

COVER/SIGNATURE PAGE

REVISED UNIT CODE OF OPERATIONS
UNIT NAME: CRIMINAL JUSTICE AND CRIMINOLOGY
SCHOOL/COLLEGE OF: THOMAS HARRIOT COLLEGE OF ARTS & SCIENCES
EAST CAROLINA UNIVERSITY

Revised Unit Code Approval

1. Approved by the applicable code unit voting faculty members:

Chair, Code Unit Committee James Anderson Date: 2/14/2024 | 4:16 PM EST

Unit Administrator Heidi Bonner Date: 2/15/2024 | 12:08 PM EST

2. Submitted to Next Higher Administrator for advice:

Administrator Alison S. Damm Date: 02/29/2024

3. If changed, reapproved by applicable code unit voting faculty members*:

Chair, Code Unit Committee Date:

Unit Administrator Date:

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

Committee Chair Kenneth Ferguson Date: 03/20/2024

5. Approved by the East Carolina University Faculty Senate: FS Resolution #24-29

Chair of the Faculty Anne Ticknor Date: 3/27/2024 | 4:15 PM EDT

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

Chancellor Philip Rogers Date: 5/9/2024 | 5:49 PM EDT

(Effective Date of Unit Code is the date of the Chancellor's Signature)

Effective Date of Code: 05-09-2024

* Any changes to the code that are made after the original approval by at least two-thirds of the applicable code unit voting faculty members, in response to advice received from the next higher administrator, must be approved again by at least two-thirds of the applicable code unit voting faculty members.

**Unit Code of Operations of the
Department of Criminal Justice and Criminology
Thomas Harriot College of Arts & Sciences
East Carolina University**

[approved by Code Unit Proposal Committee vote on January 22, 2024]

Section I PREAMBLE

This Code allows for faculty participation in and establishes procedures for the Department of Criminal Justice and Criminology's internal affairs and is consistent with the East Carolina University (ECU) [Policy Manual](#), the [ECU Faculty Manual](#), and all established university policies.

MISSION

The mission of the Department of Criminal Justice and Criminology (hereafter, the Department) is to advance the scientific understanding of crime, criminality, and the criminal justice system by:

- A. Sustaining high quality instructional courses in our undergraduate and graduate programs.
- B. Producing research that contributes to theoretical understandings of and applied work in the criminal justice system.
- C. Providing professional expertise via service at the local, state, national, and international levels.

Section II FACULTY

A. Faculty

1. The faculty of the Department consists of all persons with full-time appointments who hold rank in the Department as Assistant Professor, Associate Professor, and Professor; all persons who are permanently tenured or probationary term (tenure track); all persons with departmental fixed-term appointments (including part-time appointments) including Teaching Instructor, Senior Teaching Instructor, Master Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor.
2. Faculty who hold graduate faculty status and have met the departmental criteria for graduate faculty appointments (refer to Appendix B of this Code) and been granted membership in the ECU Graduate School as specified in the [ECU Faculty Manual](#), [Part II](#). The Faculty may be expected to teach in both the undergraduate and graduate departmental programs.
3. Except where the ECU [Faculty Manual](#) or the Unit Code otherwise prescribe, Voting Faculty are those academically qualified faculty (i.e., fixed-term, probationary term, and permanently tenured) who have been employed for at least twelve consecutive months in a greater than 50% assignment in the unit. This definition excludes the unit administrator or an individual with 50% or greater of their load assigned to administrative responsibilities but includes individuals who normally meet the above conditions and are

on non-medical leave of absence from all university responsibilities but are in attendance at the meeting where a vote is held. Fixed-Term Faculty who have been employed during any previous academic year in a greater than 50% assignment in the unit qualify as Voting Faculty.

B. Voting Privileges

1. For making recommendations on Unit Code content, the definition of voting faculty as specified in the *ECU Faculty Manual*, [Part IV](#) shall apply.
2. For purposes of making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty, the definition of voting faculty as specified in the *ECU Faculty Manual*, [Part IX](#) shall apply.
3. All voting faculty (defined in Section II.A.3) are eligible to vote on undergraduate program matters.
4. The Graduate Faculty (defined in Section II.A.2) may vote on issues relating to graduate programs in the department. Only members of the Graduate Faculty who hold academic rank or title in the university and are employed full-time by ECU are eligible to vote on matters concerning general graduate studies.
5. For all issues not addressed above, Voting Faculty (as defined in Section II.A.3) may vote.

C. Graduate Faculty

The Graduate Faculty of the Department consists of persons who hold terminal (or appropriate) degrees, meet the departmental criteria for graduate faculty appointments (refer to Appendix B), and have been admitted to the Graduate Faculty by the Graduate Council of the university (*ECU Faculty Manual*, [Part II](#)).

D. Emeritus Faculty

Criteria for emeritus status will follow the specifications outlined in the *ECU Faculty Manual*, [Part VIII](#), which recognize emeritus status for retired, permanently disabled, or deceased faculty members who have made significant contributions to the Department and the university through a long and distinguished record of teaching, research, and/or service. A recommendation for emeritus status must be initiated by the Personnel Committee, approved by the Department Chair, and forwarded to the Dean.

Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

A. Officers:

1. Department Chair

The Department Chair is the Department's official representative and advocate when speaking with other departments, and stakeholders, and administrative units and authorities of the College and University. The Chair will provide leadership and vision for the Department and give impetus to the teaching, research, and service efforts of the Department. Appointment and review of the Department Chair will be done in accordance with established ECU policies as given in the *ECU Faculty Manual*, [Part II](#) Section V and Board of Trustees policy.

a) Duties of the Chair

- i. Coordinate long-range strategic planning for the department and lead efforts to implement the Department's strategic plan.
- ii. Continue to engage in scholarly activities, to the extent possible within overall responsibilities assigned by the Dean.

- iii. Provide oversight of the day-to-day operations of the Department, managing the departmental office, and supervising the staff.
- iv. Provide oversight of all space, facilities, field equipment, the proper use and assignment to meet continuing departmental needs.
- v. Facilitate the development of the Annual Report and the Annual Budget. The Chair will authorize expenditures and maintain records on the various budgets within the Department.
- vi. Cultivate an environment supportive of diversity and inclusion, and ensure that duties and resources are allocated on an equal opportunity basis in consideration of unit needs.
- vii. Assign the relative weights for teaching, research/creative activities, and service for each faculty member in consultation with that individual.
- viii. Conduct annual evaluations of faculty and staff.
- ix. Assign department mentors to support faculty in their scholarship, career progression, and pursuit of intramural and extramural funding for scholarship, community outreach and engagement, and teaching and professional development, as well as personally mentoring faculty as needed.
- x. Keep the faculty fully informed of all changes to College and University guidelines, practices, and procedures that relate to the operations of the Department or to the welfare of individual faculty members.
- xi. Schedule departmental meetings as needed during fall and spring semesters, or in response to a written request by a faculty member of the Department.
- xii. Develop agenda for departmental meetings and distribute with minutes to the Department faculty members.
- xiii. Conduct negotiations for the hiring of new faculty members following a recommendation from the Personnel Committee and/or Promotion or Tenure Committee, as prescribed in the *ECU Faculty Manual*, [Part IX](#).
- xiv. Hire and supervise supporting departmental personnel (administrative assistants, technicians, and student workers, etc.).
- xv. Forward recommendations for appointment, promotion, permanent tenure, reappointment, non-reappointment, performance review of permanently tenured faculty, and merit salary increases to the Dean.
- xvi. Raise awareness of, and pursue where appropriate and feasible, funds available for departmental improvement related to departmental operations, teaching, research, service, and student scholarship activities.
- xvii. Designate an acting Department Chair for those periods when unavailable for a temporary or short period of time.
- xviii. Provide publicity for various activities within the Department, and relevant outside activities.
- xix. Ensure that Unit Code and ECU policies and procedures are followed along with all applicable federal, state, and local laws.
- xx. Request from each faculty member a clear statement of their interest in teaching during the upcoming fall, spring, summer, and other sessions, the number of courses to be taught, and the specific sessions preferred, and

schedule and assign classes and teaching loads to individual faculty members.

- xxi. Propose annual salary increments pursuant to the procedures outlined in [Part VIII](#), and guidelines/restrictions provided by the UNC System Office
 - xxii. Appoint officials and committee members as deemed necessary.
 - xxiii. Create ad hoc committees as needed.
 - xxiv. Complete other duties assigned by the Dean.
2. Undergraduate Program Director
- The Director shall be appointed by the Department Chair. The Director must be a full-time faculty member who reports directly to the Chair of the Department.
- a) Duties of the Undergraduate Program Director:
- i. Coordinate undergraduate program curricular matters with academically qualified unit faculty and institutional officials.
 - ii. Chair departmental Undergraduate Program Committee which is comprised of academically qualified appointed full-time faculty members who assist the Director in fulfilling the responsibilities of the position.
 - iii. Lead efforts to recruit new students to Criminal Justice major and minor programs.
 - iv. Serve on the Thomas Harriot College of Arts & Sciences Undergraduate Council and Curriculum Committee (during rotation); serve as departmental coordinator for undergraduate recruitment events and as departmental UCC liaison.
 - v. Work with Curriculum Committee chair to develop new course proposals and manage undergraduate program catalog content.
 - vi. Assist faculty in the development of new course proposals and represent the program before the committee involved in the undergraduate curricular process.
 - vii. Collaborate with the unit Curriculum Assessment coordinator on curricular-assessment mapping and synchronization.
 - viii. Serve as a point of contact for undergraduate student inquiries and liaise with Criminal Justice academic advisors as needed.
 - ix. Coordinate departmental representation at program-related student orientations, informational sessions, campus visits, and Open House programs.
 - x. Revise the department undergraduate student handbook.
 - xi. Assist in maintaining and updating undergraduate brochures, recruitment literature, and associated web content.
 - xii. Liaise with College-level and university leadership on related undergraduate programmatic matters.
 - xiii. Evaluate and recommend approval request actions from student advising representatives.
 - xiv. Collaborate with the unit administrator on program development, outreach, and marketing of undergraduate programs.
 - xv. Collect, evaluate, and report undergraduate program scheduling and enrollment data.

- xvi. Assist the unit administrator on semester undergraduate course scheduling, enrollment, institutional delivery, and part time faculty matters.
- xvii. Advise the unit administrator on undergraduate program issues, concerns, and improvement needs, and other duties as assigned.

3. Graduate Program Director

The Director shall be appointed by the Department Chair. The Director must be a full-time faculty member and member of the Graduate Faculty who reports directly to the Chair of the Department.

a) Duties of the Graduate Program Director:

- i. Coordinate graduate program curricular matters with academically qualified unit and institutional officials.
- ii. Advise graduate students on course and degree requirements, manage advising records, and ensure that graduation paperwork is completed.
- iii. Work with the Department Chair to establish procedures and recommend graduate course schedules.
- iv. Chair the departmental Graduate Program Committee which is comprised of academically qualified appointed full-time faculty members who assist the Director in fulfilling the responsibilities of the position.
- v. Work with Curriculum Committee chair to develop new course proposals and manage graduate program catalog content.
- vi. Assist faculty in the development of new course proposals and represent the program before the committee involved in the graduate curricular process.
- vii. Serve on the Thomas Harriot College of Arts & Sciences Graduate Council and Curriculum Committee (during rotation); and represent the department graduate programs at university graduate program directors/coordinators meetings.
- viii. Respond to inquiries from prospective graduate students.
- ix. Coordinate the preparation and distribution of recruiting materials.
- x. Serve as departmental coordinator for graduate recruitment events.
- xi. Coordinate and oversee the graduate admissions process.
- xii. Orient graduate students.
- xiii. Collaborate with the unit Curriculum Assessment coordinator on curricular-assessment mapping and synchronization.
- xiv. Revise the department graduate student handbook.
- xv. Assist in maintaining and updating graduate brochures, recruitment literature, onboarding materials, and associated web content.
- xvi. Advise the unit administrator on graduate program issues, concerns, and improvement needs, and other duties as assigned.

4. Field Education/Internship Director

The Director shall be appointed by the Department Chair. The Director must be a full-time faculty member who reports directly to the Chair of the Department.

a) Duties of the Field Education/Internship Director

- i. Coordinate the overall operations of the field education program.
- ii. Implement the objectives of the field education program.
- iii. Establish criteria for the selection and evaluation of agencies providing placements for students pursuing degrees in the Department.

- iv. Explore and develop new placement opportunities for students.
 - v. Coordinate and evaluate the field placement of students in agencies.
 - vi. Maintain current records regarding contracts and agreements with agencies and student placements.
 - vii. Serve as liaison between the Department (as it pertains to field education responsibilities) and supervising agencies.
 - viii. Liaise with academic advisors as needed.
 - ix. Assist in maintaining and updating field education brochures and associated web content.
 - x. Revise the criminal justice and criminology field education manual as needed.
 - xi. Advise the unit administrator on field education issues, concerns, and improvement needs, and other duties as assigned.
5. Curriculum Assessment Coordinator shall be appointed by the Department Chair
- a) Duties of the Curriculum Assessment Coordinator:
 - i. Enter and maintain assessment data annually.
 - ii. Develop unit assessment data collection and reporting protocol and implement with faculty each semester.
 - iii. Complete reports and distribute to faculty and Institutional Planning, Assessment and Research (IPAR).
 - iv. Serve as unit liaison to the THCAS and IPAR representatives.
 - v. Ensure that assessment instruments and reports meet the standards required by IPAR.
 - vi. Chair the Curriculum Assessment committee which is comprised of appointed full-time faculty members who assist the Coordinator in developing new assessments, revising existing assessments, and preparing the annual reports for IPAR.
 - vii. Make suggested revisions to IPAR annual reports and obtain approval of the department faculty for changes.
 - viii. Assess best practices and provide support to faculty as needed.

Section IV CURRICULUM OVERSIGHT AND PROGRAM COORDINATION

Qualified faculty are responsible for overseeing and coordinating all educational programs to assure that each degree program and/or concentration contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency. Curriculum development, review, and revision are the responsibility of discipline-specific qualified faculty for each degree program, concentration, and level (undergraduate and masters). Final curriculum decisions rest with faculty who possess the required academic qualifications in fields directly related to the program area of study and whose professional experience is relevant to the program discipline. See Section V of this Code for information regarding the role of the Curriculum Committee. Qualifications of academic program directors are delineated in this Section below and in Section III above.

A. Appointment of Program Directors

- 1. The Undergraduate Program Director and the Graduate Program Director are appointed by the Department Chair.

B. Responsibilities of Directors

1. The responsibilities of the Directors are described in Section III of this Code.

C. Qualifications of Directors

1. Undergraduate and Graduate Program Directors must hold the terminal degree for the field (PhD).

Section V COMMITTEES OF THE UNIT

A. Standing Committees

1. Curriculum Committee

a) Membership

- i. The Curriculum Committee shall consist of all full-time faculty members.
- ii. A Chair shall be elected by the Committee for a one-year term and may be re-elected for one successive one-year term.

b) Duties

- i. Faculty who possess the required academic qualifications in fields directly related to the program area of study and whose professional experience is relevant to the program discipline will review proposed curriculum revisions for programs in the unit.
- ii. Work with the Undergraduate and Graduate Program Directors to develop new course proposals, programs, and manage catalog content.
- iii. Ensure that all curriculum recommendations from the constituent programs meet University requirements.
- iv. Review constituent program recommendations for inconsistencies, redundancies, omissions, and potential impact on the Department as a whole.
- v. Review curriculum revisions submitted by any faculty member and recommend approval, disapproval, or modification.
- vi. Assist the Undergraduate and Graduate Program Directors in the presentation of approved curriculum revisions before the appropriate University Curriculum Committees.

2. Faculty Development Committee

a) Membership

- i. The Faculty Development Committee shall consist of at least three full-time elected faculty members representing any rank. At least two members shall be permanently tenured. Members shall serve a two-year term.
- ii. A chair shall be elected annually by the Committee.

b) Duties

- i. Develop and implement mentoring programs in teaching, research, and service for new faculty.
- ii. Serve as a resource to any faculty member seeking ways to improve their performance.
- iii. Facilitate professional development and continuing education experiences for the faculty.
- iv. Coordinate seminars, colloquia, paper presentations, and recommending nominations for faculty awards and professional development opportunities.

- v. Recommend student recipients of scholarships and awards to the Department Chair.

3. Social Justice Committee

The purpose of the Social Justice Committee is to provide a constructive forum for faculty, students, and staff in the department for regular discussion of topics related to anti-racism, disproportionate minority contact, equal protection under the law, and social justice concerns in the criminal justice system.

a) Membership

- i. The Social Justice Committee shall be open to all full-time faculty members and will be filled on a volunteer basis.
- ii. A chair shall be elected by the Committee for a one-year term and may be re-elected for one successive one-year term.

b) Duties

- i. Solicit student input for programs and activities relating to social justice.
- ii. Facilitate annual student climate survey.
- iii. Recommend trainings, activities, and programs to the Department Chair.
- iv. Coordinate and publicize events, programs, and activities.
- v. Partner with and support other ECU units and organizations as it pertains to programming and initiatives relevant to the department.
- vi. Partner with and support members of the community as it pertains to programming and initiatives relevant to the department in accordance with relevant University policies.

4. Executive Committee

a) Composition of the Committee

- i. The Executive Committee shall consist of the Undergraduate Program Director, the Graduate Program Director, and the Chair of the Personnel Committee.

b) Responsibilities of the Committee

- i. The role of the Executive Committee is to provide advisory input to the Chair on unit issues and guidelines, assist with strategic planning, and other matters as deemed appropriate.

B. Personnel Committee, Tenure Committee, Promotion Committees

1. Personnel Committee

The purposes and functions of the Personnel Committee shall be in accordance with the *ECU Faculty Manual*, [Part IX](#).

a) Membership

- i. The Personnel Committee shall be composed of not less than three [3] members. In accordance with the requirements of [Part IX](#) of the *ECU Faculty Manual*, all members must be voting faculty (with 2/3 of the membership being permanently tenured). Members shall be elected by a majority of the voting faculty as defined in [Part IX](#) and shall serve for three-year staggered terms.

b) Duties

- i. In addition to the duties outlined in the *ECU Faculty Manual*, [Part IX](#) the Chair of the Personnel Committee appoints the Chair of the Search Committee.

- c) Chair
 - i. The Chair of the Personnel Committee shall be a permanently tenured voting faculty member elected annually by the members of the Personnel Committee. The responsibilities of the chair shall be in accordance with the *ECU Faculty Manual*, [Part IX](#).
- 2. Promotion Committees

The Promotion Committees shall operate in accordance with *ECU Faculty Manual*, [Part IX](#).

 - a) Membership
 - i. Each Promotion Committee shall be composed of those permanently tenured voting faculty of the unit who hold rank at least equal to the rank for which the candidate is being considered, including those on non-medical leave but in attendance at the committee's meeting at the time of the committee's vote, but excluding the unit administrator.
 - b) Duties
 - i. The Promotion Committees shall be responsible for making recommendations for promotion in rank and recommending the ranks of initial appointments at the associate professor or professor level.
- 3. Tenure Committee

The Tenure Committee shall operate in accordance with *ECU Faculty Manual*, [Part IX](#).

 - a) Membership
 - i. The Committee shall be composed of the permanently tenured voting faculty of the unit, including those who are on non-medical leave but in attendance at the meeting at the time of the committee's vote, but excluding the unit administrator.
 - b) Duties
 - i. The Tenure Committee shall be responsible for making recommendations for reappointment of probationary-term faculty members, the granting of permanent tenure, and conferral of tenure for initial appointments with permanent tenure, and other duties stated in the *ECU Faculty Manual*, [Part IX](#).

Section VI EVALUATION OF FACULTY

A. Tenured and Probationary-term Faculty

ECU is committed to recruiting, retaining, and developing diverse faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution's mission, engage diverse students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary (tenure-track) faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions.

1. Annual Evaluation

Annual faculty evaluations shall be conducted by the Chair of the Department in a manner consistent with the *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).

- a) In considering the annual performance of each faculty member, the relative weight given to teaching effectiveness, research/creative activity, and service shall be in accordance with *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).
- b) Deviations from the listed relative weight assignments may be made as special circumstances may require (e.g., for faculty who assume administrative duties, or who provide services under external contracts providing for faculty time buy-out). But, in no case can service count more than research or teaching.

2. Criteria for Annual Evaluations

In accordance with *ECU Faculty Manual*, [Part VIII](#), Section III, the following items are to be used in evaluating teaching, scholarship, and service. Faculty shall submit an annual evaluation portfolio to the Department Chair, in the format stipulated in the *Faculty Manual* or institutional policy, containing documentation of teaching, scholarship, and service, as applicable.

- a) Teaching
 - i. Instructional materials, including syllabi, student assignments, and examples of student work;
 - ii. Attendance at teaching-related workshops/presentations;
 - iii. Certification received in professional area;
 - iv. Curriculum design and development;
 - v. Results of assessment of student achievement;
 - vi. Instructional workload, including courses and number of students taught, number of memberships on dissertation, master's, and honors research committees, and number of student research projects and independent studies supervised;
 - vii. Peer and Department Chair observation of teaching; and university-approved student surveys of teaching.
 - a. The peer observations are to be conducted in accordance with the *ECU Faculty Manual*, [Part VIII](#).
 - b. Faculty will receive notice when the Department Chair intends to conduct a direct classroom observation and/or access to the course in the learning management system for evaluation purposes, as necessary.
 - viii. Published instructional materials, including textbooks;
 - ix. Published reviews of textbooks;
 - x. Receipt of teaching grants;
 - xi. Receipt of teaching awards;
 - xii. Development and implementation of study abroad;
 - xiii. Mentoring of graduate students;
 - xiv. Introduction of innovative technology and practices into the classroom;
 - xv. Evidence of professional development in distance education instructional methods/application; and
 - xvi. Other impactful activities related to teaching effectiveness.
- b) Scholarship (Research/Creative Activities, Engagement, and/or Outreach)
 - i. Refereed articles in respected journals or other professional publications;

- ii. Grant awards (extramural);
 - iii. Contract awards;
 - iv. Books;
 - v. Chapters in books;
 - vi. Articles in trade journals or popular press;
 - vii. Edited books/anthologies;
 - viii. Book reviews in journals or other professional publications;
 - ix. Monographs published by university presses or by respected commercial presses;
 - x. Regional, national, and international conference paper presentation;
 - xi. Grant proposals (intramural and/or extramural);
 - xii. Contract proposals; and
 - xiii. Other impactful scholarly and engagement activities.
- c) Service to the University, Profession, or Community
- i. Advisement of student organizations and activities;
 - ii. Committee work (department, college, university, or system level);
 - iii. Consulting activities (non-paid);
 - iv. Community engagement and service;
 - v. Service to local, state, and national governments;
 - vi. Reviewer for journals or other professional publications;
 - vii. Public service; professional organizations (member, officer, reviewer, discussant, chairperson); seminar presenter; and related activities;
 - viii. Editorial board member, reviewer, or editor for books, journals, or other professional publications; and related activities;
 - ix. Interviews with local and national media that are in compliance with UNC Policy 300.5.1, and;
 - x. Other impactful service activities.
- d) Professional Development
- i. All ECU faculty members will engage in at least one approved professional development activity each academic year that addresses online instruction.
- e) Personnel/Evaluation Files
- i. Personnel files for the Department will be kept and maintained in the Chair's office according to the provisions prescribed in the *ECU Faculty Manual*, [Part VIII](#).
3. Criteria for Tenure and Promotion
- a) Permanent Tenure Standards
- In compliance with *ECU Faculty Manual* [Part IX](#), the following qualifications should be considered:
- i. Teaching—Student surveys and peer observations should be considered. The candidate should show by a preponderance of the evidence that student opinions of instruction are largely favorable. In addition, the candidate should receive satisfactory ratings from peer observers. The teaching should reflect an understanding of classical, as well as current knowledge in the fields of criminal justice and criminology. In addition, the candidate must demonstrate an ability to explain and use practical case examples in the classroom. The candidate must demonstrate that there has been careful planning of syllabi

each semester that includes the course objectives, course content, method of evaluating students, and a tentative class schedule, and should demonstrate a clear commitment to instructional effectiveness, and a record of success in achieving that effectiveness.

- ii. Research and/or creative activity—The candidate must demonstrate a consistent record of scholarly publications in criminal justice and criminology or related refereed journals. While scholarly book publishing will be given favorable consideration, it should not be at the exclusion of refereed articles and external funding. The candidate should provide evidence of grant seeking activities. There must be evidence of the candidate's ability to publish independently. The candidate must provide empirical evidence of the impact of their scholarship. In addition, the probationary period should demonstrate the development of a clear research focus with a trajectory of increasing sophistication that is read, recognized, and respected by other scholars in the field.
 - iii. Service—Given the emphasis on teaching and research for advancement, the candidate must demonstrate some involvement in community or professional organizations, work on university or departmental committees, non-paid review boards, or editorial boards per their proportionate assignment.
 - iv. It is recommended that the candidate have an average of one to two refereed publications a year. Producing the recommended number of publications does not in itself guarantee promotion and tenure and a consistent record of advancing the research agenda, including an appropriate number of refereed publications, is expected. Consideration will be given to the quality of the publication venue, level of contribution, scholarship impact, and evidence of the ability to engage in independent research.
- b) Promotion Standards

The *ECU Faculty Manual* [Part VIII](#) states the qualifications for the professional ranks (assistant, associate, and professor). [Part VIII](#) states the minimum criteria needed to be considered for appointment and promotion. In addition, the Department has the following standards for promotion. These standards are the minimum qualifications that will be considered by the appropriate unit Committee.

- i. Assistant Professor – For appointment, candidates must have a terminal degree in criminal justice, criminology, or related discipline. Candidates with prior academic experience must also demonstrate consistent satisfactory teaching evaluations, progress in research as exemplified by publications and/or grants and evidence of a well-crafted research agenda.
- ii. Associate Professor – All of the aforementioned qualifications for appointment at the rank of Assistant Professor must be considered. Additionally, there should be evidence of involvement in committees, professional organizations, and presentations of research. It is recommended that the candidate have a minimum of six refereed publications within the six-year probation period. Producing the recommended number of publications does not in itself guarantee promotion and tenure. Consideration will be given to the quality of the publication venue, level of contribution, scholarship

impact, and evidence of the ability to engage in independent research. Thus, candidates should exhibit a demonstrated explicit research agenda and ability to publish and conduct research independently. Candidates should show evidence of the impact of their scholarship (e.g., citations, impact factors, and scholarly book reviews) along with grant seeking efforts linked to their research activities. The promotion committee will also give consideration to the candidate's instructional effectiveness and student success as exemplified by student evaluations and peer observations. In addition, syllabi must display current content and creativity in the method(s) of delivery. Candidates should also demonstrate involvement in professional organizations (including research presentations), commitment to curriculum and program development, and university and community participation in committee work. The candidate should demonstrate a clear upward trajectory and be on the way to having achieved a national reputation in a field of the discipline.

- iii. Professor – All of the aforementioned qualifications for Associate Professor must be considered. In addition, for consideration to the rank of full Professor, the candidate must demonstrate consistent effectiveness and excellence in teaching. Demonstrate a research agenda that is clearly focused with a significant publication record, and a demonstrable and established contribution to the fields of criminal justice and criminology. The candidate should be nationally recognized as evidenced by keynote addresses, invited lectures, reviews, creditable awards, citations of work, invitations to sit on national boards, national committees, and other university/college committees. The candidate should be able to demonstrate significant service contributions to the fields of criminal justice and criminology. Including evidence that the faculty member has achieved and sustained a national/international reputation in a field of the discipline. A candidate for promotion to Professor should demonstrate success in securing extramural research funds.

B. Fixed Term Faculty

1. Annual Evaluation

Annual faculty evaluations shall be conducted by the Chair of the Department in a manner consistent with the *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).

- a) In considering the annual performance of each faculty member, the relative weight given to teaching effectiveness and service shall be in accordance with *ECU Faculty Manual*, [Part VIII](#) and [Part IX](#).
- b) Deviations from the listed relative weight assignments may be made as special circumstances may require (e.g., for faculty who assume administrative duties, or who provide services under external contracts providing for faculty time buy-out). But, in no case can service count more than research or teaching.
- c) Fixed-Term faculty will usually have assignments that vary from the relative weights that are applicable to tenure and probationary term faculty, however, in no case will service be weighted more than teaching.

2. Criteria for Annual Evaluations

In accordance with *ECU Faculty Manual*, [Part VIII](#), Section III, the following items are to be used in evaluating teaching and service. Faculty shall submit an annual evaluation

profile to the Department Chair, in the format stipulated in the *Faculty Manual* or institutional policy, containing documentation of teaching and service, as applicable.

a) Teaching

- i. Instructional materials, including syllabi, student assignments, and examples of student work;
- ii. Attendance at teaching-related workshops/presentations;
- iii. Certification received in professional area;
- iv. Curriculum design and development;
- v. Results of assessment of student achievement;
- vi. Instructional workload, including courses and number of students taught, number of memberships on dissertation, master's, and honors research committees, and number of student research projects and independent studies supervised;
- vii. Peer and Department Chair observation of teaching; and university-approved student surveys of teaching.
- viii. The peer observations are to be conducted in accordance with the *ECU Faculty Manual*, [Part VIII](#).
- ix. Faculty will receive notice when the Department Chair intends to conduct a direct classroom observation and/or access to the course in the learning management system for evaluation purposes, as necessary.
- x. Published instructional materials, including textbooks;
- xi. Published reviews of textbooks;
- xii. Receipt of teaching grants;
- xiii. Receipt of teaching awards;
- xiv. Development and implementation of study abroad;
- xv. Mentoring of graduate students;
- xvi. Introduction of innovative technology and practices into the classroom;
- xvii. Evidence of professional development in distance education instructional methods/application; and
- xviii. Other impactful activities related to teaching effectiveness.

b) Service to the University, Profession, or Community

- i. Advisement of student organizations and activities;
- ii. Committee work (department, college, university, or system level);
- iii. Consulting activities (non-paid);
- iv. Community engagement and service;
- v. Service to local, state, and national governments;
- vi. Reviewer for journals or other professional publications;
- vii. Public service; professional organizations (member, officer, reviewer, discussant, chairperson); seminar presenter; and related activities;
- viii. Editorial board member, reviewer, or editor for books, journals, or other professional publications; and related activities;
- ix. Interviews with local and national media that are in compliance with UNC Policy 300.5.1; and;
- x. Other impactful service activities.

c) Professional Development

- i. All ECU faculty members will engage in at least one approved professional development activity each academic year that addresses online instruction.
 - d) Personnel/Evaluation Files
 - i. Personnel files for the Department will be kept and maintained in the Chair's office according to the provisions prescribed in the *ECU Faculty Manual*, [Part VIII](#).
- 3. Advancement in Title for Fixed-Term Faculty members

Titles of fixed-term faculty appointments and advancement in title for fixed-term faculty members will follow the specifications outlined in the *ECU Faculty Manual*, [Part VIII](#). In addition to the general criteria specified in the *ECU Faculty Manual*, [Part VIII](#), the requirements for the advancement in title for fixed-term faculty members are:

 - a) Senior Teaching Instructor
 - i. Has the qualifications of a Teaching Instructor.
 - ii. Must have at least five years commensurate experience at ECU at the title of Teaching Instructor.
 - iii. Must demonstrate teaching effectiveness through
 - a. Faculty annual evaluations for the past five years of service
 - b. Student evaluation of instruction
 - c. No fewer than four peer evaluations of instruction
 - d. Evidence of engagement in professional development within the discipline
 - e. Teaching portfolio containing documentation that the candidate meets these criteria
 - b) Master Teaching Instructor
 - i. Has the qualifications of a Senior Teaching Instructor.
 - ii. Must have at least six years commensurate experience at ECU at the title of Senior Teaching Instructor.
 - iii. Must demonstrate teaching effectiveness through
 - a. Faculty annual evaluations for the past five years of service
 - b. Student evaluation of instruction
 - c. No fewer than eight peer evaluations of instruction
 - d. Evidence of engagement in professional development within the discipline
 - e. Teaching portfolio containing documentation that the candidate meets these criteria.
 - c) Teaching Assistant Professor
 - i. Must hold a terminal degree in the teaching field or closely related field.
 - ii. Must have teaching experience at the college level.
 - d) Teaching Associate Professor
 - i. Has the qualifications of a Teaching Assistant Professor.
 - ii. Must have at least five years of commensurate experience at ECU at the title of Teaching Assistant Professor
 - iii. Must demonstrate teaching effectiveness through
 - a. Faculty annual evaluations for the past five years of service
 - b. Student evaluation of instruction
 - c. No fewer than four peer evaluations of instruction
 - d. Evidence of engagement in professional development within the discipline

- e. Teaching portfolio containing documentation that the candidate meets these criteria.
- e) Teaching Professor
- i. Has the qualifications of a Teaching Associate Professor.
 - ii. Must have at least five years of commensurate experience at ECU at the title of Teaching Associate Professor.
 - iii. Must demonstrate teaching effectiveness through
 - a. Faculty annual evaluations for the past five years of service
 - b. Student evaluation of instruction
 - c. No fewer than four peer evaluations of instruction
 - d. Evidence of engagement in professional development within the discipline
 - e. Teaching portfolio containing documentation that the candidate meets these criteria.
4. Fixed-term faculty report directly to the Chair of the Department. These faculty members are responsible for satisfactory fulfillment of the responsibilities specified in their individual appointment letters. The Chair evaluates each fixed term faculty member annually. The Chair may seek input from criminal justice and criminology faculty and students.
- a) The procedures for the Department regarding new and subsequent appointment of fixed term faculty shall be set forth in *ECU Faculty Manual* [Part IX](#).
 - b) Faculty appointments with specific titles shall be made according to the general provisions as outlined in the *ECU Faculty Manual* [Part VIII](#). When considering fixed-term faculty advancement in title, the personnel committee will consider the portfolio that includes annual evaluations, student opinion surveys, unit Chair's observation, peer observation, as well as other supporting materials (e.g., teaching innovations and teaching awards).
 - c) Criteria for appointment shall be as set forth in the *ECU Faculty Manual*, [Part VIII](#).
 - d) The credentials required for the appointment must be clearly delineated.
 - e) Titles for initial appointments and subsequent appointments (Clinical, Research or Teaching Instructor; Clinical, Research or Teaching Assistant Professor; Clinical, Research or Teaching Associate Professor; Clinical, Research, or Teaching Professor,) shall be based upon a) and c) above, as well as the applicant's credentials and experience.
- C. Performance Review of Permanently Tenured Faculty (Post-Tenure Review)
1. Policy for Performance Review of Tenured Faculty
- Post-tenure review of all tenured faculty will follow procedures outlined in the *ECU Faculty Manual*, [Part IX](#). The review will be informed by the faculty member's annual reports and annual evaluations (*ECU Faculty Manual*, [Part VIII](#), Section I, II) (see Appendix A of this code). The department conducts post-tenure review every five years in a block plan. The faculty member can use any institutional documents or materials to provide support for their performance over the review period.

SECTION VII PROCEDURES FOR MEETINGS WITHIN THE UNIT

- A. Schedule departmental meetings as needed during fall and spring semesters, or in response to a written request by a faculty member of the Department.
- B. Distribute agendas and minutes of departmental meetings to the Department faculty members one week in advance.
- C. Follow procedures according to *Robert's Rules of Order, Newly Revised*.
- D. Evaluation of Unit/Program, and Administrators
 1. Evaluation of Unit's Academic Programs- An evaluation of the academic programs of the Department shall be conducted as specified in the *ECU Faculty Manual*, [Part IV](#) Section III.
 2. Evaluation of Unit Administrators- An evaluation of the Department Chair and Dean shall proceed as specified in the *ECU Faculty Manual* [Part II](#).

SECTION VIII VOTING BY FACULTY MEMBERS

Voting on the approval or disapproval of the Unit's major planning documents, strategic plans, assessment documents, Unit Academic Program Reviews, and other major reports and departmental documents shall occur in a timely fashion. Faculty will review the documents, modify them as necessary, and vote upon them for approval by majority vote and recommendations to be forwarded to the Chair. All votes will be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

- A. The Chair of the Department shall include the results of the vote of the faculty for approval or disapproval of major planning documents and other assessments of unit operations in such documents prior to their submission to persons outside the department. This shall include, but not be limited to, the SACS reports, the Seven-Year Academic Program Review (per the *ECU Faculty Manual* [Part IV](#), Section III), and any other unit/program reviews/evaluations.
- B. The Chair shall provide the faculty a minimum of ten [10] days to review the reports before leading a discussion prior to the vote in a regular faculty meeting, or at a meeting that is assembled for that purpose. The quorum at such meetings will consist of a majority of the voting faculty in residence and departmental action shall be determined by a majority of the voting faculty present.

SECTION IX BUDGET AND ANNUAL REPORT

- A. The annual operating budget for the unit is provided by the Dean.
- B. The Department Chair will authorize expenditures and maintain records on the various budgets within the Department.
- C. The Department Chair shall report the departmental annual budget at the first faculty meeting of the new academic year, providing an opportunity for discussion.
- D. The Department Chair will discuss contents of the annual report at the last faculty meeting of the year, inviting faculty insights and contributions.

SECTION X AMENDMENT PROCEDURES

In accordance with the *ECU Faculty Manual*, [Part IV](#), all permanently tenured faculty members with at least 12 consecutive months in a greater than 50% assignment in a unit and all full-time faculty with at least six years in a greater than 50% assignment in a unit count towards a quorum

and may vote on the unit's new or revised Code. This includes administrators who meet these conditions. An affirmative vote of at least two-thirds of faculty present and voting is required to approve a new or revised Unit Code. Any meeting and/or vote will follow established university policies and all votes will be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

A faculty member on non-medical leave from a greater than 50% assignment in a unit may vote if the faculty member wishes to do so but does not count towards a quorum unless they are present at a vote. A faculty member on approved medical leave is not permitted to participate in any University activities during the period of approved medical leave without written university approval. Faculty members with 50% or less assignment in a unit do not vote on the unit's code.

Only permanently tenured, eligible voting faculty may vote on or amend a unit's tenure, promotion, and post-tenure review criteria. A separate affirmative vote of at least a majority of voting tenured faculty is required to approve new or revised tenure, promotion, and post-tenure review criteria. Such approved criteria may not be further amended during the approval process of the full new or revised Unit Code by all voting faculty.

All amendments to the Unit Code for the Department must also be approved by the Unit Code Screening Committee, the Faculty Senate, and the Chancellor.

APPENDIX A

Standards and Procedures for Performance Review (Post-Tenure Review) of Permanently Tenured Faculty

Department of Criminal Justice and Criminology
Thomas Harriot College of Arts and Sciences

[permanently approved by Unit Code Revision Committee vote on February 28, 2023]

Performance review of tenured faculty is governed by UNC Policy 400.3.3. and by the policy entitled *Performance Review of Tenured Faculty of East Carolina University*, contained in the *East Carolina University Faculty Manual* [Part IX](#), Section II. The overriding goal of the review is stated in the Preamble: “This review, defined as the comprehensive, formal, periodic evaluation of cumulative faculty performance, has the purposes of ensuring faculty development and promoting faculty vitality.” The Preamble further states, “This policy does not create a process for the reevaluation or revalidation of tenured status. . . . Furthermore, the policy is created with the widespread presumption of competence on the part of each tenured faculty member.” The review shall be conducted in a manner free of arbitrary, capricious, or discriminatory elements and shall adhere to the requirements of the *Faculty Manual* and the Unit Code. A post-tenure review occurs each year under review beginning with the granting of initial tenure. After returning to full-time teaching/research responsibilities, administrators shall be evaluated in the first review period following the return and at all following five-year intervals. In any case where the review period is shorter than five years, the expectations shall be adjusted accordingly.

The performance review includes a summary of one’s performance in teaching, research, service, and (when relevant) administration or other responsibilities. [Part IX](#) of the *ECU Faculty Manual* provides that documents to be included in the review are: (1) faculty member 5-year plan; (2) current CV; (3) annual reports and annual evaluations, and (4) other material the faculty member provides in support of their professional performance over the review period. Administrative assignments and heavy teaching loads should be considered as part of their overall evaluation. The levels of excellence and productivity as noted below distinguish one performance category from another. The review will follow the procedures in the *ECU Faculty Manual* [Part IX](#).

The Performance Review (Post-Tenure Review) Committee will be formed according to the guidelines set forth in the *ECU Faculty Manual* ([Part IX](#)) and the Department *Unit Code* (Section V). Performance review of Tenured Faculty shall cover all aspects of the faculty member’s professional performance. The review will be informed by the faculty member’s annual reports and annual evaluations, but primarily shall be based on a comprehensive assessment of the faculty member’s teaching, research, service and other duties, including contributions to the departmental, college, and university goals, contributions to the academic programs in which the faculty member teaches, and any other professional activities bearing on the faculty member’s performance of their duties during the period under review. Annual evaluations shall not be the sole measure of the performance review. The relative weights for each area evaluated will be consistent with the assigned duties of the faculty member under review. If faculty member misconduct is addressed in the Performance Review, such misconduct must have been previously

documented in the faculty member's personnel file, with documented evidence that the faculty member's due process rights were satisfactorily observed. The Performance Review may include consideration of duties judged supererogatory, i.e. duties that address the Unit mission but not specifically assigned during the period under evaluation. The Performance Review must reflect the nature of the faculty member's field of work and conform to fair and reasonable expectations as recognized by faculty peers in the fields of Criminal Justice and Criminology. After examining the unit administrator's initial review and report of the individual faculty member's performance, secret ballot voting by the Performance Review (Post-Tenure Review) Committee will designate Faculty by categories of Exceeds Expectations, Meets Expectations, or Does Not Meet Expectations in each area based on the following standards, then an overall designation of Exceeds, Meets, or Does Not Meet Expectations will be established based on the rubrics for each area described below. Consistent with the primacy of teaching in the UNC system, a faculty member designated as "Does Not Meet Expectations" in teaching will be designated "Does Not Meet Expectations" overall.

The procedures, as outlined in [Part IX](#), Section II of the current *Faculty Manual*, require in part a summary report, initially prepared by the unit administrator, that indicates whether a faculty member's cumulative performance over the period of review Exceeds, Meets, or Does Not Meet Expectations. Faculty Annual Evaluations will be used, in part, to inform the report, utilizing the evaluation scores for the three areas of teaching, scholarship/research, and service. Below are the criteria that define each level of performance (Exceeds Expectations, Meets Expectations, or Does Not Meet Expectations) in the three areas (teaching, scholarship/research, and service) of the evaluation. Tenured faculty are not ranked for each year; hence, performance is viewed in the aggregate across the period of review. If a tenured faculty receives a Does Not Meet Expectations evaluation, the Chair of the Department should work with the individual faculty member to improve to a Meets Expectations level. If a tenured faculty is Exceeding or Meeting Expectations in two areas, but Does Not Meet Expectations in one or vice versa, there is no need for the Chair and tenured professor to address areas where they are Exceeding or Meeting Expectations. Procedures regarding rewards for ratings of Exceeds Expectations, reconsideration, and the creation of a faculty development plan for ratings of Does Not Meet Expectations are outlined in [Part IX](#), Section II of the current *Faculty Manual*.

1. Teaching

Faculty must document excellence in teaching using a variety of tools including, but not limited to, university approved instruments, the department's unit administrative teacher observation and other evaluative methods to document excellence in teaching.

General Standards for finding of "exceeds," "meets," or "does not meet" expectations: To bring unit standards into compliance with the *Faculty Manual* policy, the Faculty Senate recommends, but does not require, that unit Tenure Committees and the unit administrators adopt the general standards stated below.

Exceeds expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position in such a way as to constitute a model for others that represents the best of its kind. The faculty member needs to demonstrate excellence in teaching as evidenced by Annual

Evaluations, student surveys, peer evaluations, administrative evaluations, teaching awards and/or any other instructional documents or material (electronic or otherwise) the faculty member provides in support of their professional performance over the review period.

Meets expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position. The faculty member needs to demonstrate competence in teaching as evidenced by Annual Evaluations, student surveys, peer evaluations, administrative evaluations, and/or any other instructional documents or material (electronic or otherwise) the faculty member provides in support of their professional performance over the review period.

Does not meet expectations: during the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with their position. The faculty member fails to demonstrate competence in teaching as evidenced by Annual Evaluations, student surveys, peer evaluations, administrative evaluations, and/or any other instructional documents or material (electronic or otherwise) the faculty member provides in support of their professional performance over the review period.

2. Scholarship/Research (Research, Creative Activity/Innovation, Engagement and/or Outreach)

General Standards for finding of “exceeds,” “meets,” or “does not meet” expectations: To bring unit standards into compliance with the *Faculty Manual* policy, the Faculty Senate recommends, but does not require, that unit Tenure Committees and the unit administrators adopt the general standards stated below.

Exceeds expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position in such a way as to constitute a model for others that represents the best of its kind for research/scholarship (i.e., research, creative activity/innovation, engagement and/or outreach). The faculty member needs to demonstrate excellence in research as evidenced by Annual Evaluations, publications (journal articles, books, and chapters), conference presentations, grants, contracts, database construction, and/or any other research-related documents or material (electronic or otherwise) that the faculty member provides in support of their professional performance over the review period.

Meets expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position. The faculty member needs to demonstrate competence in research/scholarship (i.e., research, creative activity/innovation, engagement and/or outreach) as evidenced by Annual Evaluations, publications (journal articles, books, and chapters), conference presentations, grants, contracts, database construction, and/or any other research-related documents or material (electronic or otherwise) that the faculty member provides in support of their professional performance over the review period.

Does not meet expectations: during the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with their position. The faculty member fails to demonstrate competence in research/scholarship (i.e., research, creative activity/innovation, engagement and/or outreach) as evidenced by Annual Evaluations, publications (journal articles, books, and chapters), conference presentations, grants, contracts, database construction, and/or any other research-related documents or material (electronic or otherwise) that the faculty member provides in support of their professional performance over the review period.

3. Service and Other Duties

Faculty must document excellence in service and other duties (e.g., special assignments) to include departmental, college, university, and professional service (i.e., any professional activities bearing on the faculty member's performance of their duties during the period under review).

General Standards for finding of "exceeds," "meets," or "does not meet" expectations: To bring unit standards into compliance with the *Faculty Manual* policy, the Faculty Senate recommends, but does not require, that unit Tenure Committees and the unit administrators adopt the general standards stated below.

Exceeds expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position in such a way as to constitute a model for others that represents the best of its kind. The faculty member needs to demonstrate excellence in service as evidenced by Annual Evaluations and/or any other service-related documents or material (electronic or otherwise) that the faculty member provides in support of their professional performance over the review period.

Meets expectations: during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with their position. The faculty member needs to demonstrate competence in service as evidenced by Annual Evaluations and/or any other service-related documents or material (electronic or otherwise) that the faculty member provides in support of their professional performance over the review period.

Does not meet expectations: during the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with their position. The faculty member fails to demonstrate competence in service as evidenced by Annual Evaluations and/or any other service-related documents or material (electronic or otherwise) that the faculty member provides in support of their professional performance over the review period.

If the faculty member's cumulative performance level is "Meets Expectations" within the designated period of time, the unit administrator shall report the results of the performance review in writing to the faculty member and place a copy of the written evaluation in the faculty

member's personnel file. The faculty member will undergo another performance review at the beginning of the next performance review interval. If the faculty member's cumulative performance level remains "Does Not Meet Expectations" after the designated period, the unit administrator may recommend that serious sanctions be imposed as governed by [Part XII](#) "Due Process Before Discharge or Imposition of Serious Sanction," of the ECU *Faculty Manual* and Chapter VI of *The Code of the Board of Governors of the University of North Carolina*.

APPENDIX B

Criteria for Graduate Faculty Appointments Department of Criminal Justice and Criminology

[approved by Graduate Faculty vote on November 19, 2019]

[approved by Graduate Council vote on January 13, 2020]

The graduate faculty exercises the authority within the University for developing general policies and procedures for graduate courses and programs as noted in [Part II](#) of the *East Carolina University Faculty Manual*. To change or renew graduate faculty status, a faculty member should meet the requirements outlined below, and submit a memo evidencing this fact, along with their current curriculum vitae to the Chair of the Department. The Chair of the Department will schedule a meeting with the Department's graduate faculty members to review the materials. Upon recommendation of the majority of the Department's graduate faculty, the Department Chair will forward a nomination to the Dean of the Harriot College of Arts and Sciences, who will then forward to the Dean of the Graduate School. The nomination will state the type of appointment and provide evidence that the nominee has met the Department's criteria for the type of membership sought. In compliance with the procedures stipulated in [Part II](#), for individuals with permanent tenure, appointment to the graduate faculty is for five years.

1. Types of Memberships and Criteria in the Graduate Faculty

There are three types of memberships in the graduate faculty. Minimum criteria for membership eligibility in each category and brief descriptions of relevant rights and privileges are as follows (See [Part II](#) of the *Faculty Manual* for details). As the Department graduate program is entirely online, members of the "Graduate Faculty" are expected to have experience teaching online graduate courses.

- a. **Graduate Teaching Faculty Membership:** Criteria stated in [Part II](#) are incorporated herein by reference. Demonstrates success (or potential for success) in graduate teaching and evidence of professional growth. May teach graduate courses and be a member of a professional paper committee (if applicable). May serve as the fourth member of a thesis or dissertation committee. **The Practitioner Exception:** Adjunct faculty holding a J.D. are exempted from having to satisfy the terminal degree (Ph.D.) and scholarship requirements (i.e., journal articles, book chapters, or a book) because their primary job may not allow for the flexibility to do research or other academic activities. Adjunct faculty that do not possess the terminal degree are only hired in extenuating situations.
- b. **Graduate Faculty Membership:** Criteria stated in [Part II](#) are incorporated herein by reference. Demonstrate continuing success in research/creative activity (e.g., blind peer-reviewed journal articles, conference presentations, book, book chapters, and/or grantsmanship), graduate teaching (e.g., student evaluations, peer-observations, student comments), and supervision of research or scholarly activity (e.g., mentoring students/professional development). May teach graduate courses, serve as Graduate

Program Director, serve on the Graduate Curriculum Committee, serve on and/or chair a master's thesis or doctoral dissertation committees.

- c. **Ex-officio Graduate Members of the Graduate Faculty:** Administrators with responsibilities for graduate programs who do not hold other appointments to the graduate faculty will be appointed to an ex-officio membership commensurate with background and experience and will hold that appointment for the duration of their administrative appointment. See criteria stated in [Part II](#) of the *Faculty Manual*.

2. Graduate Faculty Appointment, Reappointment, or Advancement Process

All probationary term (tenure-track) faculty members who hold the appropriate terminal degree for the discipline in which they hold their appointments are deemed to be members of the graduate teaching faculty upon their initial appointment. The Chair of the Department is responsible for notifying the appropriate individuals and requesting appointment to the graduate teaching faculty pursuant to [Part II](#). As part of their first evaluation for renewal of a probationary appointment, if the unit wishes the person to become a member of the graduate faculty, it would use the information gathered in the process of contract renewal to provide the nomination as outlined.

Faculty members may request to change or renew their type of graduate faculty status at the time of the annual review of faculty in the spring of each academic year by submitting a memo to this effect and a current curriculum vitae to the Chair of the Department. This memo should include the outcome of the faculty member's last annual evaluation and should be in accordance with the guidelines as set forth in [Part II](#) of the *ECU Faculty Manual*.

Upon completion of the person's first five years as a faculty member, they will be required to meet the criteria as set forth in the department's guidelines for re-nomination to graduate faculty status.

Reappointment, re-nomination, or advancement is contingent on evidence of continued progress in the areas listed above.

Examples of minimum criteria or requirements for professional activities that may be used to document eligibility for membership in the graduate faculty include, but are not limited to:

- Evidence of professional growth (e.g., completion of continuing education, participation in relevant seminars, or other professional activity).
- Demonstrated evidence of successful online graduate teaching or the potential of such success.
- Demonstrated evidence of success or the potential for success in research/creative activity.
- Demonstrated evidence of successful supervision of research or creative activity or the potential of such success, if applicable.