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General Guidelines for Writing and Revising A Unit Code of Operation
<https://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/newguidelines.pdf>

Unit codes should be developed and revised according to the *ECU Faculty Manual, Part IV, Section I. Academic Code Units and Section II. Unit Codes*. In an effort to make the process easier, below are links to templates for use by academic units. As of October 17, 2012, all unit codes submitted to the Committee must conform to the Committee's revised templates. A unit code that does not conform will be returned to its unit.

Unit codes may include additional relevant sections as long as they conform in the same relative order as the Unit Code of Operation Format. Academic units must submit clean copies of its code documents to the Committee. A unit may choose to submit explanatory documents along with its code (such as a table of changes) but this is not required.

Faculty are encouraged to contact Professor Patricia Anderson, Chair of the Unit Code Screening Committee with any questions or concerns as they go through the drafting process.

Unit Code of Operation Format

<p style="text-align: center;">Review and approval of new and revised unit codes involve the <u>Unit Code Screening Committee</u></p> <p>Note: The code revision cycle is 5 years as noted in the <i>ECU Faculty Manual, Part IV, section II.F</i></p> <p style="text-align: center;"><u>Memo</u> requesting approval of a new or revised unit code of operation</p> <p style="text-align: center;"><u>Cover/Signature Page</u> for a new or revised unit code of operation</p>	<p style="text-align: center;">Review and approval of provisional unit codes involve the <u>Educational Policies and Planning Committee</u></p> <p style="text-align: center;"><u>Memo</u> requesting approval of a provisional unit code of operation</p> <p style="text-align: center;"><u>Cover/Signature Page</u> for a provisional unit code of operation</p>
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A **PDF electronic copy** of all information should be sent to the appropriate committee via the Faculty Senate office at faculty senate@ecu.edu. In addition, **15 printed copies** of the memo, cover/signature page, and new, revised or provisional unit code should be forwarded to the appropriate committee via the Faculty Senate office (140 Rawl Annex, 109 mail stop). The appropriate committee will meet on the following days during the academic year and submission of materials must be received at least ONE WEEK prior to the scheduled committee meeting. Upon receipt, the appropriate committee chairperson will acknowledge whether there is room on the committee agenda for the code screening or whether the screening must be postponed to a later meeting.

<p><u>Unit Code Screening Committee</u> 3:30-5:30 pm December 5, 2012 January 16, 2013 February 20, 2013 March 20, 2013 April 17, 2013</p>	<p><u>Educational Policies and Planning Committee</u> 1:00-2:30 pm December 7, 2012 January 18, 2012 February 8, 2013 March 8, 2013 April 12, 2013</p>
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