OPERATION
DEPARTMENT OF ANTHROPOLOGY
COLLEGE OF ARTS AND SCIENCES
EAST CAROLINA UNIVERSITY

1. Approved by unanimous vote of the faculty on January 18, 1995.

Chair, Unit Code Committee:

John A. Bort

Date: 1/18/95

2. Submitted to Dean:

John A. Bort

Date: 1/18/95

3. If changed, reapproved by tenured faculty:

Chair, Unit Code Committee:

John A. Bort

Date: 1/18/95

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

Chair:

William F. Crossmiller

Date: 1/20/95

5. Approved by the East Carolina University Faculty Senate:

Chair:

Date: _____

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

Chancellor:

Date: _____

(Effective date)

Revision of Code:_____ Complete; or_____ Part(s) Effective:_____

DEPARTMENT OF ANTHROPOLOGY

This code allows for faculty participation in and establishes procedures for the unit's internal affairs and is consistent with all applicable appendices of the East Carolina University Faculty Manual.

Section I. Department Objectives

The purpose of the Department of Anthropology is to further the attainment of the University's objectives by providing instruction, research, and service in the anthropological study of human behavior, social structure, and culture. In pursuing this task, the Department will strive to maintain high academic standards, retain faculty, provide guidance and instruction to students, and support scholarly research.

Section II. Organization of the Department

A. The Faculty:

The faculty of the Department of Anthropology consists of full-time instructors, assistant professors, associate professors and professors, part-time faculty, and visiting faculty.

The voting faculty is comprised of all permanently tenured, and tenure-track, faculty members with at least one-half of their appointment in the Department (except when on leave) who have been at the university for more than 12 months and who hold full-time faculty positions, except when defined otherwise in the East Carolina University Faculty Manual. (When a vote of the faculty is required, the vote is by the voting faculty unless otherwise specified.)

The graduate faculty of the Department are those faculty who have been determined to be the graduate, associate graduate, and provisional graduate faculty as determined by the Graduate School of East Carolina University.

Faculty members who are to be granted released time from teaching shall be informed in writing by the chair of the department of the purpose of the reduced teaching assignment. After soliciting faculty teaching preferences and consulting with the Performance Evaluation and Faculty Assignment Committee, and prior to making final faculty assignments and at least two weeks prior to the beginning of each semester, the chair shall apprise each faculty member, in writing, of teaching duties and responsibilities. If changes in a faculty member's assignment become necessary, the faculty member shall be notified of such changes prior to the effective date by an amended written assignment.

B. Administrative Officers:

The Chair of the Department is the chief administrative officer and departmental representative. The selection and tenure of the chair shall conform with the East Carolina University Code. The chair shall:

1. communicate official actions and proceedings of the Department to the requisite University officials, offices, and/or units;
2. administer the Department in accordance with the policies of the Department, College and University;
3. determine faculty teaching assignments each year, supervise class scheduling, and counseling duties;
4. approve student course exemptions and substitutions;
5. supervise departmental office personnel and be responsible for the acquisition and appropriation of space, equipment and supplies;
6. prepare and manage in consultation with the faculty the annual departmental budget and annual report;
7. maintain a file of the vitae of applicants for advertised positions for review by the faculty;
8. in consultation with the faculty, establish on a yearly basis such ad hoc committees as are necessary;
9. in consultation with the faculty, negotiate the hiring of new faculty members;
10. in consultation with the Personnel Committee, write a progress toward tenure letter to each faculty member having a probationary appointment and distribute the letter according to the mandates of Appendix D;
11. maintain personnel files;
12. inform the faculty of administrative decisions or actions affecting the faculty;
13. select a temporary substitute if away;
14. forward his/her recommendation, in accordance with the procedures specified in the faculty manual, on personnel actions along with the recommendations of the appropriate personnel committee;
15. insure that unit code provisions are followed.

The Director of Graduate Studies will be nominated biannually by the faculty and elected by a majority of the graduate faculty at a scheduled faculty meeting. The Director shall receive a reduction in teaching load of one course per year.

The Director of Graduate Studies shall:

1. chair meetings of the graduate faculty;
2. assign graduate assistants;
3. serve as the interim adviser for graduate students and assist graduate student thesis advisers in the timely completion of degree requirements;
4. monitor and approve the completion of M.A. degree requirements as specified in the departmental Graduate Student Handbook, including administration and grading of comprehensive examinations, thesis adviser selection, and scheduling and reporting results of the theses defenses;
5. recommend graduate program procedural and curriculum changes to all of the faculty for approval by majority votes;
6. maintain graduate student records;
7. represent the department to the Graduate School and Graduate Council.

C. Standing Committees and Departmental Representatives:

The standing committees and representatives of the Department are the following: 1) Tenure Committee, 2) Promotion Committee 3) Personnel Committee, 4) Curriculum Committee, 5) Policy and Planning Committee, 6) Performance Evaluation and Faculty Assignment Committee, and 6) Library Representative. Committee members and Departmental Representatives, with the exception of the Promotion Committee and the Tenure Committee, will serve two-year terms and may not serve consecutive terms. Terms of committee service will be staggered so that at least one committee member in a given year will have served on the committee during the previous year. A member elected to fill an unexpired term shall serve the duration of the term. A quorum for standing committee meetings shall be a majority of the elected membership, with the exception of the personnel, promotion, and tenure committees.

With the exception of the Promotion Committee, the Tenure Committee and Faculty Senators, the members of standing committees and departmental representatives shall be elected by a majority of the faculty at the last scheduled meeting of the academic year. Faculty Senators shall be elected at the time specified in the East Carolina Faculty Senate Constitution.

The departmental chair shall serve as an ex-officio non-voting member of standing committees, except the Personnel Committee, the Promotion Committee, and the Tenure Committee.

Consistent with North Carolina law, standing committee meetings shall be open meetings. The Personnel Committee, the Tenure Committee, and the Promotion Committee, when dealing with personnel matters, shall go into executive session. The chair of each standing committee shall be elected through a majority vote of the committee members at the first scheduled committee meeting of the academic year, with the exception of the Personnel Promotion, and Tenure Committees. With the exception of the Tenure Committee, Promotion Committee, and the Personnel Committee when dealing with personnel matters, the chairs shall forward committee actions to the faculty for approval by a majority of the faculty at a faculty meeting and then to the departmental chair. The chair of the Personnel Committee shall preside over all committees making personnel recommendations. The chair of the Personnel Committee shall forward committee actions to the departmental chair.

The Personnel Committee shall consist of three faculty members, excluding the departmental chair. At least two must be permanently tenured. The chair of the personnel committee shall be elected annually by a majority vote at the first committee meeting.

The Tenure Committee shall consist of all permanently tenured faculty, excluding the departmental chair.

The Promotion Committee shall consist of all permanently tenured and probationary faculty members at a rank higher than the faculty member being considered for promotion, excluding the chair.

Newly tenured faculty shall become voting members of the committees at the beginning of the academic year following their tenure decision.

Actions of the Personnel Committee, Tenure Committee, and the Promotion Committee shall be conducted in accordance with Appendix D of the Faculty Manual (section IV).

The Policy and Planning Committee shall consist of three faculty members.

The Policy and Planning Committee shall:

1. recommend criteria for the distribution of workload to the faculty for approval;
2. recommend criteria for the merit pay, salary increments, and other salary increases to the faculty;
3. undertake departmental planning and evaluation activities as directed by the faculty;
4. advise the chair on allocation priorities in budget matters.

209 The Performance Evaluation and Faculty Assignment Committee shall
210 consist of three permanently tenured faculty members.
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212 The Performance Evaluation and Faculty Assignment Committee shall:
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214 1. review the annual evaluation files submitted by faculty members each Spring
215 Semester and provide the chair with a written report evaluating the
216 performance of each faculty member in accordance with the annual performance
217 evaluation procedures. (see Section III. F.)
218

219 2. review requests for released time each October and advise the chair on
220 workload assignments for each faculty member for the following year in
221 accordance with the criteria developed by the Policy and Planning Committee
222 and approved by the faculty.
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224 The Curriculum Committee shall consist of three faculty members and one
225 student representative.
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227 The Curriculum Committee shall:
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229 1. recommend curriculum changes to the faculty;
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231 2. recommend to the faculty changes in the requirements for majors, minors and
232 graduate students;
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234 3. recommend to the faculty procedures for counseling majors, minors and
235 graduate students;
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237 4. recommend criteria for the assignment of faculty to teach courses during
238 the summer sessions to the faculty;
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240 5. through its chair, in coordination with major advisors, be responsible for
241 the timely filing of senior summaries and collecting outcome assessment
242 materials for graduating seniors and alumni;
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244 6. prepare an annual student outcome assessment for the annual departmental
245 report;
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247 The Library Representative shall be elected biannually by a majority
248 vote of the departmental faculty.
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250 The Library Representative shall:
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252 1. recommend action for the development of library holdings to the faculty;
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254 2. cooperate with the University Library Committee in recommending the
255 acquisition of books and other library materials to the Joyner Library;
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257 3. recommend priorities for the acquisition and use of library instructional
258 material and teaching aids to the faculty;
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4. serve as the primary channel of communications between the department and the library; and,

5. supervise purchases out of library funds allocated to the department.

Section III. Personnel Procedures

A. Initial Probationary Tenure-Track Appointments When a tenure-track position is to be filled, the Personnel Committee shall elect a search committee of three voting faculty members. The search committee members shall elect a chair by a majority vote at the first meeting of the search committee. The search committee shall, in consultation with the faculty and the chair, draft an advertisement for the position to be approved by a two-thirds vote of the faculty. The search committee shall forward at least two and no more than five candidates to the faculty and announce the availability of the applicants' credentials for examination by all members of the faculty. With at least five working days prior notice, the chair of the search committee shall call a meeting of the departmental faculty. Through a majority vote of the faculty, up to five candidates will be ranked in the order of preference and recommended to the personnel committee. The Personnel Committee shall recommend initial appointments to the chair. The chair shall forward the recommendations of the Personnel Committee, along with the Chair's concurrence or non-concurrence to the appropriate administrative officials.

B. Reappointment of Probationary Tenure-track Faculty Recommendations for the reappointment and progress towards tenure of tenure-track faculty members shall be made in accordance with the procedures specified in Appendix D of the Faculty Manual (section IV).

C. Permanent Tenure Recommendations for permanent tenure shall be made in accordance with the procedures specified in Appendix D of the Faculty Manual (section IV).

D. Promotion Recommendations for promotion shall be made in accordance with the procedures specified in Appendix D of the Faculty Manual (section IV).

The criteria for reappointment, tenure and promotion include the items in the lists of possible activities identified in paragraph F.2. (below) and as specified in Appendix C of the Faculty Manual (section I.C., I.D., and V) and the departmental criteria (see attached appendix).

For all faculty seeking reappointment, permanent tenure or promotion, a Personnel Action Dossier shall be maintained in accordance with Appendix D of the Faculty Manual (section IV.F.).

E. Fixed-Term Appointments The Personnel Committee shall recommend appointments to the chair when a fixed-term appointment is to be made. Any candidate who receives a majority vote of the entire membership of the committee shall be recommended for appointment.

F. Annual Evaluations

1. Procedures for Annual Evaluations. Each faculty member, in consultation with the Departmental chair, will select the relative weights to be applied to the criteria that are used in the annual evaluation of the individual's performance. The individual will inform the chair, in writing, of his or her preference by October first for the next fall semester and the chair will respond, in writing, by November fifteenth.

2. Criteria for Annual Evaluations. The following criteria and the corresponding ranges of relative weights will be used in the annual evaluation process. The weights must total 100% and may not be below the minimum or above the maximum for any of the categories. (NOTE: Each of the three criteria is followed by a list of possible activities which might be considered in the annual evaluation process. The location of an item on any of the three lists is NOT intended to imply any ranking of importance, nor are the lists intended to be exhaustive or mutually exclusive. The items on each of the three lists are not necessarily of equal weight.)

a. Teaching Effectiveness (weight 20-60%)

Attendance at teaching-related workshops/presentations.

Certification received in professional area.

Course development.

Curriculum design and development.

Instructional workload.

Level of courses taught.

Peer evaluation of teaching.

Special courses.

Surveys of student opinion.

Teaching awards.

Textbooks reviewed.

Related activities.

b. Research/Creative Activities (weight 20-60%)

(1.) The following items are recognized as taking a long time from inception to completion and are normally thought to include such phases as preparation, submission, review, revision, acceptance, and publication. Significant credit will be awarded at the time of the item's completion, which will normally be defined as the time of physical appearance of the item as a publication or when it has actually been presented. Partial credit may be awarded earlier in the process.

Article in journal or other professional publication.

Article in trade journal or popular press.

Book or chapter in book.

Book reviews in journal or other professional publication.

Paper or abstract in proceedings of professional association.

Paper or abstract presented at meeting of professional association.

Research grant or contract.

Related activities.

(2.) The following items are recognized as not taking as long a time from inception to completion as those above. Credit will be awarded at the time of completion, which will normally be defined as the time of doing the activity.

Panelist at professional meeting.

Reviewer for journal or other professional publication.

Related activities.

c. Service to the University, Profession, or Community (weight 15-20%)
(The percentage weighting of service may not exceed the weighting devoted to either research or teaching.)

Advising student organizations and activities.

Attendance at professional meeting, seminar, professional development activity, or comparable meeting.

Committee work (department, school, or university level.)

Consulting activities.

Editor or co-editor of book, journal, or other professional publication.

Providing research assistance to colleagues.

Public service.

Professional organizations (member, officer, reviewer, discussant, chairperson.)

Seminar presented.

Related activities.

Section IV. Meetings

Faculty meetings shall conform to University policy. The chair shall announce all regular faculty meetings at least seven days prior to the meeting. Faculty are required to attend departmental faculty meetings unless excused by the chair. Special meetings require two day's notice. Special meetings of the faculty may be called by the chair, the chair of the Personnel Committee or by a majority of the members of the faculty present and voting in residence unless otherwise noted.

The chair (or a designated representative) shall preside at all regular and special faculty meetings. A quorum shall consist of a majority of the faculty in residence. Departmental action shall be determined by a majority vote of the faculty present and voting unless otherwise noted.

The proceedings shall be conducted according to the most recent edition of Robert's Rules of Order, Newly Revised. The minutes of departmental meetings shall be distributed to the faculty before the next regular faculty meeting and to appropriate administrators.

The chairs of the standing committees shall announce meetings to the members at least two days prior to the meeting. The agenda for meetings shall be circulated by the respective chairs at least one day in advance of the meeting. In the absence of the chair of a standing committee, the elected

417 faculty member senior in service shall preside. The minutes of the meetings
418 of standing committees shall be kept by the committee chairs or a designated
419 committee member. They shall be available to the departmental faculty with
420 the exception of the minutes of meetings requiring personnel action.
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422 V. Self-Evaluation
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424 The self-evaluation of the operation and effectiveness of the Department
425 and the faculty evaluation of the chair shall be carried out in accordance
426 with the East Carolina University Code.
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428 VI. Amendments and Enablement
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430 Amendments to this Code may be offered by any Department faculty member.
431 Proposed amendments must be presented, in writing, to the Departmental faculty
432 at least seven days prior to a regularly scheduled faculty meeting for
433 inclusion as an agenda item. Amendments must be approved by a two-thirds
434 majority of the faculty, including a majority of the tenured faculty.
435 Amendments to this Code also require the approval of the Unit Code Screening
436 Committee of the Faculty Senate, the Faculty Senate, and the Chancellor of
437 East Carolina University.
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439 This Code shall go into effect at the beginning of the Semester after
440 approval by a majority of the permanently tenured anthropology faculty,
441 approval of the Faculty Senate and the Chancellor of the University.
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