

Department of Earth Sciences
Policies and Procedures Manual

Mission and Goals of the Department (approved September 8, 2000)

In harmony with the mission of the University, the Division of Academic Affairs, and the College of Arts and Sciences, the Department of Earth Sciences is dedicated to excellence in teaching, research, and professional service. The focus areas of the department include geography, geology, and the related marine and environmental sciences. The department is committed to integrating current technologies into all of its activities in order to implement this mission effectively.

The Department of Earth Sciences disseminates knowledge through high quality undergraduate and graduate degree programs that emphasize field, research, internship, and international educational opportunities. Faculty members conduct vigorous, innovative research programs that involve undergraduate and graduate students and contribute to the understanding and solution of important problems in the earth sciences. Through a variety of professional services, the department provides resources in the earth sciences to the public and scientific communities from the local to international level. The department endeavors to promote the application of knowledge of all the earth sciences to the betterment of humanity.

Goal 1: To provide the highest quality undergraduate and graduate teaching in the earth sciences through innovative, effective curricula that emphasize current technologies and experiential learning.

Goal 2: To produce and disseminate new knowledge in the earth sciences through vigorous, creative research and scholarship, and to enhance student learning through involvement in research.

Goal 3: To provide resources in the earth sciences to the public and scientific communities from a local to international level through a variety of professional services.

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I. General Office Polices and Procedures

A. Office Staff

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Tammy Auger Office Assistant III	DL 110	962-3490	Augert@uncwil.edu

B. Office Supplies.

General office supplies may be obtained in the departmental workroom (DL103) or from the secretaries. Some computer/printing supplies are recyclable so we ask that old cartridges be exchanged for new ones.

C. Telephones.

Telephones are available for normal departmental use in faculty offices and in the department office. Long Distance is available on most phones via the DAIN line, dial 8 + 1 + area code + phone number. Phones should be equipped with voice mail, so those messages will record if you are on the phone or not at your desk. Please make sure there is a dial 0 option to get a departmental secretary on your voice mail.

D. Fax.

The department Fax machine is located in the work room (DL103); the number is 962-7077. Use the following information to send faxes:

On Campus – dial the four-digit extension and “start”
Local – dial 9 and the seven-digit phone number and “start”
Long distance (within US) – dial 8 + 1 + area code + phone number
International – dial 9 + 011 + country code, city code, number

E. Mail and Package Delivery.

Mail is delivered to the department twice daily (10 AM and 1:30 PM). All mail is placed in an individual faculty mailbox. Because of the limited size of the mailbox, faculty should not use this as a long-term storage device. Please make arrangements with the office staff for storing your mail should you be away for an extended period of time. This not only alleviates unnecessary cramming of the mailbox, but also promotes better security by not advertising your absence.

Please circulate all items routed to other members of the department by checking off your name and passing the item to the next person on the distribution list.

All packages including purchased supplies and equipment are delivered on a regular basis as received in the central warehouse. The secretaries must open purchase orders to verify their receipt and completeness of order. All packages are marked with the faculty member's name and placed either in the mailbox or on the workroom counter in DL103 as appropriate. Faculty members are asked to remove packages promptly to avoid overtaxing the size of this room.

F. Copy Machines.

A photocopy machine and risograph machine are available for faculty use in the workroom. Faculty cards are supplied with departmental funds to cover copy costs. Use the Risograph machine for duplication of large volumes of exams or handouts. Charges for the machines are as follows: photocopies -- \$.06 each; Risograph -- \$.03 each. Faculty are strongly encouraged to make double-sided copies when feasible and practical in order to conserve departmental resources.

G. Work Requests for Office Staff.

All faculty must communicate all work requests to the office staff by completing a Work Request Form (Appendix A), located in the wall rack in the workroom (DL103). These blanket forms cover all routine work requests including typing of forms, requisitions, and letters, and all work requests for classes such as copying and collating of course handouts, tests, or other miscellaneous items. The office staff request a lead-time of two working days to provide adequate preparation and completion of all requests (especially exams) submitted by the faculty. The office staff places the completed work (with the exception of exams - see below) in the faculty member's mailbox in the workroom.

Staff can type, copy and collate exams for the faculty if provided sufficient lead-time. If faculty can submit exams to the secretaries on either a diskette (IBM format) or as an email or attachment, then the exams can be formatted and reproduced in a manner that uses paper resources efficiently. After completion, the secretaries lock up exams and notify faculty as to when these are available for pick-up. Please provide additional lead-time during the final exam period as many faculty administer optional final exams. These require extra preparation and efforts by the office staff. Faculty must complete a work request form for each exam and optional exam as this indicates the number of copies required and any other special requests.

H. Physical Plant Work Orders and Requests.

Physical Plant Work Orders must be routed through the departmental office. Either memo or email routine work requests to the secretaries as printed documents have a better chance of getting completed. However, plumbing emergencies, water leaks, and electrical problems (power out, heating and air conditioning problems) can be expedited with a direct call by the faculty member to the secretary who can then directly call the

work order desk in Physical Plant (3101). Any work order that requires the department's expenditure of funds must be routed through the office.

I. Purchasing.

State Contracts or Central Stores are used to order supplies (expendable items costing less than \$1,000) and equipment (items costing more than \$1,000). The State mandates that all equipment over \$5000.00 undergo a bidding process. University policy prohibits individuals from ordering directly from vendors. Similarly, faculty members are not authorized to have vendors charge the university's account. Purchases made through established procurement channels are the university's only obligated purchases. Do not place purchase orders over the phone. Complete the information on the requisition form and turn it in to Cathy. Please indicate on the requisition the account to be charged (department supplies or grant). Requisition forms (Appendix B) are located in the wall rack in the workroom (DL103).

The Chemistry Stockroom (Dobo 122) can be used to obtain chemicals and glassware. Fill out a requisition indicating items requested, and the secretaries will complete the necessary forms, obtain the required signatures and return the forms to you to pick up the items.

J. Petty Cash.

Petty Cash can be used to purchase items not currently available from Central Stores or State Contract for amounts up to \$50.00 per day. Save the receipts from the vendor for the items purchased, fill out the Petty Cash Reimbursement forms (Appendix C), and provide the entire package (forms and receipts) to the secretaries for processing within 30 days of purchase. You may take the signed and authorized Petty Cash Reimbursement form to the Cashiers office on the first floor of James Hall and receive your cash reimbursement. If the forms are filled out correctly, you should receive your signed reimbursement request within three hours.

K. Travel Requests.

Travel Authorization forms (Appendix D) for class field trips or professional travel must be submitted to the department secretaries prior to the beginning day of travel to ensure insurance protection by the State University system. Even if no funds are requested for the travel, a signed form must be completed if the authorized travel occurs at any time during the course of normal university employment. All travel is subject to availability of funds; therefore, the university reserves the right to limit the reimbursement of travel expenses to limits established prior to the trip.

The traveler is responsible for filling out the travel reimbursement form (Appendix E) to recoup monies spent on meals, lodging, mileage, and registration fees. You must submit receipts for all covered expenses except meals. Also, please note that normal operating procedures provide reimbursement only for those items listed on the original authorized

travel request. University procedures provide for advanced purchase of airfare as well as prepayment of registration fees for meetings. Reimbursement of excess expenses over and above the authorized original allocation or per diem may occur only if special arrangements to cover these known excesses are made prior to the travel.

Express checkout statements from hotels are accepted as original receipts and do not require the traveler to sign the statement nor to write “paid in full” on the statement. In addition, reimbursements will be granted for the electronic purchase of airline tickets if the travel concludes more than 30 days from the date of purchase. Attach a copy of the e-ticket receipt to a check request and submit it to accounting. Include the travel authorization number and flight itinerary.

Per Diem rates (in US dollars) are as follows (as of July 1, 2001):

	In State	Out of State
Breakfast	6.50	6.50
Lunch	8.50	8.50
Dinner	14.50	16.50
Lodging	55.50	66.00

L. College of Arts and Sciences (CAS) van.

The department houses the CAS van, which is essentially assigned jointly to the Departments of Earth Sciences (including Environmental Studies Program) and Biological Sciences by the CAS. The ERS office staff must complete all requests for use of this van. Reservations for the van are done on a first-come-first-served basis. All reservations must be completed at least one week prior to travel. This van is a registered vehicle within the state motor pool and normal operating procedures are followed as for any other motor pool vehicle. The driver of the van must be a UNCW employee or UNCW student. The name of the driver must be listed on the UNCW Travel Authorization Form (Appendix D). A photocopy of the driver's license must be on file prior to the commencement of travel. The travel authorization form must also contain the name of all UNCW travelers. The travel authorization form must also be completed with signatures and on file before travel commences. The keys to the van and travel packet are picked up in the department office on the day of the beginning of travel. Please arrange in advance for early pickup. The driver is responsible for beginning and completing (including signing) the mileage log for the van.

When travel is completed, park the van in the service vehicle area in the rear of DeLoach Hall, and return the keys and packet to the department office. Please ensure that the gasoline tank is full before parking the van and returning the keys. A gasoline pump in motor fleet operations in the physical plant complex can be used to fill the gas tank. Be considerate of others and clean the van before turning in the keys.

II. Teaching

A. Class Rolls.

Class Rolls are available for viewing through SEAWEB. (The Registrar's Office only provides printed rolls for roll verification after the drop-add period.) Faculty must be able to inform the Registrar of any student attending your class who is not on the class roster, or of any student who is on your roster, but not attending the class. Roll verification is important because it is used to determine teaching workloads. Institutional Research uses the class rosters to calculate official statistics for their required census each semester to General Administration. Please return the roll verification sheets to the Registrar's Office before the posted deadline. In particular, call attention to those students who have never attended class as well as those who are attending class but whose names are not on the official class roll.

B. Course Syllabi.

The Southern Association of Colleges and Schools (SACS) requires that the department maintain a copy of each course syllabus in the department files. Please be certain to give the secretaries a copy of each syllabus for each course in each semester.

SACS also requires that students have written information concerning the goals, requirements, nature of course content, and the methods of evaluation for each course. Please keep these in mind when preparing course syllabi. Detailed specification of policies is important for the protection of the faculty.

Listing office hours, web page addresses, email addresses are all useful additions to course syllabi. Modifications to the opening handout should be communicated to students in writing.

It is recommended that each course syllabus contain a statement regarding the availability of disability services. (In order for accommodation of any disability, students must contact the Office of Disability Services in Westside Hall (3746) and obtain a referral.)

Syllabi for cross-listed courses (undergraduate/graduate) **must** clearly establish a more rigorous expectation/workload for those students enrolled for graduate credit.

C. Honor Code.

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the university community are obligated to report occurrences of dishonesty, each individual is principally responsible for his or her honesty.

It is strongly recommended that an Honor Code statement be included on each course syllabus. The complete code may be found in Appendix G of the UNCW Faculty Handbook and, also, in the UNCW Student Handbook and Code of Student Life

D. The Buckley Amendment and Academic Issues.

Students have a right to the expectation of privacy concerning their test and course grades according to the Federal student privacy Act (the Buckley Amendment). Students must give written permission to a faculty member to discuss their performance with others, including their parents. Faculty cannot post grades by either a list of student names, or by complete social security numbers. Posting by partial social security numbers such as the last four digits is strongly discouraged, also. Similarly, photocopies of class lists containing student identification (SID) numbers shall not be circulated through classes as a means of recording attendance. In posting grades, code names (aliases) and special identification code numbers are permitted as long as the general public has no direct means of associating a code name or alias with a particular student.

E. Final Grades

Assigning final grades for each course is now done using the SEAWEB for Faculty. The current version of this web resource requires at least a 5.0 version of Netscape or Internet Explorer browser software with cookies and JavaScript enabled. Access to SEAWEB is through the UNCW Administration home page. To log on, faculty must have a PIN number (initially assigned through the registrar's office). Once logged in the system, work through the menus to select the particular course you are teaching and then choose the menu to assign grades. Grades are assigned by clicking the appropriate button. SEAWEB permits you to grade one, several, or all of the students in a session. When finished assigning the grade(s), click on the button "SUBMIT" located at the bottom of the page. If there are more than 25 students enrolled in the class, submit the first 25 before moving on to the next page. Be aware that this system is on a timer and will automatically logoff if there is no activity (including SUBMIT) within 15 minutes. You can't change grades already posted by the Registrar's Office (such as W, AU, and others) --and, of course, faculty members cannot enter these grades. When all grades have been submitted for a given class, click on "Click here to grade another course" to begin the process for that course. Be aware that faculty can change grades on SEAWEB during the grading period without having to file a Change of Grade form. Changing the grade simply requires a mouse click on the new grade. For security reasons, please exit SEAWEB when finished. Closing the browser completely after exiting (logging off) SEAWEB can give you an extra sense of security.

Instructors of introductory courses with labs should receive lab grades from the appropriate graduate teaching assistants. In all cases, these lab grades can be delivered to the lecture instructor before the first day of the final examination period.

F. Incomplete Grades.

Incomplete grades may be given to students who have been performing satisfactorily in class, and regularly attending class, but who have missed required work due to accident, illness, or a personal problem. Forms for the Assigning an Incomplete Grade (Appendix F) are in the department office. All incomplete grade forms must be typed before being signed by the instructor and department chair. Faculty must indicate on the form the exact work to be completed, and a specific date by which the work must be completed. If the student fails to complete the work by the specified due date, then the assigned grade becomes 'F.' All forms assigning an incomplete grade must be received by the Registrar's Office in a timely fashion during the time of assigning grades at the end of each semester. Normally the forms are submitted concurrently with assigning the final grades for the class. When all of the specified work is completed by the student to remove the Incomplete, a form (Appendix G) noting such must be submitted to the Registrar. If the student fails to complete the work by the date specified, then the instructor must still file a form (Appendix G) informing the registrar to assign the grade of F. After one calendar year from the assignment of the incomplete grade, an Incomplete grade automatically becomes an F even if no paperwork has been filed.

G. Grade Changes.

Changes in assigned grades (other than incomplete) must result primarily from clerical error. All students in a given class must have the same timely opportunity to enhance their grade for that class. Completed and signed authorized forms (Appendix G), available in the departmental office, must be submitted to the Registrar's Office.

H. Supervision and Evaluation of Graduate Teaching Assistants.

Graduate Teaching Assistants in the Department of Earth Sciences are assigned responsibilities for teaching lab sections, teaching and/or assistance in upper level laboratory sections, and assistance in managing large introductory lecture sections by the Graduate Coordinator in conjunction with the Department Chair. These assignments are based on qualifications and credentials of the graduate student as well as the needs of the department and its faculty. The faculty coordinator for the physical geology lab sections has the responsibility of preparing these teaching assistants for their weekly labs. The geography faculty member bears similar responsibility for the physical geography lab teaching assistants, as does the geology faculty member(s) teaching environmental geology. In all cases, the faculty coordinator must ensure that the graduate teaching assistants receive complete training for each lab in the appropriate methods for instructing the students in their assigned lab sections. Weekly meetings with the teaching assistants are vital to recognize and mitigate problems as they arise and to guarantee the best continuity of the labs during the semester. Weekly training must address (when appropriate) the safest use of lab materials in presenting the lesson or activity.

All graduate teaching assistants must be evaluated by graduate faculty using a form approved by the department (Appendix H). The Graduate Coordinator currently assigns evaluation of graduate teaching assistants to the lab coordinator. Each assistant shall be evaluated for at least one instructional period in a lab section during each semester. The evaluator must make arrangements with the teaching assistant on which lab session to attend for the evaluation. Prior to the evaluation, the evaluator meets with the teaching assistant to discuss the evaluation form and what is to be evaluated during the classroom observation. As soon as possible after the observation, the evaluator discusses the completed form with the teaching assistant in an evaluation conference. At the conference's conclusion, the evaluator and teaching assistant both sign and date the form, adding any comments in the space provided. The evaluator then submits the completed form containing both signatures to the department office. Each teaching assistant receives a copy of this document.

I. Initiating New Degree Programs, Tracks, of Non-Degree Certificate Programs

Any faculty member in the Department of Earth Sciences can initiate a proposal for a new undergraduate or graduate program, a new track within any current program, or the introduction of a non-degree certificate program. Once a proposal is received, it is forwarded to the appropriate discipline committee in the department for study (i.e., within geography, either the undergraduate curriculum committee or the geography graduate faculty; within geology, either the undergraduate curriculum committee or the geology graduate faculty; or across disciplines, if environmental studies). In some cases, undergraduate or graduate faculty (as appropriate) from either area may serve on a discipline-specific committee if their area of expertise is important to the suggested program. The discipline-specific committee plans all proposals and presents them to the entire earth sciences department faculty for approval. If the faculty approve in principle a new program, either the discipline-specific committee or a selected committee of the faculty continues with the plan of the proposed program. Generally during this planning stage, the deans of the College of Arts and Sciences and Graduate School (as appropriate) are consulted, and they often provide constructive reviews of preliminary plans. All departmental faculty members are given the opportunity to have input into the new program during the planning stage, and are often consulted about various aspects. Once a new program has been planned and approved by the committee, it is submitted to the department for discussion and approval. Once approved, it is submitted to the dean of Arts and Sciences and the dean of the Graduate School (as appropriate).

J. Course Numbering Scheme for Geology

The geology curriculum committee generated a logical approach to the numbering of their courses that also provided a convenient manner to plug in new courses. The graduate program in geology continued this numbering scheme during the planning and implementation of the Master of Science in Geology program. In the following table, the variable X represents the numeral 1, 2, 3, 4, or 5 as the appropriate lead designator of level for the course. Although not perfect, this scheme provides a useful starting point

for assigning course numbers to new courses and has worked reasonably well over the years.

X00-X99	Basic courses to all fields of geology including introductory courses, methods, and mineralogy
X10-X19	Courses in petrology
X20-X29	Environmental geology, geologic hazards, hydrogeology
X30-X39	Paleontology and stratigraphy
X40-X49	Structural geology, regional geology, and tectonics
X50-X59	Oceanography, marine geology
X60-X69	Geophysics
X70-X79	Field Camp, Geochemistry
X80-X89	Specialized topics, special topics, capstone courses
X90-X99	Directed Individual Studies, experimental or trial courses, seminars, and honors work

III. Advising

A. Faculty Advisors.

Students can declare a major either in Geography or Geology generally no earlier than the second semester of the freshman year and no later than the end of the sophomore year. A student must request that his or her records be transferred to the College of Arts and Sciences and the Department of Earth Sciences from the Registrar by the completion of the “Declaration of Major” form. For students who have yet to declare a major (usually freshmen and sophomores), this declaration must be completed in the Student Academic Support Program (SASP) office. If the student has already declared a major in another field and either wishes to change his or her major to Geography or Geology, declare a second major, or declare a minor, he or she must complete a change of major declaration in the Office of the Registrar.

The ERS Office staff assigns declared undergraduate majors in the department to faculty members on a rotating basis as a mechanism to keep advising loads equivalent. However, the office staff attempts to honor individual student requests for a particular advisor if practical. Faculty advisors should help students select appropriate course work that will complete their degrees in a timely manner. Faculty can refer career advisement to Career Services (3174) in the University Union.

The UNCW Faculty Handbook clearly defines advising as one of the faculty member's most important duties in the university. The university considers advising as a regular part of teaching responsibilities. Advising errors can prevent a student from completion of his or her degree in a timely fashion as well as lead to a student receiving a surcharge on tuition (for completed semester hours in excess of 140 for a first baccalaureate degree in a four-year program).

Student advisees bear the primary responsibility for planning their degree programs and for meeting all of the graduation requirements. In order to graduate on time in four years, students must carry an annual course load of 31 semester hours in addition to meeting all graduation requirements. Refer to the college catalogue for the latest published policies on graduation requirements including Basic Studies and all policies related to dropping and adding of courses, withdrawal from courses (either individual courses or complete withdrawal from all courses), repeating of courses, GPA retention chart and assigning values to grades for determining the GPA, and Grade Appeals.

B. Pre-registration and SIS PIN.

Students currently enrolled as assigned as majors to the department meet with their faculty advisors each semester prior to pre-registration. Faculty receive a pre-registration package of materials for each of their assigned advisees. This packet contains a form letter (with blanks to be completed for each student advisee) requesting the student to contact the advisor for a pre-registration advising appointment. The package also contains a peel-off address label for the student's UNCW post office box, a pre-registration card containing the unique date and time for the student to access the telephone registration system (SeaLine) and the student's unique four-digit SIS PIN code, and a form for evaluating faculty advising. Should the pre-registration card be lost or misplaced, the student must obtain their PIN number from their faculty advisor (who contacts the departmental office staff to obtain the number). Because each student must go through pre-registration advising with their faculty advisor, the advisor must request the PIN number as the office staff has no way of determining if any student requesting their PIN code has been advised as required.

Should the student fail to make an appointment for pre-registration, they forfeit their pre-registration card. This prevents them from pre-registering for courses and requires that they must register for classes in time period immediately preceding the start of the regular semester.

Faculty should ensure that students have been advised to meet all prerequisite requirements prior to enrolling in a course. The prerequisite requirements have been purposefully selected to give students the best minimal background necessary for understanding the course material successfully.

C. Degree Audit.

The degree audit is an unofficial printed record of a student's grades and progress in completing all course work required by graduation requirements. The degree audit lists courses the student has completed toward meeting the basic studies and specific degree requirements based on information on file with the Registrar's Office. It also lists the courses needed to complete all degree requirements for graduation. The degree audit is useful in helping students chart their progress towards graduation and in planning their course selections. The Degree Audit is the property of each advisee.

Students must print their own degree audits prior to arriving at a pre-registration advising session with their faculty advisor. Faculty advisors have access to the degree audits of their assigned advisees through SEAWEB. However, administrative assistants and secretaries do not have access to the computer screens of the degree audits and therefore cannot be expected to print them for any advisor. Students are aware that they need to print their own degree audits prior to pre-registration advising.

Faculty advisors are also encouraged to attend a workshop on how to operate and access the SIS system. The Registrar generally offers workshops each fall semester.

D. Course Substitution/Waiver.

Course substitutions/waivers may be made for some degree requirements. The form (Appendix I) requires the signature of the student's faculty advisor, the chair of the department in which the course is offered, and the dean.

E. Transient Study Forms.

Transient study forms allow UNCW students to take courses at another institution and apply the work to their UNCW degree. The procedure requires the signature of the student's faculty advisor, the department chair and the dean before taking an off-campus course. The Registrar does not give credit for course work done off campus unless the student has filed an authorized transient study form (Appendix J).

F. Evaluation of Advising.

The Department requests feedback from advisees on their faculty advisor within the department by way of an advising evaluation form (Appendix K). This form is given to each student at the completion of the pre-registration advising session. Students should complete the form anonymously and outside the presence of the advisor. The department office maintains an enclosed box for anonymous submission of the completed forms by the students.

G. Graduate Advising:

In the Department of Earth Sciences, each graduate student has an individual graduate advisor who serves as the chair of the student's graduate advisory committee. Normally, degree-seeking students are not admitted into the program unless a faculty member consents to serve as their advisor. Part-time students may be admitted without prior consent of an advisor. In such cases, the graduate coordinator serves as interim advisor until an advisor is determined. Mutual consent between the graduate student and a faculty member in the selection of a graduate advisor is critical to the success of the student's degree program and research. However, after beginning graduate studies, changing interests of the student to another area of research may necessitate selection of a new graduate advisor. A change in

advisor should begin as soon as the need arises. The graduate coordinator should be notified immediately so that appropriate changes are incorporated in the student's file and the process is expedited efficiently.

The primary role of the graduate advisor is to assist in the choice of thesis topic and the design of the research program. The graduate advisor also provides guidance during the research project and critically edits the thesis with suggestions for any improvements. The advisor, therefore, must have expertise in the area of student research and usually agrees to advise only those students wishing to pursue a research topic within his or her range of research expertise. *It is the responsibility of the graduate advisor to suggest appropriate course work, monitor student progress, and review the thesis in a timely manner.*

The graduate advisor assists in selecting two other faculty members to serve on the graduate advisory committee. Selection of committee members must be completed by the end of the student's first semester in residence and should focus on providing the student with additional expertise in the design and implementation of thesis research. Any faculty member at UNC Wilmington holding graduate faculty status is eligible if he or she provides the needed expertise. At least two committee members, including the advisor, should be from the Earth Sciences faculty. One other faculty member from another department may be added to the committee, if appropriate, but may not chair the committee. Qualified faculty from other universities may serve as committee members, but may not chair the committee. In order for a non-UNCW faculty member to serve on a committee, they must apply for a courtesy Graduate Faculty appointment at UNCW. This is accomplished by submitting a vitae and a letter of justification provided by the Departmental Graduate Coordinator to the Graduate School. The major advisor submits the names of all committee members to the graduate advisor, who completes a Thesis Committee Appointment form.

Graduate advisors and committees have an important obligation to ensure that their degree-seeking graduate students complete their degree in a timely fashion. This includes committee approval of a degree plan and thesis prospectus not later than the end of the student's first year. Also, the graduate student must pass a qualifying examination for degree candidacy prior to enrolling for thesis hours.

IV. Evaluations of Teaching

A. Peer Review of Teaching.

A direct classroom observation of at least two lectures each semester of all untenured faculty is required by UNCW. This responsibility is carried out by members of the Classroom Visitation Committee of the Senior Faculty in the department using a form approved by the department (Appendix L). The Committee member arranges the classroom visitation in conjunction with the untenured faculty member. Prior to the visitation, both meet in a conference to go over the evaluation form and discuss the visitation. After the observation, the Committee member completes the form and discusses it with the untenured faculty member. This post-visitation conference should

be held as soon as possible after the classroom observation. At the conclusion of the conference, both faculty sign and date the form with the untenured faculty member adding any comments in the space provided. The Committee member submits the signed evaluation form to the department chairperson. The untenured faculty member receives a copy of the completed evaluation form.

B. Student Perceptions of Teaching (SPOT).

Teaching Evaluations are done for each course each semester using the university-generated Student Perception of Teaching (SPOT) form (Appendix M). SPOT is administered during the last ten class days of the semester (last five class days for summer sessions). Every class and lab section receives a packet of SPOT forms for completion. Official procedures listed in the Instructions for Administration of SPOT mandate that the instructor is not to be in the room during its administration. The designated administrator supervises the collection of the completed forms, seals them in their manila envelope, and delivers it to the department office. SPOT results are used in annual faculty evaluations, evaluations for tenure and promotion, the five-year post-tenure review, and in the annual determination of merit pay increase. Each faculty member receives a final summary of his or her SPOT for each administered course. Be aware that Institutional Research does not assign ratings for instructors when class size is six students or less because the results are not statistically valid. For these classes, the chair shall retain these evaluations in order to protect the anonymity of the student. The chair will communicate the results of the SPOT evaluations including a summary of written comments to the faculty member upon request.

V. *Faculty Policies and Procedures*

The UNCW Faculty Handbook contains additional and more specific information than presented within this departmental policies and procedures manual. Please consult the Faculty Handbook as needed for those broader policies that extend beyond the realm of the department.

A. Office Hours

Faculty are expected to be available to students for answering questions, giving extra help, general discussion, and advising. The university suggests that all faculty be available for at least two hours each day, five days each week. Office hours must be posted where appropriate near each faculty office as well as on each class syllabus. The department strongly urges each faculty to inform the office staff of their office hours for each semester.

B. Equipment Budget

Equipment items are those for which the unit price exceeds \$500. The department chairperson approves all equipment purchases. Requests for new equipment are compiled into an expansion budget that the department submits annually in the spring

semester. To this end, the department requests that all recommendations for new equipment be submitted by the close of the fall semester for inclusion in the next expansion budget. Each recommendation must contain a unit price and description of each item, a suggested vendor including (as appropriate) stock numbers, vendor's address, telephone, and fax numbers, an estimate of shipping and handling fees, and a justification for the item including its intended use in teaching and research.

The university budget allocations from the state are generally fixed with the establishment of each fiscal year's budget by the legislature. UNCW issues each department's fiscal year budget allocations as soon as appropriate. Towards the end of each fiscal year, additional monies from unspent allocations may be available and without prior notice to departments at the discretion of administrative officers. If and when this happens, the department receives notification from the Dean, and some equipment items on the expansion list can be purchased as time and available monies permit. Thus, having a completed expansion budget as early in the spring semester as possible can assist the department chairperson in spending any excess funds wisely for the best interests of the department.

C. Supplies Budgets.

The department chairperson assigns each faculty member an appropriate amount of funds for purchasing expendable supplies at the beginning of each academic year. These budget allocations can vary from year to year. Requests for additional supplies funds can be made to the chair early in the fiscal year.

The department maintains an inventory of paper, pens, pencils, thumbtacks, tape, and other such items necessary for ordinary daily functions related to the teaching mission of the department. Individual faculty members need not purchase these items with their supplies allocation. Monies in the supplies allocation to individual faculty are better spent on those items that are more specific to the teaching of their individual courses.

D. Course Load and Faculty Workload Policy

Faculty workload in the Department of Earth Sciences includes teaching and instructional activities, scholarship and professional development, research achievement, and service. Following guidelines provided by the College of Arts and Sciences, a *full workload* consists of a teaching assignment of 24 credit hours per year, including equivalencies; routine advising of majors and minors; maintaining professional scholarship; routine service on departmental and university committees; and routine service to the profession.

Faculty who are significantly involved in research may receive a course reduction (CR) of 3 credit hours per semester. This course reduction results in a teaching workload of 18 credit hours per year defined as a *standard workload*. Course reductions are also possible for unusual contributions in the areas of teaching, research, and service. Acceptable course reductions are indicated in Appendix N.

The final load (FL) for a faculty member is calculated as the sum of the teaching credit hours, credit hour equivalents, and course reductions.

Faculty may be asked to take on additional teaching assignments, called overloads, on an as-needed basis. University policy permits overload pay in some cases.

E. Summer School.

Opportunities to teach summer school classes comprise a method by which permanent (tenure-track) faculty can augment their academic year earnings. Part-time or short-term faculty cannot participate in the following priority system, but can participate in teaching summer school classes if tenure-track faculty members are unavailable.

1. The department chair shall prepare a list, through a poll of the permanent departmental faculty early in the Fall semester, of those courses that are eligible for consideration as part of the following year's summer curriculum.
2. In a similar manner, the department chair shall prepare a list of the departmental faculty that are interested in and eligible for the following year's summer teaching positions. Eligibility will be based on employment status and the following priority system:
 - A. First priority will be given to first-year faculty who have not taught summer school at UNCW previously.
 - B. Second priority will be given to faculty who did not hold a summer teaching position at UNCW in the previous year. Within this category, priority increases as a direct function of the number of years removed from the last summer teaching position.
 - C. Lowest priority will be given to those faculty members who taught in the previous summer at UNCW.
3. Final determination of the summer school curriculum and the allocation of summer teaching positions will be determined by the departmental faculty at a departmental meeting called prior to the summer school scheduling deadline. The list of eligible courses and the faculty priority list shall be distributed to the department faculty one week prior to this meeting. It shall be the faculty's responsibility to determine impartially and within the framework of summer budget allocations: (1) those courses that are to be included in the following year's summer curriculum; and, (2) those faculty members that are qualified to teach the proposed courses. (Approved by ERS Department faculty on 08/29/1978).

F. Release Time

University policy allows for partial release time and leave of absence. Faculty must find alternative sources of income for release time. Departmental funds cannot be used to support faculty not involved in instruction. Release time from teaching assignment must have the approval of the department chair. Procedures for applying for release time are published in the UNCW Faculty Handbook.

G. Faculty Development Awards

The annual call for proposals for the various Faculty Development Awards occurs relatively early in the academic year. The awards include: Faculty Reassignment for Research, Cahill Award, Teaching Excellence awards, Summer Research Awards, Summer Curriculum Development Awards, and CMS Pilot Projects. Effective with the 2000-01 academic year, the Faculty Development Awards applications, timelines and regulations are available on-line through the Academic Affairs home page.

H. Senior Faculty

Senior faculty in the department are tenured faculty holding the rank of Associate Professor or Professor. The chair of the department is also part of the senior faculty in the event that the chair is not tenured.

I. Part Time Faculty

The university handbook outlines all the policies for hiring part time faculty within the department. The department chairperson consults with faculty members who have experience in teaching courses for which a part time person can be hired as appropriate. This ensures that those individuals hired for part time teaching in the department are acceptable. Part time faculty are not eligible automatically for graduate faculty status, and they must specifically apply for graduate faculty status.

J. Adjunct Faculty

The Department recommends qualified persons to the Dean of the College as adjunct faculty without pay in instructional or research programs. These positions are renewable for their defined term. The curriculum vita of an adjunct candidate must be circulated to the department whose vote determines acceptance of the candidate. Adjunct faculty are eligible to serve on graduate committees where deemed appropriate, but cannot chair graduate student committees, unless specifically granted that privilege by the Graduate School. The Provost and Vice Chancellor for Academic Affairs reviews and accepts or rejects the recommendations for Adjunct Faculty submitted by the Department and Dean of the College.

K. Voting Faculty and Voting

All tenure-track faculty have full voting privileges within the department. Non-tenure track faculty have a non-voting status. The department, however, actively encourages its non-tenure track faculty to attend all departmental meetings and to provide their unique input into any issue coming before the faculty.

A voice vote generally decides most issues requiring departmental approval. However, as appropriate, written ballots may be used. In those issues facing the Senior Faculty regarding reappointment, promotion, and tenure, votes administered as an advisement to the department chair are not reported, even when unanimous.

L. Length of annual employment

UNCW employs faculty on a nine-month basis. The specific dates vary with the calendar year. Faculty are essentially employed from August until the day after spring commencement. Summer school teaching and any special initiatives or awards are date-specific for their contracts.

M. Curriculum Vitae

The department receives requests for information from the administration often on short notice. Every faculty member can aid in efficiently expediting these requests by submitting and annually updating their curriculum vitae for filing in the department office. SACS requires the department office to maintain an active file of current, up-to-date CVs of faculty.

N. External Professional Activities for Pay

All faculty must complete an annual required form stating their intent towards external activities for pay for consulting activities during the upcoming academic year. Should circumstances occur that result in a change of this intent, then a new form must be completed. All forms are remanded to the Department Chair who must submit an annual report on the department's external professional activities for pay for that year. The Faculty Handbook provides more details on these activities.

O. Room and Equipment Security

Each faculty member is responsible for the security of the department and its equipment. Thefts of audiovisual equipment, computers (especially laptops), textbooks (for book sellbacks), wallets and purses occur routinely throughout the year to various degrees. All faculty are encouraged to lock your office door even when leaving for the briefest of moments. Within some lecture rooms and labs, the slide projectors are housed in a lockable wooden cabinet (see the department office for lock combinations). Please take the extra minute after your class to lock the cabinet when finished. In other rooms and labs where no secure cabinet exists, extra care must be taken to keep the equipment as secure as possible. The multimedia and sound system in DL 101, 114, and 125 (as well as those projected for installment in DL 105 and 120) command extra precautions in keeping these rooms locked as much as feasible.

Please ensure that all labs and rooms are locked, secured, and unlit if you are working during evenings and on weekends. Departmental policy for students in labs has always favored either faculty or graduate students responsible for a lab to be present during the evening or weekend hours if the lab is to be open for undergraduate student use. Undergraduate students are usually not permitted in the building on weekends unless under the direct supervision of a faculty member. Graduate student use of labs is limited by key access. In summary, the department recognizes the needs of students to use labs

and materials after hours and during weekends. Security issues, however, demand that such use is not unsupervised.

On weekends, the outside building doors should be kept locked at all times (and not “defeated” by bracing them open with any type of door stop). If you find the door braced open, please close it properly.

Be prepared to deal with emergencies as effectively as possible. (1) Locate fire extinguishers, fire blankets, exit, and emergency lights. (2) Locate the nearest first-aid kit, eyewash station, and shower in any lab. (3) For any extreme emergency in the building during off-hours (fire, chemical spills, injuries, etc.), call the university police at 3184.

P. Schedule of classes and room use

Early in the preceding regular semester, the department determines and submits to the Dean's Office a schedule of classes to be taught the following semester. Using the online facilities scheduling software, the department can reserve space for classes in DeLoach Hall. For classroom space in other buildings, the department attempts to reserve classrooms, but higher priorities can bounce our requests for their space. The department attempts to account for additional room use as appropriate by students for their labs. Thus, all requests for special use of any classroom or lab for any special or one-time event (guest speaker, thesis defense, committee meeting, and so forth) must be coordinated between the departmental and Dean's office. Also, if you are planning to keep a lab open for student use on a regular basis, please be sure to let the department chair and assistant chair know of this so that these plans can be included for planning the next semester's teaching schedule. With the current crunch of classroom space on campus, the department can lose some control on the availability of its classrooms during times when no departmental classes are being taught.

Q. Faculty Travel (see also Section I.K)

Any professional travel to be conducted during the contracted time of employment (academic year or grant period, for example) must be initiated by an official travel authorization form whether or not reimbursement is to be requested. Completion of the forms validates university insurance for the faculty member. Faculty are advised to submit these forms for signatures with plenty of lead-time for approval before the travel begins.

The department needs to have contact information for faculty on travel should the need arise for important communication during this time.

R. Campus Communique

The weekly newsletter and official voice of the campus is the Campus Communique. Individual faculty can submit concise narratives relating to their recent specific

professional contributions via email to COMMUNIQUE by noon Tuesdays, unless otherwise notified. The submissions are published in order of their receipt and can be delayed by the volume of submissions and the space available for printing them each week. Seminar notices, thesis defenses, guest speakers, special events to be hosted as well as publications of faculty and collaborative students, presentations at meetings, elections to professional committees and other honors bestowed are appropriate items for inclusion in the Communique. Faculty are encouraged to write up any item and submit it themselves to minimize any errors or inconsistencies.

S. Annual Report

The department currently uses the calendar year for its annual review of activities. A copy of the current format for the annual report appears in Appendix O. Basically, the annual report covers the main areas of professional activities necessary for considerations of reappointment, tenure, and promotion: teaching and related professional development, research and related professional development, and professional service (including department, college and university, and the wider realms of your profession (regional, national, and international arenas). The annual reports form a basis for the annual evaluation conducted by the chair for each faculty member. Completeness is essential. Conciseness is strongly encouraged. Brevity is preferred.

T. Reappointment, Tenure, and Promotion

The Department of Earth Sciences employs the same criteria for reappointment, tenure, and promotion as those stated in the Faculty Handbook. We are a diverse faculty whose disciplines range from cultural geography to physical geography to all the major sub disciplines of geology. The types of research conducted, approaches to dissemination of research results, and opportunities for funding vary widely among disciplines within the department. Teaching and service loads also vary, especially between geography and geology segments of the department. Because we have a small number of geography faculty and only the B.A. degree is offered in geography, the geography faculty concentrate to a greater degree on teaching and also carry a heavier service load in order to be represented appropriately on department committees. Geology faculty are required to be more research active to support the growing M. S. Geology program, in addition to the B.A. and B.S. programs. Although we have discussed emplacing more specific criteria than those stated in the Faculty Handbook, we have not found it appropriate to specify the numbers of publications, dollars of external support, SPOT results, etc., necessary for reappointment, promotion, and tenure. Such specific criteria would limit the flexibility needed for RPT decisions in our diverse department. We have chosen therefore to follow the university guidelines.

RPT recommendations are made to the department chair by the senior faculty, who are assembled by the chair after these faculty members have had opportunity to examine the candidate's RPT dossier. The senior faculty who were consulted are indicated on a signature page attached to the RPT recommendation. It is the policy of the Department of Earth Sciences that senior members vote on personnel recommendations in an advisory

capacity to the chair and that this vote is never reported outside the department, even when unanimous.

U. Post-Tenure Review.

Policy Statement. Post-tenure review in the Department of Earth Sciences shall follow the post-tenure review policy of the University of North Carolina at Wilmington, including the procedure, timetable and criteria specified by the university. According to this policy, each department is responsible for establishing 1) the format of the report submitted by the faculty member being reviewed; and, 2) procedure for peer review. An Earth Sciences faculty member being reviewed will provide a succinct report compiled from the annual reports prepared for the years under review. The PTR report should follow the organization of the most recently completed annual report. The report must include a list of courses taught, including DIS; theses directed and thesis committee participation; SPOT summaries for each class taught; publications and presentation before professional audiences; and a list of service contributions to the university, the discipline, and the community. Additional supporting material may be supplied at the discretion of the faculty member.

A committee of three senior faculty members who have previously served on the department Annual Evaluations Committee shall conduct peer review within the department. The committee will be appointed during each fall semester by the department chair. Representatives of both departmental disciplines will serve on the committee. During a given year, a faculty member should not serve on both the Annual Evaluations Committee and the Post-Tenure Review Committee. Each committee member will review the PTR report submitted by each faculty member and provide a written evaluation of the faculty member's record in teaching research, and service and an assessment of overall performance as satisfactory, exemplary, or deficient as defined in the UNCW PTR guidelines. (Approved 9/25/1998)

Review Criteria

General Principles. The Department of Earth Sciences includes faculty from a wide range of disciplines within the field of geography and geology. Our courses include large lecture course, small seminars or graduate courses, lecture courses accompanied by laboratories, and courses that are entirely laboratory or field based. The geography program offers a baccalaureate degree, whereas the geology program includes baccalaureate and graduate degrees. Consequently, teaching duties vary among faculty.

Likewise, research programs vary widely among faculty. Some faculty work as independent investigators and others are members of research teams. The research performed by cultural geographers may resemble that conducted by sociologists, anthropologists, economists or historians. Physical geographers and geologists conduct research that may involve such activities as field or laboratory experimentation; observation or simulation of geological processes; computer or other modeling; field mapping; or sample collection, preparation, and analysis. Disciplines differ with respect

to methods used to conduct research, resources needed and/or available, time needed to complete projects, and means of dissemination of results.

Because of this diversity within the Department, criteria for post-tenure review must be flexible. In reviewing each faculty member, consideration must be given to factors intrinsic to the faculty member's discipline, rank, and the assigned distribution of duties.

The department follows the established university criteria for summarizing post-tenure review as *satisfactory*, *deficient*, or *exemplary*.

Departmental Criteria for Teaching and Related Professional Development.

Faculty are expected to contribute to the teaching mission of the department both within and outside the classroom. The criteria for satisfactory classroom performance include currency of course content, and appropriate range and depth of topics covered, and presentation of material in a way that enhances student learning. All faculty should make efforts to improve teaching performance.

The departmental teaching mission also includes the following activities:

- Developing courses, class field trips, and Web-based instructional materials
- Publishing textbooks
- Supervising departmental honors projects
- Directing individual studies or otherwise involving students in research
- Supervising internships
- Advising undergraduate students
- Supervising M. S. theses or doctoral dissertations
- Serving on graduate student committees
- Writing applications for instructional grants
- (obtaining) grants or in-kind donations for student support
- obtaining resources from donors to support the departmental teaching mission
- active participation in curriculum or program revisions
- attending professional meetings, short courses, workshops, etc.
- mentoring junior faculty

Faculty participation in the above activities varies depending on such factors as the faculty member's discipline, workload, and rank. In general, tenured professors are expected to contribute more significantly to the teaching mission of the department than are associate professors.

Departmental Criteria for Research and Related Professional Development

In the scholarly community, research is exhibited through the publication of papers and books. Professional presentations and grantsmanship are also among

the items contributing to a profile of the faculty member's research and scholarly activities. Research and related professional development may involve:

- publication of books
- publications in refereed journals
- publication of proceedings papers, abstracts, book reviews, etc.
- publication of research by federal or state agencies (reports, maps, etc.)
- submission of technical reports to public, private and industrial granting agencies
- editorship of volumes
- presentations and/or authoring/editing fieldtrip guidebooks for professional society meetings
- invited lectures
- research funding by public or private sources
- attendance at research conferences
- work as a consultant

Faculty involvement in the above activities varies depending on such factors as the faculty member's discipline, workload, and rank. Research contributions are expected of all faculty; sustained, significant research activity is expected of those at the rank of professor.

Departmental Criteria for Service and Related Professional Development

All faculty are expected to participate in service commensurate with discipline, workload, and rank. The departmental mission includes service to the university, profession, and community.

University service may include committee membership, leadership, or administrative duties at the level of the department, college, university, or system. Such responsibilities should be carried out conscientiously and in a timely and professional manner. Activities that contribute to the department's ability to function as a team are an important form of service.

Professional service may include such activities as:

- leadership in professional societies
- organizing or contributing to seminars, workshops, short courses, or other professional meetings
- editing manuscripts or serving on journal editorial boards
- serving on proposal review panels
- reviewing manuscripts or grant proposals
- work as a consultant.

Service to the community may involve professionally related activities as well as activities unrelated to a faculty member's professional expertise.

Although all faculty members are expected to contribute to the service mission of the department, faculty at the rank of professor are expected to be role models and leaders in university and/or professional service.

V. Faculty Positions and Recruitment

A primary goal of the university is to recruit faculty to assist with the stated mission of the institution. The University Handbook outlines the university policy for faculty recruitment, and the department adheres to these policies. The department chair submits to the Dean of the College names of individual faculty for inclusion as members of, and identifies to the Dean of the College an individual to serve as chairperson of the search committee for a full-time faculty position. Faculty appointed to the committee usually have expertise or knowledge of the general area or discipline that is being hired.

The primary duties of the search committee are to screen each application for the advertised position with the intent of selecting that applicant whose credentials best match the stated goals and responsibilities of the official published advertisement. Membership on a search committee carries an unwritten expectation of adherence to the highest ethical and professional standards. Legal issues command each search committee member to ensure the privacy of each and all applicants until such time that names of the applicant pool can be officially released. Search committee responsibilities must ensure that the search remains open and fair to all applicants until the search is concluded. Professional and ethical considerations can extend these responsibilities beyond that point.

The search committee attempts to gather as much specific feedback on the candidates invited to campus from other department faculty and students. The search committee evaluates these data and other appropriate information available when identifying and recommending a viable candidate for the position to the department as a whole. The committee must ensure that the selection criteria for either a positive or negative recommendation are clear and unbiased towards any of the applicants. These criteria must be capable of being discussed openly in a department faculty meeting.

The search committee makes a recommendation of one or more of the candidates for hiring to the department as a whole. The department reviews the recommendation of the search committee and votes to either approve or disapprove the recommendation. If favorable, the recommendation is sent by the department chair to the dean for approval. When approval is obtained, the department chairperson becomes the chief spokesperson for conducting any and all negotiations with the candidate. Should the candidate refuse the offer of the position, the department chairperson can begin discussions and negotiations with the next candidate (s) as approved by the department and dean. Should all of the candidates refuse any offer, then subsequent actions may require reconvening the search committee to arrive at a new slate of candidates with the consent and approval of the dean.

The Department of Earth Sciences historically has discussed and decided the general discipline and field of new faculty positions and/or replacement positions awarded to the department through the College. Often, the Department has established a long-term ("wish") priority list of positions to be filled as awarded.

W. Departmental Committees

All faculty are expected to participate as active members on established and ad-hoc committees of the department and in appointed special assignments. Each fall, the department chair seeks input from faculty as to their preferences (self-selection) of committee assignments. The chair subsequently appoints others to fill committee vacancies as required. As continuity on some committees is essential, some appointments carry two-year terms. The chair attempts to provide equal representation of both geography and geology faculty on sensitive departmental committees.

Permanent Administrative Committees

Senior Faculty. All tenured Associate and Full Professors automatically become designated Senior Faculty. The Senior Faculty serves as an advisory body to the department chairperson (ex-officio member of the senior faculty). The functions of the Senior Faculty include reviews and recommendations for reappointment, tenure, and promotion and conducting peer-reviews of teaching and annual evaluations.

Graduate Program Advisory Committee. All approved graduate faculty are automatically members of this committee. Its functions include review of the graduate policies and procedures of the department including any degree or curricular changes proposed to the administration of the university.

Geography Curriculum Committee. All members of the geography faculty constitute the committee. The chair is the appointed geography coordinator. Committee is responsible for reviewing and recommending any modifications to the geography curriculum and for assisting with the establishment of semester teaching schedules. This committee also deals with any additional concerns specific to the geography program and makes recommendations to the department as appropriate.

Geology Curriculum Committee. All members of the geology faculty constitute the committee. The department chair appoints the chair of this committee. Committee is responsible for reviewing and recommending any modifications to the geology curriculum and for assisting with the establishment of semester teaching schedules. This committee also deals with any additional concerns specific to the undergraduate geology program and makes recommendations to the department as appropriate.

Current Biennial and Annual Committees

- 1) Annual Evaluations Committee (appointed members of the Senior Faculty)
- 2) Assistant Department Chair - administrative duties as assigned by chair, including work on the teaching schedule, departmental annual report, and department handbook of policies and procedures.
- 3) Classroom Visitation Committee – (appointed members of the Senior Faculty) - responsible for conducting classroom evaluations of untenured faculty, including tenure-track, visiting and part-time faculty.
- 4) Club advisors – Geology Club, Geography Club, and Geology Graduate Student club. Work with club members to carry out the mission of the club and enhance involvement of the clubs in the department.
- 5) Assessment Committee – responsible for tracking assessment data available to the department and to evaluate/generate instruments for providing specific assessment data.
- 6) Faculty Senate (2; elected from the department to a two-year term) -- represents the Department at Senate meetings and reports to and solicits feedback from the Department as appropriate. Historically, the Department attempts to have one senator each from both geography and geology.
- 7) Geology field course coordinator – responsible for coordinating with other campuses as well as working with UNCW students enrolled in GLY 470 as part of the North Carolina Universities System-Wide Field Camp.
- 8) Faculty Search Committee - appointed as necessary pending new or vacant positions within the department – responsibilities include following established federal and state procedures in advertising the position, screening applications, and making recommendations to the department.
- 9) Geography Coordinator. Appointed geography faculty member who chairs the geography curriculum committee.
- 10) Graduate Coordinator – involved in all phases of graduate program, including recruitment and admission of students, advisement and monitoring of student progress, TA assignments, and coordination with the Graduate School. The coordinator also chairs the Graduate Program Advisory Committee Faculty and serves on additional committees relevant to the graduate program (Public Relations, Scholarships and Awards).

- 11) Library Representative – liaison between the Department and the Randall Library; recommends purchases of books and periodical subscriptions, monitors library budget, attends policy meetings, etc.
- 12) Newsletter Committee– with assistance of departmental secretaries, is responsible for producing a departmental newsletter to be mailed to alumni and friends of the department twice yearly. Appointed editor has primary responsibility, including coordination with the Development Officer of the College of Arts and Sciences and appropriate UNCW personnel.
- 13) Public Relations – Involved in all aspects of public relations, including development of materials such as flyers, displays, and web page and coordinating the departmental presence at various recruitment activities on and/or off campus.
- 14) Lab supervisors – supervisors for the cartography lab, spatial analysis lab, rock lab, XRD lab, sedimentology lab, and mass spec lab; coordinate usage of the lab, ensure that equipment is maintained and properly used, safety measures are followed, etc.
- 15) Seminar speaker committee – invite speakers, schedule visits, assist with travel and local arrangements as needed, and publicity.
- 16) Spring Awards Banquet – Coordinate with the departmental clubs and Scholarships and Awards Committee in making arrangements, planning program, etc.
- 17) Scholarships and Awards Committee - nominates students for departmental, university, and external awards; recommend recipients of student grants.
- 18) Assessment Committee – committee reviews data received from departmental and university surveys of alumni and students to consider in monitoring the effectiveness of the department.

X. Selection of Department Chair

Credentials.

The permanent chair should:

- 1) Be a tenured associate or full professor,
- 2) Have administrative and teaching experience in the earth sciences, including a graduate curriculum,
- 3) Have a record of research accomplishments, and
- 4) Have no close allegiances with members of the department (for external selection only).

Leadership Ability

The permanent chair should:

- 1) Be an efficient and effective leader with the ability to make well-informed, objective decisions,
- 2) Be able to effectively and tactfully communicate within the department, with the administration, and with the public, and
- 3) Be motivated, energetic, imaginative, consistent, resolute, and perceptive.

Duties

The permanent chair should:

- 1) Encourage and support high quality instructional and research programs of the faculty and the department, and
- 2) Maintain an active research program commensurate with administrative responsibilities.

[Approved by Dean, College of Arts and Sciences, 1989-1990]

Length of Term (approved by the ERS Department, October 2, 1990)

The chair has an initial appointment of three years with the option of a three-year reappointment. The option of reappointment is at the discretion of the department and is determined by using the following process.

Process of Selecting a Department Chairperson (as approved by ERS Department, October 3, 1990).

This process begins early in the fall semester of the last year of the current three-year term of the existing departmental chairperson.

- 1) The search committee for a department chairperson is the entire department acting as a committee of the whole, exclusive of candidates.
- 2) The outgoing department chairperson collects nominations for the position of chairperson. Nominees must confirm their acceptance of nomination.
- 3) The chair notifies the department of the list of nominees.
- 4) The departmental faculty, exclusive of nominees, subsequently convenes to discuss the candidates.
- 5) All of the departmental faculty subsequently meet and vote by ballot for the departmental chair. The candidate receiving a simple majority of the votes then becomes the approved candidate recommended to the Dean of the college. In case of a plurality vote, that nominee with the lowest number of votes is eliminated, and the department votes again. In case of a tie vote, two names are submitted to the Dean.

The option to reappoint a department chair to a second three-year term follows these same procedures with the following modifications: a faculty member other than the current chairperson is appointed to collect nominations for the position of chairperson. This faculty member also confirms the acceptance of each nominee, notifies the

department of the list of nominees, convenes the department for subsequent discussions, convenes the department for the vote, and notifies the dean of the approved nomination.

The preceding process assumes an initial search that is not external to UNCW. An external search for a department chair must follow established university policies and procedures for advertising, reviewing potential candidates, and selecting new faculty members. However, the preceding list of approved departmental credentials, leadership ability expectations, and duties of the department chair are to be important considerations in the external search. It is understood that the selection process for a department chairperson by an external search follows a similar process of selection as outlined here.

Y. Information Technology Resources

Computing Facilities. The University provides each faculty member with their own personal computer in their office. Because of the department's mission, UNCW's Information and Technology Services Division (ITSD) follows a three-year cycle for replacing faculty desktop computers based on a priority list and the availability of funding. ITSD establishes the standard platform for UNCW computers across campus (i.e., a multi-media, Pentium-based PC with necessary hard and floppy drives, CD-ROM, Zip drive, printer, speakers, Windows™ OS, and Microsoft Office™). Faculty members wishing to use Apple™ Macintosh technology may choose to do so although technical support on campus is not widely available for these machines. Access to the Internet is provided directly through the campus VAX. Currently, faculty computers in ERS are replaced every three years following a life-cycle replacement schedule coordinated between the offices of Information Technology and Services Division, Dean CAS, and the department chair.

Problems with any departmental computer should be sent to ITSD Help. After some screening questions, ITSD Help will forward the request/concern to the appropriate field technologist. Direct calls or request to the field technologist do not guarantee response for help because the request has not been logged in to ITSD.

The department has its own server. All faculty computers are networked to this server as well as to the main campus VAX cluster. An HP Laserjet 5000 is also networked to the department server. The department has two main computer labs in DL 220 (Cartography Lab) and DL 224 (Spatial Analysis Lab dedicated to GIS technology). In addition to clusters of PC computers, these two labs also house two HP color plotters and other laser/inkjet printers. Several other labs contain desktop computers with printers and other accessories (DL 105, DL 109, DL 113, DL 116, DL 222, and DL 224). Each of these labs posts policies regarding use, food and drink, supplies, and security. Please note that the chief purpose of these computers is primarily for course work related to specific courses being taught in these rooms.

The Department follows the published policies of UNCW concerning the use of computing resources (Appendix P) and the UNCW Web Style Guide (Appendix Q).

The department chair allocates monies for purchasing of peripheral equipment to university-provided computers for faculty and labs based on requests from faculty for the expansion budget. Faculty supplies budgets can be used for software packages as per guidelines. As a general rule, UNCW computer technologists are not allowed to service third party software.

Z. Miscellaneous Lab and Other Specialized Policies

Policies for the Soil and Sedimentology, X-Ray, and Rock and Thin Section Preparation Laboratories are listed in Appendices R, S, and T, respectively. Operating instructions for the multimedia equipment in DL 114 are listed in Appendix X. A hard copy of these instructions is present with the equipment.

AA. Undergraduate Course Action Forms

Any curricular change initiated within the department must proceed through the College of Arts and Sciences Curriculum Committee. Guidelines and instructions for completing the standard course action form appear in Appendix W.

BB. HR 1.35 Forms and Information

Effective December 1, 2000, all HR1.35 forms will be created and approved electronically. These forms are used for hiring of graduate students, temporary EPA employees, and to initiate requests for faculty summer pay from grants. No hard copies will be accepted.

Below is guidance on the new process.

1. All HR1.35's must be done electronically. The website is <https://vxg.ocis.uncwil.edu/HRS/HROP.HTML>.
2. Any authorized person within the department may create the HR1.35. If someone enters the form outside of your department, the proper authorizations will not be initiated.
3. The PI will be required to approve the request. If you anticipate being away from campus for an extended length of time, please notify both Bob Russell (russellrs) and Pam Whitlock (whitlock) to identify an alternative approver. I would recommend this be your department chair. This person will have the authority to approve these personnel actions in your place.
4. Before a PI can either create or approve an action, you must have undergone training and received a PIN. If you have not attended any of the HR1.35 training sessions, please contact your departmental secretary for the training and to obtain a PIN.
5. In order to initiate a HR1.35, the person you are hiring must be ACTIVE in the HRS system. If there is an error when you enter the person's SSN, please contact your departmental secretary. S/he will contact HR and have the person added.
6. *****VERY IMPORTANT***** HR1.35's MUST be entered no later than the 15th of the month in which the first payment is desired. It MUST be approved no later than the 17th of that month. For DECEMBER the dates are: In by the 10th and approved by the 17th) you do NOT need to be on campus to review and

approve. This is a web-based system that can be accessed from anywhere you have Internet access. You will receive an email when a form is created and needs your approval. This time frame does NOT include a grace period for weekends or holidays. No approver following you can approve it without your approval. The request will be dropped at midnight on the 17th of each month if it is not FULLY approved. As you will see from the approval screen, after your approval, there are several offices that must approve, so please try to provide us enough time to review and approve also.

7. Your only record of the action will be by printing your screen with the information.

8. If you need to stop a payment after it's been processed, make a copy of your screen-print, make changes on that hard copy, and process through the approval channels.

9. A change is processed the same as a stop payment. Make a copy of your screen-print, make the changes on that hard copy, and process through the approval channels.

10. Late payments/retroactive payments may be processed but require two separate HR1.35's. The first will be to bring the employee up to date (If we are requesting Jan/Feb payment in February, then request payment for the February payroll for the total amount) and then do one to set up the on-going payments (March - May with regular monthly payments).

11. If a person has been charged to an incorrect account, copy your screen print record and make changes manually. Then generate a new one with the corrected information.

12. The system does not permit you to initiate a HR1.35 to pay yourself but the department secretary can initiate this and you will approve.

CC. Boat License

Anyone operating a university vessel must have a university boat certification. Certifications are obtained upon successful completion of a university-sponsored short course in boat handling and water safety. Other boating courses may be acceptable if approved by the boating safety officer. Consult the boating safety officer (256-3721) for certification information.

DD. Photography and Illustration Preparation

A darkroom is available in DeLoach Hall for developing film and printing photographs; a separate room for photography and preparation of illustrations is adjacent to the darkroom.

EE. Alcohol and Drug Policy

North Carolina Statutes prohibit alcoholic beverages and mind-altering, controlled substances in any state vehicle. The University has a policy prohibiting alcohol on

university-sponsored trips with students. The Department of Earth Sciences established a policy (February 2, 1992) prohibiting alcoholic beverages and other mind-altering, controlled substances on departmental field trips. This policy stems from liability issues. The policy should be announced to the class prior to leaving for the field trip. A field guide or other such publication that is printed and distributed to the students could also formally state this policy and be evidence of a good faith effort to inform the students of the policy. The students, then, are well aware of the prohibition, and, should they be in violation of this stated policy, they bear completely the responsibility of their actions. Obviously, if the policy prohibits consumption of alcoholic beverages and/or the use of mind-altering controlled substances by students, then faculty should also not be consuming alcohol or using mind-altering controlled substances during the field trip. This same issue extends to any official departmental function. In fact, many of our students have not yet attained the legal age for consuming alcohol in the state of North Carolina. Faculty members are not expected to police the students.

VI. Graduate Program

A. Degree Programs

The department offers a Master of Science in Geology and is an active participant in other graduate degree programs including the Master of Science in Marine Science, Master of Arts in Liberal Studies, and a co-operative Ph.D. in Marine Science with North Carolina State University (NCSU). Specific details on each of these programs are available in the current UNCW Graduate Catalogue.

B. Criteria for Appointment to the Graduate Faculty

Appointment to the Graduate Faculty must be by formal application available from the department chair. Graduate Faculty appointments are for five-year terms. New faculty hires generally receive an initial three-year appointment based on their graduate and any post-graduate studies and/or experience. Renewal of the appointment requires another application to be filed. The departmental minimal criteria for reappointment are the completion of two refereed publications and three presentations to professional audiences at either regional or national meetings. All of these publications and presentations must utilize research initiated at UNCW during the preceding appointment period as a graduate faculty member.

C. Admission criteria for graduate program in geology

All graduate faculty members in the department serve on the graduate program advisory committee. This committee is made up of all faculty members who serve as instructors in the program as well as other faculty members with graduate faculty status who may not serve as instructors. The department graduate program advisory committee has the responsibility for the overall long-term operation of the graduate program, including programmatic development, admission policy, degree requirements, etc. Any recommendation made by this committee results from input by all members of the committee. In addition, any recommendation for programmatic change is presented to the entire Department of Earth Sciences faculty for approval. If approval is granted, a

recommendation is made to the dean of College of Arts and Sciences and the dean of the Graduate School who forward it to the appropriate subcommittee of the UNCW Graduate Council for review, study and a recommendation for approval to the entire Graduate Council.

D. Curriculum Requirements:

1. Completion requirements: the Graduate Faculty under the guidance of the Graduate Coordinator determines General completion requirements for graduate degrees offered by the Department. Programmatic issues such as completion requirements must then be approved by the University Graduate Council under the guidance of the Dean of the Graduate School.
2. Programmatic and Curricular Changes: Programmatic and curricular changes are initiated in the Department of Earth Sciences by the Earth Sciences (ERS) Graduate Faculty and proposed on official forms provided by the UNCW Graduate School. After majority approval by the ERS Graduate Faculty, proposed changes are approved by the Department Chair and submitted to the UNCW Graduate Council. The Graduate Council reviews and makes recommendations on all curriculum requests and programmatic changes at the graduate level. Details on this procedure are available in the Bylaws of the Graduate Faculty. Programmatic changes do not become effective until they have been included in the UNCW Graduate Catalogue.
3. New Course Proposals: Graduate faculty members interested in teaching a new course should initiate proceedings for establishing the new course. Course proposals must be submitted on official forms available on-line from the Graduate School or from the Department office. All forms must be COMPLETELY filled out prior to submission to the Graduate Coordinator and the Department Chair. Course numbers must be assigned to new course proposals in consultation with the Department Chair. All proposals must include a proposed course syllabus. Completed proposals will be distributed to all faculty members of the department for their review and comments prior to a subsequent vote. Pending approval, the proposal is signed by the Department Chair and forwarded to the Graduate Council for final review and approval (see A.2. above).
4. Revised Course Proposals: Proposals to revise or change a graduate level course should be initiated by the graduate faculty member interested in teaching the course. Course proposals must be submitted on official forms available on-line from the Graduate School or from the Department office. Follow the procedure outlined in A.3 above.