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CODE OF OPERATIONS OF THE DEPARTMENT OF COMMUNICATION AND BROADCASTING

Preamble

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. MISSION STATEMENT

The unit's mission is to achieve and sustain high quality, up-to-date instructional programs in our undergraduate degree programs and in our offerings to others in the university; to provide opportunities for and to encourage faculty and students to conduct research that fosters their intellectual development as well as contributes to the body of knowledge about communication on a regional, national, and international basis; to lend professional expertise in appropriate service to the University, to private and public groups, and to organizations on the local, state, national, and international levels; and to integrate these areas of endeavor (teaching, research and service) into the larger, synergistic enterprise of scholarship.

The Department of Communication and Broadcasting's academic program is concerned with the discipline of communication as a means of personal expression and development; as the study of people and the processes through which they adjust to their societies; and, as an artistic as well as functional means of expression. These concerns are represented through the study of intrapersonal, interpersonal, group, public, journalistic, electronic, and mass communication including cross-cultural and international communication.

Students majoring in Communication and Broadcasting study written, visual, electronic, oral and media communication from theoretical, critical, historical, philosophical, social, political, and scientific perspectives. The Department emphasizes the combination of practical and theoretical study within communication and broadcasting and encourages interdisciplinary work with the social sciences, business, and the arts. Students choosing Communication and Broadcasting as a major are responsible to their society, a society increasing diverse in age, race/ethnicity, religion, and sexual orientation.

SECTION II: ORGANIZATION OF THE DEPARTMENT

A. Definitions of Voting Faculty Members

1. As pertains to the unit's nominating committee for appointment of administrative officials, for making recommendations on code content to the permanently tenured unit faculty members, and for evaluations of the effectiveness of unit administrators, voting faculty will be defined in accord with Appendix L, Section A of the ECU Faculty Manual.
2. As pertains to making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty, voting faculty will be defined in accord with Appendix D, Section IV, of the ECU Faculty Manual.
3. As pertains to all matters not covered by sections A.1. and A.2. above, voting faculty will be defined as someone who holds a full-time faculty position with East Carolina University whose home department is Communication and Broadcasting and has at least one-half of the combined teaching and research

duties normally assigned in the unit.

4. The Graduate Faculty of the Communication and Broadcasting shall consist of the departmental faculty who are members or associate members of the Graduate Faculty of East Carolina University.

B. Administrative Organization

1. Department Chairperson

The chairperson is the department's official representative and advocate to the higher administrative units of the College and University. The chairperson will provide leadership for the department and give impetus to the teaching, research, and service efforts of the department. The chairperson's performance will be evaluated in accord with the ECU Faculty Manual.

- a. Term of Office

Reappointment, removal, and the appointment of a new chairperson will be in accord with the ECU Faculty Manual.

- b. Duties of the Chairperson

1. oversee the day-to-day operations of the department.
 2. responsibility for all departmental space, facilities, equipment, and their proper use and assignment to meet continuing departmental needs.
 3. prepare of the Annual Report and the Annual Budget. The chairperson will authorize expenditures after due consultation with

the faculty and will have available to the faculty up-to-date files and records on the various budgets within the department. The Annual Report and Annual Budget will be presented and discussed at a regular faculty meeting during the year.

- 4 . assign teaching loads and specific classes to individual faculty members.
- 5 . inform the faculty of all higher level administrative decisions that relate to the operations of the department or to the welfare of individual faculty members.
- 6 . inform faculty of various university funds available for departmental improvement and faculty research and teaching efforts.
- 7 . preside over departmental meetings and electronically distribute agendas and minutes of those meetings.
- 8 . manage and maintain departmental facilities and equipment; supervise and evaluate clerical and technical staff; and maintain essential departmental records.
- 9 . forward recommendations for promotion, permanent tenure, appointment, reappointment, non-reappointment and merit salary increases to the dean.
- 10 . designate a faculty member to act for the chairperson during those periods when he/she is sick, out of town on official business, or on

vacation.

- 11 . provide publicity to other relevant persons and departments in the university about various departmental activities.
- 12 . ensure that code procedures are followed.

2. Director of Undergraduate Studies

a. Term of Office

The Director of Undergraduate Studies shall be nominated by the chairperson from among the departmental members who are members of the department voting faculty as specified in Section II.A.3 of this code and shall be confirmed by a majority vote (of those present and voting) of this voting faculty. If the nominee is not approved, the chairperson shall nominate another faculty member. The Director of Undergraduate Studies shall serve a three (3) - year term or until such time as the chairperson terminates the appointment.

b. Responsibilities

1. oversee the advising of undergraduate Communication and Broadcasting majors and minors on course requirements, including the preparation of senior summaries.
2. keep the faculty informed of the general progress of undergraduate students or of any special problems encountered by them.
3. answer inquiries from prospective undergraduate majors.

4. make recommendations to the Department Chair concerning the acceptability of transfer credit and course substitutions in meeting degree requirements.

SECTION III. DEPARTMENTAL COMMITTEES

The faculty believes that the most efficient and democratic manner of participating in operations and decisions within the department is through appropriate committees.

1. Personnel, Tenure and Promotion Committees

1. A Personnel committee composed of three tenured or probationary term faculty members and will be elected by the voting faculty in the Department for a two year term. At least one member of the Personnel committee must be a permanently tenured member of the faculty. The Personnel committee of the department will function as outlined in Appendix D, Section IV, of the ECU Faculty Manual.

2. Tenure Committee

The Tenure committee will be composed and function as outlined in Appendix D, Section IV, of the ECU Faculty Manual.

3. Promotion Committees

The Promotion committees will be composed and function as outlined in Appendix D, Section IV, of the ECU Faculty Manual.

B. Standing Committees

1. Equipment Committee

- a. The committee will consist of three (3) members on staggered two (2)-year terms elected by the voting faculty. The committee will choose its chairperson at its first meeting of each academic year.
- b. The committee shall be responsible for
 - 1. recommending policies for use of department equipment, laboratories, and research space.
 - 2. planning for the renovation and modification of existing classrooms and facilities in order to meet new needs.
- c. Recommendations of the committee will be made to the full departmental faculty.

2. Curriculum Committee

- a. The committee will consist of three (3) members on staggered three (3)-year terms elected by the voting faculty. The committee will choose its chairperson at its first meeting of each academic year.
- b. The committee shall be responsible for
 - 1. evaluating new course proposals from the faculty.
 - 2. examining the curricula and proposing new courses and/or revisions in existing courses and/or degree programs.
- c. Recommendations of the committee will be made to the full faculty.

C. Election Procedures

The members of all departmental standing committees are to be elected by a majority (present and voting) of the departmental voting faculty (as per Fac. Man. Appendix L) in

April, with membership beginning on the first day of the next academic year and continuing for three years. In the event that a vacancy should occur, the regular, voting faculty shall meet to elect a person to fill the position for the unexpired term. These elections shall occur when a quorum of two-thirds of the appropriate faculty are present and when the election has been announced to the appropriate faculty at least seven days in advance.

At least one week prior to the day of election of member(s) to a departmental standing committee, all department faculty shall be provided a form on which they may nominate no more than the number of persons to be elected to said committee. Nominations must be submitted at least two days prior to the day of election. Prior to the election, nominees will be asked to decide if they will stand for election; the names of those declining nomination will be struck from the nominees. Ballots will be prepared listing the nominees who have agreed to stand for election and will be distributed to appropriate faculty. From the nominees, the appropriate faculty shall vote, by secret ballot, for one person to be elected to the standing committee in question. The number of votes received by each nominee will be announced immediately after the vote counting is completed. A faculty member is elected upon receipt of a majority of votes (blank ballots not counting as votes cast). This process will be repeated until the required number of members have been elected.

If no election has occurred after a round of voting, then all nominees who received in that round fewer than the least number of votes received by any one of the top two nominees are ineligible for election to the position being determined.

The Personnel committee and each standing committee shall elect a chairperson and secretary from its elected membership at its first meeting of each academic year.

SECTION IV. FACULTY PERSONNEL ACTIONS

A. Selection and Appointment of New Faculty

Selection and appointment of new faculty members shall be in accord with Appendix C, Section I, and Appendix D, Section IV of the ECU Faculty Manual. The Personnel committee will be responsible for all aspects of conducting the search including the appointment of a hiring committee to make recommendations.

B. Teaching Assignments and Reassigned Time

Assignment of teaching duties and granting of reassigned time will be done by the Department Chair in accord with Appendix C, Section II, of the ECU Faculty Manual and Section II.B.1.b.4 of this code.

C. Criteria for Evaluation by Faculty

1. The voting faculty members of the Department of Communication and Broadcasting will indicate by secret ballot their approval or disapproval of the unit's SACS report, major planning documents, and other assessments of unit operations, such as evaluations of administrative officials.
2. Five-Year Unit Program Evaluations will be done in accord with the procedures outlined in Appendix L, Section E, of the ECU Faculty Manual.
3. Quadrennial Unit Administrator Evaluations will be done in accord with the procedures outlined in Appendix L, Section F, of the ECU Faculty Manual.

4. Annual Evaluation of University Administrators will be done in accord with Appendix L, Section G, of the ECU Faculty Manual.

D. Criteria for Evaluation of Faculty

The general criteria on which *all* faculty evaluations are to be based are: (1) teaching effectiveness; (2) research/scholarship; and (3) professional service to the department, university community and the discipline. Specific criteria for appointment, reappointment, and promotion are found in *Fac. Man.* Appendix C, I. C. and D; *Fac. Man.* Appendix C, IV.; and *Fac. Man.* Appendix D, II., A, 2

1. Assessment of Teaching Effectiveness

Teaching effectiveness shall be measured by: (1) survey(s) of student opinion; (2) peer evaluation; (3) teaching portfolios (composed of syllabi or course outlines, course objectives, major topics, number and weights of tests and examinations, title of textbook(s), grading policies, and/or assigned projects. The portfolio may include other instructional materials and information that faculty voluntarily make available as evidence of teaching effectiveness, including materials that could result from service or summer teaching assignments.); (4) other evidence of teaching effectiveness deemed appropriate by the Department. Examples include: contributions to curriculum development (e.g., textbooks, instructional media labs, and innovative individual or group projects), surveys designed to poll the opinions of graduates or graduating seniors, evaluation of student performance in subsequent courses, and professional development through attendance at conferences with a significant component devoted to Communication and Broadcasting education; (5)

quality of academic advising; and/or (6) grant-seeking/securing activity in appropriate areas.

2. Assessment of Research/Scholarship and Creative Activity

A record of consistent achievement of high quality in research/scholarship and creative activity is a necessary condition for promotion to the senior ranks and for tenure. Publishing research articles in refereed journals, publishing research books and monographs, and grant-seeking/securing activities are recognized as legitimate, traditional forms of scholarship. Media productions which are subjected to jury selection and are presented at professional conferences or shows are also recognized as evidence of creative activity. However, a broader concept of research/scholarship and creative activity will be applied. The following activities also constitute significant research/scholarship activity. These are listed in decreasing order of significance.

- Professional creative productions (e.g., television or radio broadcasts, or print productions) when subjected to peer review.
- Publication in peer-reviewed conference proceedings.
- Invited presentations at conferences.
- Participation in workshops and discussion panels.
- Attendance at professional meetings focused on advanced study in one or more subdisciplines related to Communication and Broadcasting

As mandated by *Fac. Man.* Appendix D., E., external peer review of the quality of a candidate's research/scholarship shall occur prior to departmental consideration of

that candidate's readiness for promotion to the senior ranks or for permanent tenure.

Authorship of textbooks shall be deemed research only if the texts contain results that would be considered new or innovative and would generally qualify for publication in respected disciplinary research journals. Otherwise, such books will be considered as part of the assessment of one's teaching effectiveness.

3. Assessment of Professional Service

While service may not be weighed as heavily as either teaching or research/scholarship and creative activity in evaluations of faculty, service is an important and, indeed, essential component of appropriate professional activity. Examples of appropriate service contributions may include, but would not be limited to, the following:

- Department and university committee participation.
- Other departmental activities such as administrative duties, special assignments from the chairperson, and participation in faculty meetings and seminars.
- Participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies.
- Participation in service functions of the profession such as journal referee or editor, officer of professional organizations, and session organizer or chair at professional meetings.

4. Assessment for Merit Pay Raises

The department chairperson, in consultation with each departmental member, will

annually establish that faculty member's duties in teaching, research, and service, and determine the relative weight to be assigned each duty. The values for these weights shall be consistent with the release time given to faculty members for research and service activities.

Based upon each member's assigned duties and weights, the chairperson shall evaluate annually each faculty member's performance in teaching, research/scholarship, and service. The chairperson, again in consultation with the faculty member, can revise the relative weights during the academic year if changing circumstances warrant such a revision.

The chairperson shall report to each departmental member eligible for a merit increase the recommendation for merit pay for that member; the chairperson shall also reveal the mean and median merit pay awards (dollar amounts and percentage increases) being recommended for the department.

D. Personnel Action Dossiers:

The contents and usage of Personnel Action Dossiers (hereinafter, "PAD") are governed by *Fac. Man.* Appendix D, IV., F. Each candidate for reappointment, promotion, and tenure shall compile, in consultation with the chairperson and the chair of the Personnel Committee, his/her PAD. The PAD is to be used by the members of the appropriate departmental committee in their evaluation of the candidate's readiness for the action being requested.

E. Procedures for Promotion, Reappointment, and Tenure:

The procedures for these personnel actions are prescribed by *Fac. Man.* Appendix D, III

and IV; and Section III., 3.2 herein. Any faculty member requesting promotion or early conferral of tenure shall notify via written memorandum the Chair of the Personnel Committee of this request. Upon receipt of said notification, the Chair of the Personnel Committee shall consult in a timely manner with the faculty member to advise said member of the procedures and needs necessitated by the request.

SECTION V. DEPARTMENTAL MEETINGS

There shall be at least three departmental meetings per semester. Departmental meetings are called by the chairperson or by petition of: (i) a majority of the voting departmental faculty (as per *Fac. Man.* Appendix L), or (ii) a majority of the permanently tenured departmental faculty. If a meeting is called by petition, this meeting shall be held within two weeks of the time the petition is presented to the chairperson. The agenda shall be distributed for each meeting at least 48 hours prior to the meeting; and the chairperson, any departmental committee, or any voting departmental faculty member may request that a particular item be placed on the agenda: Such requested items shall be placed on the agenda of at least one of the next two departmental meetings occurring after receipt of the request. The chairperson, or his designee, shall preside over departmental meetings which shall be conducted according to the rules and regulations of the most recent edition of *Robert's Rules of Order, Newly Revised*. A quorum shall be three-fifths of the voting departmental faculty (as per *Fac. Man.* Appendix L); and a quorum must be present at each departmental meeting to conduct business. Minutes of departmental meetings will be taken by a designee of the chairperson, and shall be distributed in a timely manner to all departmental members before the next departmental meeting. No votes shall be cast by absentee ballots, except when otherwise prescribed. Motions made during

departmental meetings are to be approved by a majority of the voting departmental faculty (present and voting), except where otherwise prescribed.

SECTION VI. AMENDMENT

A proposed amendment to this code must be submitted in writing and distributed to departmental members at least two weeks prior to its formal consideration by the permanently tenured departmental members. A proposed amendment must be approved by a vote of three-fifths of the permanently tenured, departmental faculty. Absentee ballots will be accepted. Upon approval of the aforementioned three-fifths majority, the amendment is accepted if subsequently approved by the Faculty Senate and the Chancellor of East Carolina University.

CODE OF OPERATIONS OF THE DEPARTMENT OF COMPUTER SCIENCE

Preamble

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. MISSION STATEMENT

Our mission is to achieve and sustain high quality, up-to-date instructional programs in our undergraduate and masters degree programs and in our offerings to others in the university; to provide opportunities for and to encourage faculty and students to conduct research that fosters their intellectual development as well as contributes to the body of knowledge about our discipline on a regional, national, and international basis; to lend our professional expertise in appropriate service to the University, to private and public groups, and to organizations on the local, state, national, and international levels; and to integrate these areas of endeavor (teaching, research and service) into the larger, synergistic enterprise of scholarship.

SECTION II: ORGANIZATION OF THE DEPARTMENT

A. Definitions of Voting Faculty Members

1. As pertains to the unit's nominating committee for appointment of administrative officials, for making recommendations on code content to the permanently tenured unit faculty members, and for evaluations of the effectiveness of unit

administrators, voting faculty will be defined in accord with Appendix L, Section A of the ECU Faculty Manual.

2. As pertains to making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty, voting faculty will be defined in accord with Appendix D, Section IV, of the ECU Faculty Manual.
3. As pertains to all matters not covered by sections A.1. and A.2. above, voting faculty will be defined as someone who holds a full-time faculty position with East Carolina University whose home department is Computer Science and has at least one-half of the teaching/research duties normally assigned in the unit.

B. Administrative Organization

1. Department Chairperson

The chairperson is the department's official representative and advocate to the higher administrative units of the College and University. The chairperson will provide leadership for the department and give impetus to the teaching, research, and service efforts of the department. The chairperson's performance will be evaluated in accord with the ECU Faculty Manual.

a. Term of Office

Reappointment, removal, and the appointment of a new chairperson will be in accord with the ECU Faculty Manual.

b. Duties of the Chairperson

1. oversight of the day-to-day operations of the department.
2. responsibility for all space, facilities, equipment, their proper use and assignment to meet continuing departmental needs.
3. preparation of the Annual Report and the Annual Budget. The chairperson will authorize expenditures after due consultation with the faculty and will have available to the faculty up-to-date files and records on the various budgets within the department. The Annual Budget will be presented and discussed at a regular faculty meeting during the year.
4. assignment of teaching loads and specific classes to individual faculty members (done in consultation with the Director of Graduate Studies and the Director of Undergraduate Studies) .
5. informing the faculty of all higher level administrative decisions that relate to the operations of the department or to the welfare of individual faculty members.
6. informing faculty of various university funds available for departmental improvement and faculty research and teaching efforts.
7. preside over departmental meetings and electronically distribute agendas and minutes of those meetings.
8. Manage and maintain departmental facilities and equipment;

supervise and evaluate clerical and technical staff; and maintain essential departmental records.

9. forwarding recommendations for promotion, permanent tenure, appointment, reappointment, non-reappointment and merit salary increases to the dean.
10. designating a faculty member to act for the chairperson during those periods when he/she is sick, out of town on official business, or on vacation.
11. providing publicity to other relevant persons and departments in the university about various departmental activities.
12. ensuring that code procedures are followed.

2. Director of Graduate Studies

a. Term of Office

The Director of Graduate Studies shall be nominated by the chairperson from among the departmental members who are members of the East Carolina Graduate Faculty and confirmed by a majority vote (of those present and voting) of the departmental graduate faculty. If the nominee is not approved, the chairperson shall nominate another faculty member.

The Director of Graduate Studies shall serve a three (3) - year term or until such time as the chairperson terminates the appointment.

b. Responsibilities

1. serving as departmental liaison to the Graduate School.
2. advising graduate students on course requirements including any undergraduate deficiencies.
3. advising graduate students of non-course requirements (comprehensive exam, thesis proposal, etc.) and recommending how and when to satisfy such requirements.
4. keeping the graduate faculty informed of the progress of graduate students or of any special problems encountered by them.
5. answering inquiries from prospective graduate students.
6. processing applications for assistantships in the department.

3. Director of Undergraduate Studies

a. Term of Office

The Director of Undergraduate Studies shall be nominated by the chairperson from among the departmental members who are members of the department voting faculty as specified in Section II.A.3 of this code and confirmed by a majority vote (of those present and voting) of this voting faculty. If the nominee is not approved, the chairperson shall nominate another faculty member. The Director of Undergraduate Studies shall serve a three (3) - year term or until such time as the chairperson terminates the appointment.

b. Responsibilities

1. overseeing the advising of undergraduate computer science majors and minors on course requirements, including the preparation of senior summaries.
2. keeping the faculty informed of the general progress of undergraduate students or of any special problems encountered by them.
3. answering inquiries from prospective undergraduate majors.
4. making recommendations to the Department Chair concerning the acceptability of transfer credit and course substitutions in meeting degree requirements.

SECTION III. DEPARTMENTAL COMMITTEES

The faculty believes that the most efficient and democratic manner of participating in operations and decisions within the department is through appropriate committees.

A. Personnel, Tenure and Promotion Committees

1. A Personnel committee composed of all the permanently tenured voting faculty of the department will function as outlined in Appendix D, Section IV, of the ECU Faculty Manual.
2. Tenure Committee
The Tenure committee will be composed and function as outlined in Appendix D, Section IV, of the ECU Faculty Manual.
3. Promotion Committees
The Promotion committees will be composed and function as outlined in

Appendix D, Section IV, of the ECU Faculty Manual.

B. Standing Committees

1. Equipment Committee

- a. The committee will consist of three (3) members on staggered three (3)-year terms elected by the voting faculty. The committee will choose its chairperson at its first meeting of each academic year.
- b. The committee shall be responsible for
 - 1. recommending policies for use of department computing laboratories and networks.
 - 2. planning for the renovation and modification of existing classrooms and facilities in order to meet new needs.
- c. Recommendations of the committee will be made to the full faculty.

2. Curriculum Committee

- a. The committee will consist of three (3) members on staggered three (3)-year terms elected by the voting faculty. The committee will choose its chairperson at its first meeting of each academic year.
- b. The committee shall be responsible for
 - 1. evaluating new course proposals from the faculty.
 - 2. examining the curricula and proposing new courses and/or revisions in existing courses.
- c. Recommendations of the committee will be made to the full faculty.

C. Election Procedures

The members of all departmental standing committees are to be elected by a majority (present and voting) of the departmental voting faculty (as per Fac. Man. Appendix L) in April, with membership beginning on the first day of the next academic year and continuing for three years. In the event that a vacancy should occur, the regular, voting faculty shall meet to elect a person to fill the position for the unexpired term. These elections shall occur when a quorum of two-thirds of the appropriate faculty are present and when the election has been announced to the appropriate faculty at least seven days in advance.

At least one week prior to the day of election of member(s) to a departmental standing committee, appropriate faculty shall be provided a form on which they may nominate no more than the number of persons to be elected to said committee. Nominations must be submitted at least two days prior to the day of election. Prior to the election, nominees will be asked to decide if they will stand for election; the names of those declining nomination will be struck from the nominees. Ballots will be prepared listing the nominees who have agreed to stand for election and will be distributed to appropriate faculty. From the nominees, the appropriate faculty shall vote, by secret ballot, for one person to be elected to the standing committee in question. The number of votes received by each nominee will be announced immediately after the vote counting is completed. A faculty member is elected upon receipt of a majority of votes (blank ballots not counting as votes cast).

If no election has occurred after a round of voting, then all nominees who received in that round fewer than the least number of votes received by any one of the top two nominees are ineligible for election to the position being determined.

The Personnel committee and each standing committee shall elect a chairperson and secretary from its elected membership at its first meeting of each academic year.

SECTION IV. FACULTY PERSONNEL ACTIONS

A. Selection and Appointment of New Faculty

Selection and appointment of new faculty members shall be in accord with Appendix C, Section I, and Appendix D, Section IV of the ECU Faculty Manual. The Personnel committee will be responsible for all aspects of conducting the search including the appointment of a hiring committee to make recommendations.

B. Teaching Assignments and Reassigned Time

Assignment of teaching duties and granting of reassigned time will be done by the Department Chair in accord with Appendix C, Section II, of the ECU Faculty Manual and Section II.B.1.b.4 of this code.

C. Faculty Evaluation

The general criteria on which *all* faculty evaluations are to be based are: (1) teaching effectiveness; (2) research/scholarship; and (3) professional service to the department, university community and the discipline. Specific criteria for appointment, reappointment, and promotion are found in *Fac. Man.* Appendix C, I. C. and D; *Fac. Man.* Appendix C, IV.; and *Fac. Man.* Appendix D, II., A, 2

1. Assessment of Teaching Effectiveness

Teaching effectiveness shall be measured by: (1) survey(s) of student opinion; (2) peer evaluation; (3) teaching portfolios (composed of syllabi or course outlines, course objectives, major topics, number and weights of tests and examinations, title of textbook(s), grading policies, and/or assigned projects. The portfolio may include other instructional materials and information that faculty voluntarily make available as evidence of teaching effectiveness, including materials that could result from service or summer teaching assignments.); (4) other evidence of teaching effectiveness deemed appropriate by the Department. Examples include: contributions to curriculum development (e.g., textbooks, instructional labs, and innovative individual or group projects), surveys designed to poll the opinions of graduates or graduating seniors, evaluation of student performance in subsequent courses, and professional development through attendance at conferences with a significant component devoted to Computer Science education; (5) quality of academic advising; and/or (6) grant-seeking/securing activity in appropriate areas.

2. Assessment of Research/Scholarship

A record of consistent achievement of high quality in research/scholarship is a necessary condition for promotion to the senior ranks and for tenure.

Publishing research articles in refereed journals, publishing research books and monographs, and grant-seeking/securing activities are recognized as legitimate, traditional forms of scholarship. However, a broader concept of

research/scholarship will be applied. The following activities also constitute significant research/scholarship activity. These are listed in decreasing order of significance.

- Publication in peer-reviewed conference proceedings. In many cases, conference publication is nearly as significant as publishing in an archival journal. Given the rapid state of progress in Computer Science, conference publication of results can reduce the time that important results are made public by as much as two years as compared with journal publication.
- Dissemination of a computational artifact that represents a solution to a research problem. Evaluation of the significance of such a result requires evaluation from knowledgeable peers.
- Invited presentations at conferences.
- Participation in workshops and discussion panels.
- Attendance at professional meetings focused on advanced study in one or more subdisciplines of Computer Science.

As mandated by *Fac. Man.* Appendix D., E., external peer review of the quality of a candidate's research/scholarship shall occur prior to departmental consideration of that candidate's readiness for promotion to the senior ranks or for permanent tenure. Authorship of textbooks shall be deemed research only if the texts contain results that would be considered new or innovative and would generally qualify for publication in respected disciplinary research journals. Otherwise, such books will

be considered as part of the assessment of one's teaching effectiveness.

3. Assessment of Professional Service

While service may not be weighed as heavily as either teaching or research/scholarship in evaluations of faculty, service is an important and, indeed, essential component of appropriate professional activity. Examples of appropriate service contributions may include, but would not be limited to, the following:

- Department and university committee participation.
- Other departmental activities such as administrative duties, special assignments from the chairperson, and participation in faculty meetings and seminars.
- Participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies.
- Participation in service functions of the profession such as journal referee or editor, officer of professional organizations, and session organizer or chair at professional meetings.

4. Assessment for Merit Pay Raises

The department chairperson, in consultation with each departmental member, will annually establish that faculty member's duties in teaching, research, and service, and determine the relative weight to be assigned each duty. Moreover, with T, R, and S representing the weights assigned to teaching, research, and service, respectively, the permissible ranges, as percentages, for each departmental faculty

member are:

T.R.S.
30% ≤ T ≤ 70%; 20% ≤ R ≤ 60%; and 10% ≤ S ≤ 30%, subject to the conditions that T + R + S = 100% and S ≤ R.

Based upon each member's assigned duties and weights, the chairperson shall evaluate annually each faculty member's performance in teaching, research/scholarship, and service. The chairperson, again in consultation with the faculty member, can revise the relative weights during the academic year if changing circumstances warrant such a revision.

The chairperson shall report to each departmental member eligible for a merit increase the recommendation for merit pay for that member; the chairperson shall also reveal the mean and median merit pay awards (dollar amounts and percentage increases) being recommended for the department.

D. Personnel Action Dossiers:

The contents and usage of Personnel Action Dossiers (hereinafter, "PAD") are governed by *Fac. Man.* Appendix D, IV., F. Each candidate for reappointment, promotion, and tenure shall compile, in consultation with the chairperson and the chair of the Personnel Committee, his/her PAD. The PAD is to be used by the members of the appropriate departmental committee in their evaluation of the candidate's readiness for the action being requested.

E. Procedures for Promotion, Reappointment, and Tenure:

The procedures for these personnel actions are prescribed by *Fac. Man.* Appendix D, III and IV; and Section III., 3.2 herein. Any faculty member requesting promotion or early conferral of tenure shall notify via written memorandum the Chair of the Personnel Committee of this request. Upon receipt of said notification, the Chair of the Personnel Committee shall consult in a timely manner with the faculty member to advise said member of the procedures and needs necessitated by the request.

SECTION V. DEPARTMENTAL MEETINGS

There shall be at least one departmental meeting per semester. Departmental meetings are called by the chairperson or by petition of: (i) a majority of the voting departmental faculty (as per *Fac. Man.* Appendix L), or (ii) a majority of the permanently tenured departmental faculty. If a meeting is called by petition, this meeting shall be held within two weeks of the time the petition is presented to the chairperson. The agenda shall be distributed for each meeting at least 48 hours prior to the meeting; and the chairperson, any departmental committee, or any voting departmental faculty member may request that a particular item be placed on the agenda: Such requested items shall be placed on the agenda of at least one of the next two departmental meetings occurring after receipt of the request. The chairperson, or his designee, shall preside over departmental meetings which shall be conducted according to the rules and regulations of the most recent edition of *Robert's Rules of Order, Newly Revised*. A quorum shall be three-fifths of the voting departmental faculty (as per *Fac. Man.* Appendix L); and a quorum must be present at each departmental meeting to conduct business. Minutes of departmental meetings will be taken by a designee of the chairperson, and shall be distributed in a timely manner to all departmental

members before the next departmental meeting. No votes shall be cast by absentee ballots, except when otherwise prescribed. Motions made during departmental meetings are to be approved by a majority of the voting departmental faculty (present and voting), except where otherwise prescribed.

SECTION VI. AMENDMENT

A proposed amendment to this code must be submitted in writing and distributed to departmental members at least two weeks prior to its formal consideration by the permanently tenured departmental members. A proposed amendment must be approved by a vote of three-fifths of the permanently tenured, departmental faculty. Absentee ballots will be accepted. Upon approval of the aforementioned three-fifths majority, the amendment is accepted if subsequently approved by the Faculty Senate and the Chancellor of East Carolina University.