

**EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC, APPELLATE, AND SENATE COMMITTEE
ANNUAL REPORT**

2011-2012 Academic Year

Faculty Governance Committee

1. Membership:

Regular members: George Bailey (chair), Gene Hughes, Mark Taggart, David Siegel, Charles Boklage, Edson Justiano, Catherine Rigsby, Cristine Zoller.

Ex-Officio members (with vote): Sheila Bunch, Marilyn Sheerer, Phyllis Horns, Deirdre Mageeanm, Marianna Walker, Mark Sprague.

2. Meeting Dates and Attendance:

2011:

August 31:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: George Bailey, Christine Zoller, Mark Taggart, Catherine Rigsby, Edson Justiniano

EX-OFFICIO MEMBERS IN ATTENDANCE: Marilyn Sheerer, Lisa Clough, Marianna Walker, Mark Sprague

OTHERS IN ATTENDANCE: Linda Ingalls, Lori Lee

September 14:

PRESIDING: George Bailey, Chair

REGULAR MEMBERS IN ATTENDANCE: Gene Hughes, Mark Taggart, Catherine Rigsby, Charles Boklage, Edson Justiniano

EX-OFFICIO MEMBERS IN ATTENDANCE: Shelia Bunch, Marilyn Sheerer, Phyllis Horns, Dierdre Mageean, Marianna Walker, Mark Sprague

OTHERS IN ATTENDANCE: Donna Payne, Puri Martinez, Linda Ingalls, Lori Lee

September 28:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: Catherine Rigsby, George Bailey, Gene Hughes, David Siegel, Charles Boklage, Mark Taggart, Christine Zoller

EX-OFFICIO MEMBERS IN ATTENDANCE: Sheila Bunch, Marilyn Sheerer, Phyllis Horns, Deirdre Mageean, Marianna Walker, Mark Sprague

OTHERS IN ATTENDANCE: Linda Ingalls, Puri Martinez , Donna Payne , Lori Lee

October 12:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: Edson Justiniano, Gene Hughes, David Siegel, Charles Boklage, Mark Taggart, Christine Zoller

EX-OFFICIO MEMBERS IN ATTENDANCE: Sheila Bunch, Marianna Walker, Mark

Sprague, Dierdre Mageean

OTHERS IN ATTENDANCE: Amanda Williams, Linda Ingalls, Lori Lee

October 26:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: George Bailey, Catherine Rigsby, Mark Taggart, Edson Justiano, Gene Hughes

EX-OFFICIO MEMBERS IN ATTENDANCE: Mark Sprague, Marianna Walker, Marilyn Sheerer, Phyllis Horns, Dierdre Mageean

OTHERS IN ATTENDANCE: Lori Lee, Donna Payne

November 9:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: Christine Zoller, Edson Justiniano, Mark Taggart, Charles Boklage, David Siegel, Gene Hughes

EX-OFFICIO MEMBERS IN ATTENDANCE: Mark Sprague, Sheila Bunch, Phyllis Horns, Dierdre Mageean, Marianna Walker

OTHERS IN ATTENDANCE: John Chinn, Lori Lee , Donna Payne , Linda Ingalls

December 7:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: Christine Zoller, George Bailey, David Siegel, Charles Boklage, Mark Taggart, Gene Hughes

EX-OFFICIO MEMBERS IN ATTENDANCE: Marianna Walker, Mark Sprague, Phyllis Horns, Marilyn Sheerer, Sheila Bunch

OTHERS IN ATTENDANCE: Donna Payne, Puri Martinez, Lori Lee, Linda Ingalls

2012:

January 11:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: George Bailey, Catherine Rigsby, Charles Boklage, David Siegel, Mark Taggart, Edson Justiniano, Gene Hughes

EX-OFFICIO MEMBERS IN ATTENDANCE: Marianna Walker, Phyllis Horns, Marilyn Sheerer

OTHERS IN ATTENDANCE: Lori Lee, Paul Gemperline, Puri Martinez, Donna Payne

January 25:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: George Bailey, Catherine Rigsby, Mark Taggart, Charles Boklage, David Siegel, Edson Justiniano, Gene Hughes

EX-OFFICIO MEMBERS IN ATTENDANCE: Sheila Bunch, Phyllis Horns, Mark Sprague, Marianna Walker, Deirdre Mageean

OTHERS IN ATTENDANCE: Lori Lee , Donna Payne, Puri Martinez

February 6:

PRESIDING: George Bailey

REGULAR MEMBERS IN ATTENDANCE: George Bailey, Mark Taggart, Chuck Boklage, Catherine Rigsby, Gene Hughes , David Siegel, Christine Zoller

EX-OFFICIO MEMBERS IN ATTENDANCE: Mark Sprague, Marianna Walker
OTHERS IN ATTENDANCE: Lori Lee

February 8:

PRESIDING: George Bailey
REGULAR MEMBERS IN ATTENDANCE: George Bailey, Mark Taggart, Catherine Rigsby, Charles Boklage, Gene Hughes, David Siegel , Edson Justiniano
EX-OFFICIO MEMBERS IN ATTENDANCE: Marilyn Sheerer, Sheila Bunch, Marianna Walker, Mark Sprague
OTHERS IN ATTENDANCE: Lori Lee, Linda Ingalls, Puri Martinez, Donna Payne

February 15:

PRESIDING: George Bailey
REGULAR MEMBERS IN ATTENDANCE: George Bailey, Mark Taggart, Catherine Rigsby, Charles Boklage, Edson Justiniano, Gene Hughes
EX-OFFICIO MEMBERS IN ATTENDANCE: Marianna Walker, Mark Sprague
OTHERS IN ATTENDANCE: Lori Lee, Puri Martinez, Linda Ingalls, Donna Payne

February 22:

PRESIDING: George Bailey
REGULAR MEMBERS IN ATTENDANCE: George Bailey, Mark Sprague, Chuck Boklage, Gene Hughes, Catherine Rigsby, David Siegel
EX-OFFICIO MEMBERS IN ATTENDANCE: Marianna Walker, Phyllis Hornes
OTHERS IN ATTENDANCE: Purification Martninez, Linda Ingalls, DonnaPayne, Lori Lee

February 29:

PRESIDING: George Bailey
REGULAR MEMBERS IN ATTENDANCE: George Bailey, Catherine Rigsby, Chuck Boklage, Edson Justiniano, Gene Hughes, Mark Sprague, David Siegel
EX-OFFICIO MEMBERS IN ATTENDANCE: Marianna Walker, Marilyn Sheerer
OTHERS IN ATTENDANCE: Purification Martinez, Lori Lee

March 14:

PRESIDING: George Bailey
REGULAR MEMBERS IN ATTENDANCE: George Bailey, Catherine Rigsby, Chuck Boklage, Edson Justiniano, Gene Hughes, Mark Sprague, David Siegel
EX-OFFICIO MEMBERS IN ATTENDANCE: Marianna Walker, Marilyn Sheerer
OTHERS IN ATTENDANCE: Purification Martinez, Linda Ingalls, Donna Payne, Lori Lee

March 21:

PRESIDING: George Bailey
REGULAR MEMBERS IN ATTENDANCE: George Bailey, Catherine Rigsby, Chuck Boklage, Edson Justiniano, Gene Hughes, Mark Sprague, David Siegel
EX-OFFICIO MEMBERS IN ATTENDANCE: Marianna Walker, Marilyn Sheerer
OTHERS IN ATTENDANCE: Purification Martinez, Lori Lee

April 4:

PRESIDING: George Bailey
REGULAR MEMBERS IN ATTENDANCE: George Bailey, Gene Hughes, Mark Sprague,
Catherine Rigsby, Chuck Boklage,
EX-OFFICIO MEMBERS IN ATTENDANCE: Marianna Walker, Phyllis Horns, Deirdre
Mageean
OTHERS IN ATTENDANCE: Purification Martinez, Lori Lee, Donna Payne, John Bradley,
Tony Polito, Linda Ingalls

April 11:

PRESIDING: George Bailey
REGULAR MEMBERS IN ATTENDANCE: Catherine Rigsby, Chuck Boklage, Edson
Justiniano, Gene Hughes, Mark Taggart
EX-OFFICIO MEMBERS IN ATTENDANCE: Mark Sprague, Marianna Walker, Sheila
Bunch
OTHERS IN ATTENDANCE: Lori Lee, Donna Payne, Lori Lee

3. Subcommittees established during the year:

Hughes and Justiniano: Revisions to Part VI. (General Personnel Policies, subsection:
Grants, Contracts, and Cooperative Agreements).
Sprague, Taggart, Bailey, Boklage & Mageean, Revisions to Part VII., Research Information.
Martinez, Interpretations of Appendix C.
Horns, Walker & Payne, Part II, University Organization.
Rigsby, Part C, Charter of the UNC Faculty Assembly.
Bailey, Walker & Rigsby, Part XII, Personnel Action Dossier.
Ingalls, Horns, Sutton, Walker & Rigsby, P&T Timeline.
Morrison, Boklage & Killingsworth, later Walker and Boklage, Appendix A, Faculty
Constitution and By-Laws.
Bailey, Walker, Sprague, Holloway & Bradley, Appendix D.
Pollito, Rigsby & Martinez, Appendix L.
Martinez and Rigsby, Faculty Conduct Policy.
Bailey, External Activities for Pay and Conflict of Interest and Commitment. Taggart,
Sprague, Winstead, Zigas, Mageean, later Bailey, Copyright Policy.
Zoller, Taggart, Sprague, Intellectual Property; research conduct.
Boklage, Bunch and Siegel, Appendix F.
Zoller, Rigsby, Ingalls, later Bailey, Unit Codes.
Bailey, Faculty Workload Policy.
Horns, Sutton, Ingalls, Part XIII.

4. Accomplishments during the year:

Revise research integrity policy (Section VI of Part VII of the Faculty Manual).

Recommend to Committee on Committees removal of item "e" from Faculty Governance
committee's charge.

Recommend removing Part IX, Organizational Charts, from the Faculty Manual.

Recommended no changes be made to Appendix U.

Recommend to the Faculty Senate in fall 2012 the following changes to Appendix D:

November 9 2011: Add "Faculty Appointments" to the title of D.

November 9: Add at the appropriate places in D "If an existing code unit is combined with another code unit, department or school it shall retain its personnel, tenure and promotion committees."

- December 7: replace all references to "research" with references to scholarship, such as "Conferral of permanent tenure shall be based on the faculty member's demonstrated professional competence in teaching, ~~research and creative activity~~ *Scholarship (Research, Creative Activity/Innovation, Engagement and/or Outreach)*, and service; a potential for future contributions; and the institution's needs and resources. While teaching is the first consideration, neither teaching nor ~~research and creative activity~~ scholarship nor patient care nor service is the sole measure of a faculty member's competence and contribution."
- December 7: Add at appropriate places in D: "Promotion and the award of permanent tenure: Effective "date," no assistant professor shall be awarded permanent tenure unless concurrently promoted to associate professor."
- December 7: Probationary terms: these are stated incorrectly (compare to how Chapel Hill does it). If you do not get tenure, you are not on tenure-track during your last year. Nor should you have the voting and other rights of someone one tenure-track after being denied tenure. Make the following changes to the wording in D:

Instructor. The rank of instructor is reserved for persons who lack the qualifications for appointment as assistant professor. Faculty members appointed as instructors are eligible for an initial three-year probationary term appointment and one successive reappointment of two years. Instructors promoted to the rank of assistant professor no later than the beginning of the fourth year of employment are eligible for a final two-year ~~probationary~~ appointment in the higher rank. The maximum probationary term is ~~seven~~ six years. If a faculty member does not receive permanent tenure at the end of his or her sixth year, she remains employed for one additional year. The additional year is not part of the probationary term.

Assistant Professor. The maximum probationary term is ~~seven~~ six years, consisting of an initial three-year appointment and two successive two-year appointments. If a faculty member does not receive permanent tenure at the end of his or her sixth year, she

remains employed for one additional year. The additional year is not part of the probationary term.

Associate Professor. The maximum probationary term is ~~five~~ four years, consisting of an initial three-year appointment followed by a two-year appointment. If a faculty member does not receive permanent tenure at the end of his or her fourth year, she remains employed for one additional year. The additional year is not part of the probationary term.

Professor. The probationary term is ~~three~~ two years, consisting of one three-year appointment. If a faculty member does not receive permanent tenure at the end of his or her second year, she remains employed for one additional year. The additional year is not part of the probationary term.

- January 25, 2012: When making its recommendation for or against tenure and giving its cumulative evaluation of the candidate, D will state that “The Tenure Committee shall prepare a cumulative evaluation and recommendation letter.” Current language calling for a separate cumulative recommendation letter and vote will be deleted.
- January 25: Request for early tenure. Consistent with requiring the rank of associate professor (or professor) for tenure, D will say: “When a faculty member holding the rank of assistant professor request consideration for early tenure, this shall constitute a request for consideration for promotion to associate professor.”
- February 6: “In evaluating a candidate for promotion to the next higher rank, all of a candidate’s teaching, research, service and other professional activity counts but activity since the last promotion shall carry a greater weight than activity prior to the last promotion.”
- February 6: Revise D to say “The personnel committee may elect a search committee as prescribed by the unit’s code to fulfill the responsibilities of soliciting and screening applicants and recommending to the unit’s Personnel Committee candidates for initial appointments. All search committee members must have at least one academic year’s employment at ECU and must be full-time faculty members holding either a fixed or probationary term appointment or permanent tenure.”
- February 6: Revise D to say “External reviewers shall hold a rank not less than that to which the candidate is requesting promotion or, if members of foreign universities, be of equivalent academic standing to the rank being sought. If the reviewer is not an academic, he or she shall have the professional experience necessary to evaluate the candidate’s qualification for the rank being sought. ”

- February 6: Revise D to say “External Peer Review for Promotion and/or the Conferral of Permanent Tenure...By the last week of ~~March~~ February of the Spring term prior to the academic year in which a promotion and/or tenure decision is scheduled, the unit Tenure Committee shall produce a list of at least six possible external reviewers. In preparing its list of potential reviewers, the committee will solicit names from the candidate. In the final procurement of external reviewers, the committee shall ensure that at least one external reviewer was selected from the candidate’s list.”
- February 6: Revise D to say “The unit administrator will use email to notify the reviewers that they have been nominated to conduct the review and to ascertain their willingness to serve as reviewers. The request to serve as an external reviewer will be accompanied by a copy of the candidate’s Curriculum Vitae.”
- February 6: Revise D to sayt “All external reviews received by the deadline must be included in the PAD.”
- February 6: Revise D to say “The unit administrator shall serve as the primary contact person with potential and actual external reviewers. If a situation arises in which a unit administrator is unable to communicate with a potential or actual reviewer in a timely manner, the unit Personnel Committee chair will do so. If neither the unit administrator nor the Personnel Committee chair is able to communicate in a timely way the next higher administrator shall appoint someone to perform the necessary communication. All communications between potential or actual reviewers engaged in by the Personnel Committee chair or by someone appointed by the next higher administrator shall be copied to the unit administrator and shall be copied in the candidate’s dossier. ~~unit Only the unit administrator will communicate with the external reviewers and~~ ~~o~~ Only on procedural matters may be discussed with potential and actual reviewers for the duration of the personnel action.”
- February 15: To address “What happens when it becomes clear someone will not get 3 external reviews? Can another reviewer be engaged?” put the following in D:

“If, prior to August 1 of the summer during which a candidate’s material is under review, someone who has agreed to conduct a review withdraws or it otherwise becomes known that an agreed-upon review will not be forthcoming, the Tenure Committee will attempt to engage an additional reviewer from their prioritized list (or will first add to the list if necessary). When fewer than three external reviews are received by the deadline set in the letter to the external reviewers that accompanied the candidate’s materials, this information, by memorandum from the unit administrator, shall be made a part of the candidate’s PAD.

- February 29: To address disagreement about which subjects can be discussed by the committee when deliberating on a candidate, add language to D making it clear that a committee can discuss anything not involving impermissible grounds as defined by Federal law or ECU policies.
- February 29: Eliminate progress towards tenure letters. Change the language in D to require that the Tenure Committee do a single cumulative review and reappointment recommendation letter at the time of each reappointment recommendation. Add to the reappointment procedures “at the time of consideration for reappointment...the Tenure Committee will write a cumulative review and recommendation letter....”
- February 29: Add language to D to make it clear that while a candidate may place a letter in his or her PAD responding to the appropriate committee’s cumulative review and recommendation letter, he or she is not *required* to do so.
- February 29: Fix the below section of D - there is no section B.3 as the reference of this paragraph in D. Bring this section into accord with the recommendation for eliminating progress towards tenure letters and having the Tenure Committee provide a cumulative review and recommendation letter.
 - Recommendations for Tenure in Part XII. B.3 is promotion, B.2 i tenure:
 - Notification of Recommendations: The faculty member shall be informed of all recommendations at every level, beginning with the appropriate unit committee’s recommendation and continuing up to the level where the final decision is made. The notification letter from the Tenure Committee and the notification letter from the unit administrator shall contain (a) the cumulative evaluation of the candidate’s teaching, research and service, and any other relevant duties, in accordance with section B.3. Recommendations for Tenure of Part XII. Personnel Action Dossier of the *ECU Faculty Manual* and (b) the statement that the candidate has four working days from the date of the notification letter to include a response to the cumulative evaluation, in accordance with section D. Supporting Materials of Part XII. Personnel Action Dossier. Passed Feb 29, 2012.
- March 21, move the statement on when members of committees recuse themselves to after each description of a committee’s composition.
- March 21, add text requiring the unit administrator to provide a candidate with copies of external reviews (including electronic copies).

- March 21, add text saying that a committee cannot reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation.
- March 21, In III, remove reference to the deadline for requesting promotion and replace it with a reference to the “Guidelines” as the source of the timeline to be followed.
- March 21, change the wording beginning “The request for promotion shall be considered...” (iii, p. 11) so that it is clear that what is being requested is the initiation of consideration for promotion at the time of the request, not consideration by the committee of whether or not to allow the candidate to be considered for promotion the following fall. Passed March 21, 2012.
- March 21 : revise the dates for sending material to external reviewers to take into account faculty on 12 month contracts.
- April 4: Change “Hearing Sub-Committee” to “Due Process Panel.”
- April 4: In the description of the Due Process committee procedures, change “ten working days” to “fourteen calendar days.”

Revise statement 3 of the draft Statement on Professional Ethics to read: “As members of the university committee...”

Revisions to FM, Part II from Faculty Advisory Committee. Recommend that links to mission statement and strategic directions be provided in the Faculty Manual. Recommended to strike “strategic directions” and add “and other strategic planning documents” as hot links to all planning documents in the FM.

Revise text for Part VI. Grants, Contracts, etc. alter the first paragraph, adding “on behalf of ECU” and strike two sentences in the first paragraph.

Recommend to the Faculty Senate the PRR on Conflicts of Interest.

Recommended revisions to the *ECU Faculty Manual*, Appendix F. Graduate School Organization, Part B: Graduate Council: changes to reflect the corresponding PRR. Graduate Council Executive Committee will fulfill some of the responsibilities if the old GSAB, plus provide agendas for Graduate Council. Graduate Curriculum Committee membership will expand. Recommended adding “who then reports to the Faculty Senate” in IV. A. to read “...programs will be reviewed by both the Graduate Council and the EPPC who then reports to the Faculty Senate.” Wording change recommended for Part IV. B. Graduate Faculty: “Recommendations of the graduate faculty will be reviewed by the Dean of the Graduate School, who may or may not concur. The Dean will forward these recommendations to the Academic Council, and then to the Chancellor for final decision.” It was recommended that editorial changes be made for consistency purposes: IV B: The Graduate Council making recommendations to the Dean of the Graduate School, who may concur or not. The Dean will forward these recommendations to the Academic Council and

then to the Chancellor for the final decision.”

Recommended change to I.A.C: “When less than one half of the total graduate faculty vote in a canvass, business items *along with the results of the canvass* will be referred to the Graduate Council for Action.” The committee recommended that the interim PRR providing provisional organization to the Graduate School be revoked and replaced with the revised and approved Appendix F.

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section III.I. Grants, Contracts, and Cooperative Agreements recommended to Faculty Senate.

Recommend to Faculty Senate revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection V. Administrative Policy.

Recommend to Faculty Senate revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection I. Organization of the University of North Carolina.

Recommend to Faculty Senate revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection III. University Policy.

Recommend to Faculty Senate revisions to the *ECU Faculty Manual*, Part X. The Faculty Assembly of the University of North Carolina.

Recommend to Faculty Senate revisions to the *ECU Faculty Manual*, Part XI. The Code, The Board of Governors of the University of North Carolina.

Recommend to Faculty Senate revisions to Appendix C, (H.) regarding faculty workload: add phrase to C. H to read: “No faculty member on a nine month contract will be assigned to more than one summer term in a session except when all faculty, including fixed-term faculty in the unit, have had an opportunity, ...”

Recommended to the Faculty Senate that the administrator surveys be administered online.

Recommend on the Rearrangement of Faculty Manual use “peer evaluation of teaching” instead of “peer review” in VIII.

Recommend in XI change “Conflicts of interest” to “improper relationships” to stop this policy being confused with the COIC policy.

Recommendation on Faculty Workload: B. Drop from “After...” to “information.” Insert link to Appendix C. C. – revise to read “Faculty members may apply for and be granted course reductions for the relevant period.” C paragraph, “A faculty member may apply for and receive...” “...for the relevant period,” (Add – “in accordance with the Faculty Scholarly Reassignment Policy.) - name the work... (not “for the time requested”), “upon recommendation of the Personnel Committee.” Delete “or an...” “...Drop rest of paragraph after “...upon the recommendation of the personnel committee.” D, Summer workload, drop the end of the last sentence, after “curriculum necessity.”

Recommend approving the text of Faculty Manual Part V. Academic Information, Section I.H. Faculty Load.

Recommendations on Part VII: Separate the fair use copyright section from the rest of the document. Move "Use of Copyrighted Works" to the Academic Information section of the Faculty Manual. Change "and" or "or" on pages 18 and 19 in "1. The investigation Committee shall consist of five faculty without administrative appointment ~~and~~ or conflict of interest..." At "B" Procedures...change wording of first sentence to from "The university shall investigate substantive allegations of fraudulent or unethical research and creative activities with all..." to "The university shall investigate substantive allegations of research misconduct in the proposing, conducting, or reporting or research and creative activities with all..." Change d. Determination of Procedure p The chair or dean must..." to "d. Determination of Procedure – The chair or dean should consult with the Research Integrity Officer before determining whether the allegations may be dealt with informally or require proceeding with the formal steps for making an inquiry because the allegations are neither frivolous nor malicious and are deemed substantive." Insert "by the Vice Chancellor for Research," thus "e. If the allegations meet any of the following conditions.....should be notified immediately by the Vice Chancellor for Research:" "Graduate students" will be changed to "students" on page one.

Recommend to the Faculty Senate adoption of the Patent Policy PRR draft.

Recommended to Professor Bradley that the Due Process committee revise their revised procedures document to address the concerns expressed by and the requests made by members of the Faculty Governance committee and the university attorney. Professor Bradley agreed to do this and bring a revised document back to the Faculty Governance committee in the fall of 2012.

Recommendation on the Introduction to the Faculty Manual: The phrase "Where Faculty Manual policies are unclear or ambiguous," is to be added to the beginning of the following paragraph: "Requests for interpretation of the *ECU Faculty Manual* are submitted to the Chair of the Faculty and/or Provost and Vice Chancellor for Academic Affairs for a joint conditional interpretation. In matters pertaining to their purview, they will also consult with the Vice Chancellor for Health Sciences and/or Vice Chancellor for Research before providing a joint conditional interpretation. This conditional interpretation will be in effect until a permanent interpretation is adopted through normal procedures and incorporated into the contents of *ECU Faculty Manual* as needed. The Faculty Senate office maintains an index of such interpretations provided for in the *ECU Faculty Manual*." Changes recommended to sixth paragraph: "The *ECU Faculty Manual* has been redesigned to provide faculty members and administrators with a reference to established policies and procedures in relation to faculty matters. The Faculty Manual provides links to relevant UNC Board of Governors' policies and procedures, as well as, ECU Administrative Policies, Rules, and Regulations (PRRs)."

Recommend editorial changes to *ECU Faculty Manual*, Part II. University Organization, Subsection III. University Policy.

Recommend editorial revisions to *ECU Faculty Manual*, Part II. University Organization, Subsection IV. Academic Policy.

Recommend editorial revisions to *ECU Faculty Manual*, Appendix A. Faculty Constitution and By-Laws of East Carolina University; specifically: "Membership of Faculty Senate Committees and Academic Committees shall consist of faculty holding academic rank (instructor, assistant professor, associate professor and professor) as specified in the committee charges and rosters. The Chancellor and the Chair of the Faculty are ex-officio members of all committees."

Recommend revision of Faculty Senate standing committees membership policy: "The following revision was discussed regarding eligibility: "Faculty members are not eligible to serve as elected members to more than one committee."

Recommend that the chair of the Graduate Council provide a monthly report to the Faculty Senate.

5. Reports to the Faculty Senate (include dates and resolution numbers):

September 7, 2011:

Professor Bailey, overview of issues with Appendix D:

JOINT APPOINTMENTS - Problem 1: Research and Graduate Studies does not consider the current policy flexible enough according to needs in joint appointments. *Possible Solution:* On Fall 2009 the Academic Council appointed a Task Force on this issue. The Task Force will report findings to Faculty Governance Committee on September 29th.

SPOUSAL HIRES - Problem 2: Lack of any university policy regarding spousal hires. *Possible Solution:* Administrative Standard Operating Procedure regarding spousal hire now on Faculty Welfare Committee for advice. After Faculty Welfare Committee, the procedure will go to Faculty Governance Committee then to the Faculty Senate.

CRITERIA FOR APPOINTMENT, REAPPOINTMENT, TENURE, PROMOTION - Problem 1: Lack of language regarding engagement, outreach and innovation. *Possible Solution:* Include specific language in App. D (proposed language already presented to Faculty Senate)

PROGRESS TOWARD TENURE LETTERS - Problem 1: Timing of progress toward tenure letters and decisions regarding reappointments. *Possible solution:* change dates when PTT letters are due to February, so decisions regarding reappointments should happen before progress toward tenure letter. Problem 2: Insufficient consultation of the unit administrator with the Tenure Committee. *Possible solution:* Clarify language about what materials that TC is allow to see; include language about drafts of letters; include language about proper communications between unit administrator and Tenure Committee. Strengthen language regarding confidentiality of consultations between unit administrator and Tenure Committee. Problem 3: Incoherence between Tenure Committee.

PROMOTION COMMITTEE - Problem 1: Contradictory language regarding membership of committee. *Possible solution:* Clarify language. Problem 2: For promotion only, functions of Promotion committee does not include selection of external reviewers. *Possible solution:* Change roles of Promotion and TC in those cases.

CHAIRS OF PERSONNEL, TENURE AND PROMOTION COMMITTEES - Problem 1: Unclear language regarding the fact that personnel and tenure chair are always the same. Same with chair of promotion committee if chair of PC is of rank. *Possible solution:* Clarify language.

SELECTION OF EXTERNAL REVIEWERS -Problem 1: Problematic wording regarding the two lists prepared by candidate and TC. *Possible solution:* Change language, so no name is eliminated if it appears in both lists, simply determine that at least 1 of the names must be from candidate list.

MATERIALS TO BE SENT TO EXTERNAL REVIEWERS - Problem 1: Candidates not consulted on materials sent to external reviewers. *Possible solution:* Better training for unit administrators and TC and Promotion C. Problem 2: Additional materials sent to external reviewers by their request after package sent. Note that this is not permissible under current Appendix D. *Possible solutions:* Better training for unit administrators and TC and PC about current practices; determine if desirable to make mandatory that all packages must include current CV, criteria for tenure/promotion, teaching loads, etc.

CUMULATIVE EVALUATION VS. VOTE FOR TENURE AND/OR PROMOTION - Problem 1: Inconsistency between the content of the evaluation and the vote. In some cases this makes the vote meaningless. *Possible solution:* Make the vote not on the candidate but on the content of the evaluation.

Professor Sprague (Physics) stated that there was a problem with Appendix D that may need an editorial change. He stated that when someone was denied tenure (complainant) the respondent(s) are allowed to pick one person to speak for the group during the hearing. This statement included in Section V., Part C.II. is ambiguous because it only refers to the respondent and not the complainant. He then offered an editorial amendment to that section to clarify that the complainant does not have a spokesman and to change "their" to "the respondents" to clearly show this.

Professor Boklage (Medicine) offered a simpler motion to amend by just removing the comma after "respondents". Professor Sprague agreed with his suggestion but chose to continue with his suggested editorial revision as suggested.

Professor Rigsby (Geology) agreed that this issue was important but spoke against motion. She suggested that Professor Sprague alert members of the Faculty Governance Committee to what needed to be addressed and let the normal review/revise process handle the necessary change.

Professor Sprague (Physics) replied that the Hearing Committee was involved in an upcoming hearing and thought that this should be clarified now prior to the hearing. He then agreed to withdraw his editorial motion and asked to have this issue forwarded to the Faculty Governance Committee for discussion.

Professor Givens (Foreign Languages and Literatures) asked about clarifying the procedures surrounding the cumulative evaluation in the tenure and promotion process. It seems that the procedures call for a chronological sequence of events (i.e. finalize cumulative evaluation, then conduct the vote, then compile the results). It seems to make more sense to finalize the evaluation after the vote otherwise it seriously compromises the evaluation. Professor Bailey responded that cumulative evaluations vary within academic units. It was noted that the only mandate that the Faculty Manual had was that a draft should be available before the meeting and also that, with the vote, a cumulative evaluation be forwarded. Professor Bailey stated that he would let the Faculty Governance Committee know of this issue.

Chair Walker thanks Professor Bailey for his never- ending advocacy for the faculty and for his willingness to step in at the last moment to present this report to the faculty senate

November 1, 2011:

Professor Bailey presented the proposed action of removing Part IX. ECU Organizational Charts from the *ECU Faculty Manual*. It was noted that currently these charts are included in the manual as a link to the Institutional Planning, Assessment and Research Office as follows: <http://www.ecu.edu/cs-acad/ipar/research/OrganizationalCharts.cfm>. The proposed removal of Part IX. ECU Organizational Charts from the *ECU Faculty Manual* was approved as presented. **RESOLUTION #11-90**

Professor Bailey presented a proposed action to maintain Appendix U. Policy on Improper Relationships Between Students and Faculty in the *ECU Faculty Manual* with no changes. There was no discussion and the proposed action to maintain Appendix U. Policy on Improper Relationships Between Students and Faculty in the *ECU Faculty Manual* with no changes was approved as presented. **RESOLUTION #11-91**

Professor Bailey presented proposed revisions to Index of *ECU Faculty Manual* Interpretations, stating that all manual interpretations dating from 1990 to 2010 had been incorporated into various revisions of policies and procedures included in the *ECU Faculty Manual*. Therefore, the index was being revised to reflect only current interpretations still pending incorporation into revised University policies and procedures. An archives copy of past incorporated manual interpretations would be maintained on the Faculty Senate website. There was no discussion and the proposed revisions to the Index of *ECU Faculty Manual* Interpretations located in the *ECU Faculty Manual* were approved as presented. **RESOLUTION #11-92**

Professor Bailey presented a proposed new section to the *ECU Faculty Manual* entitled Statement on Professional Ethics. Following discussion, the proposed new section to the *ECU Faculty Manual* entitled Statement on Professional Ethics was approved as revised. **RESOLUTION #11-93**

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty. Following discussion, the proposed revisions to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty were approved as presented. **RESOLUTION #11-94**

December 6, 2011:

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection II. Vision, Mission, and Strategic Plan of East Carolina University. There was no discussion and the proposed revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection II. Vision, Mission, and Strategic Plan of East Carolina University were approved as presented. **RESOLUTION #11-101**

Professor Bailey presented formal faculty advice on Conflicts of Interest and Conflicts of Commitment Policy. He stated the second issue is an example of the Senate being asked to provide advice in regards to latest aversion of the University's conflicts of interest and commitment in external activities and trade policy. Following brief discussion, the proposed formal faculty advice on Conflicts of Interest and Conflicts of Commitment Policy was approved as presented. **RESOLUTION #11-102**

January 24, 2012:

Professor Bailey presented recommendations on revisions to the *ECU Faculty Manual*, Appendix F. Graduate School Organization. Chair Walker reminded the Senators that the first item, Appendix F, was superseded by regulation [PRR #10.25.01 Governance of Graduate Academic Matters](#), which outlines the current graduate governance model that we have been working from this year. This includes the formation of the Graduate Council, formal advice from the Faculty Senate, and final approval by the Chancellor for all graduate curriculum and academic policies. The Graduate Council approved the current version of Appendix F, as revised by a working group. Dr. Gemperline met with the Faculty Governance Committee a few weeks ago regarding this section of the Faculty Manual. Today, the Faculty Governance committee brings it to the Faculty Senate for formal advice, which will be sent to the Chancellor for consideration. The Graduate Faculty will also vote on this section. Both Terry West, Chair of the Graduate Council, and Dr. Paul Gemperline are also here to answer questions. The proposed revisions to the *ECU Faculty Manual*, Appendix F. Graduate School Organization were accepted as revised as formal faculty advice to the Chancellor. **RESOLUTION #12-03**

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection III. University Policy. There was no discussion and the proposed revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection III. University Policy were approved as presented. **RESOLUTION #12-05**

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection V. Administrative Policy. Following brief discussion the proposed revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection V. Administrative Policy were approved as presented. **RESOLUTION #12-06.**

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section III.I. Grants, Contracts, and Cooperative Agreements. There was no discussion and the proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section III.I. Grants, Contracts, and Cooperative Agreements were approved as presented. **RESOLUTION #12-07**

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Part X. The Faculty Assembly of the University of North Carolina. There was no discussion and the proposed revisions to the *ECU Faculty Manual*, Part X. The Faculty Assembly of the University of North Carolina were approved as presented. **RESOLUTION #12-08**

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Part XI. The Code, The Board of Governors of the University of North Carolina. There was no discussion and the proposed revisions to the *ECU Faculty Manual*, Part XI. The Code, The Board of Governors of the University of North Carolina was approved as presented. **RESOLUTION #12-09**

February 21, 2012:

Professor George Bailey presented formal faculty advice on a proposal to move the administrator survey from paper-based to online administration in Spring 2012. There was no discussion and the Senate approved formal faculty advice to move the administrator survey from paper-based to online administration in Spring 2012. **RESOLUTION #12-27**

March 27, 2012:

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I.H. Faculty Load. There was no discussion and the proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I.H. [Faculty Load](#) were approved as presented. **RESOLUTION #12-37**

Professor Bailey presented a proposed new section to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Use of Copyrighted Works. Professor Reynolds (Academic Library Services) stated that ECU already had a copyright policy in place and wondered why it was not referenced in the proposed text. Chair Walker stated that, when asked, she had not yet received anything from the copyright office. She suggested if anything was ever provided to the Committee in reference to this, the text in the manual could be revised. Following a brief discussion, the proposed new section to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Use of Copyrighted Works was approved as presented. **RESOLUTION #12-38**

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Part VII. Research Information. There was no discussion and the proposed revisions to the *ECU Faculty Manual*, Part VII. [Research Information](#) was approved as presented. **RESOLUTION #12-39**

Professor Bailey presented proposed revisions to the *ECU Faculty Manual*, Appendix L. ECU Code. Professor Anderson (Education) thanked the Committee for their efforts and willingness to accept suggested changes from the Unit Code Screening Committee. She offered one editorial change in 2-e, changing the "B" to "C". Following the brief discussion, the proposed revisions to the *ECU Faculty Manual*, Appendix L. [ECU Code](#) were approved as editorially revised. **RESOLUTION #12-40**

Professor Bailey presented Formal Faculty Advice on Proposed ECU Patent Policy. He noted that there were no revisions being suggested to the proposed policy. There was no discussion and the [Formal Faculty Advice](#) on a Proposed ECU Patent Policy was approved as presented. **RESOLUTION #12-41**

April 17, 2012: Professor George Bailey presented proposed revisions to the *ECU Faculty Manual*, Appendix A. Faculty Constitution and By-Laws of East Carolina University. Professor Given (Foreign Languages and Literatures) asked what was the justification for a restriction limiting a faculty member from serving as a regular member on more than one standing University academic committee when one can be appointed as the Senate or Faculty Chair representative to more than one committee. Why could the professor not be an ex-officio member? Professor Bailey replied that the current Appendix A does not make that restriction clear so the Committee chose to clarify the process better providing opportunities to all faculty to serve if they are interested. He noted that in the 1970's there was a small group of faculty who ran most of the committees and did all of the work. Thus they had a great deal of influence. Now that would be impossible given the amount of work that each standing committee completes in one academic year. He agreed that it would be best to allow faculty more access to the various University committees, including administrative and appellate committees as well. Professor Roberts (Philosophy) reminded Senators of the past experience when a faculty member was denied service on more than one standing University Academic committee due to this statement in Appendix A. He noted that the revision now makes it clear what the limits are in reference to service. Professor Rigsby (Geological Sciences) spoke in favor of the proposed revisions to Appendix A stressing the difficulty each year getting enough faculty members to serve on committees. She noted that if we don't limit those faculty most eager to serve, we would have the same people on the committees over and over again limiting broad faculty representation. Following discussion, the Senators expressed support of the proposed revisions. All proposed amendments to the Faculty Constitution require two readings, so the Faculty Senate will be asked to vote on the proposed revisions at the April 24 scheduled Senate meeting prior to submission to the general faculty for approval. The Chancellor will not act on the revised appendix until the faculty have ratified this at Fall Faculty Convocation on August 20, 2012

April 24, 2012:

Professor Bailey presented the second reading of proposed revisions to the *ECU Faculty Manual*, Appendix A. Faculty Constitution and By-Laws of East Carolina University. Chair Walker noted that this revised appendix will require a vote by the general faculty at Fall Faculty Convocation on August 20 before forwarding it to the Chancellor for his consideration. Professor Sprague (Physics) made a motion to revise Section V. of the By-Laws of the Faculty Constitution to add "for information, comment, and advice" so that the sentence would read: "**The Chair of the Graduate Council provides a monthly report to the Faculty Senate for information, comment, and advice**". He noted that this wording would be consistent with the current Graduate Council Chair's reporting to the Faculty Senate during the past academic year. Following brief discussion, the proposed revisions to the *ECU Faculty Manual*, [Appendix A](#). Faculty Constitution and By-Laws of East
#12-79

6. Business carried over to next year:

Continuing Faculty Manual Revisions,. Including:

Appendix D (appellate committees), including "should we have electronic PADS?"

Part XII
Part XIII
Appendix C.

Faculty Manual Restructuring (TBA).

Continuing Administrative Policy Revisions/Advice, including:

External Activities for Pay/Conflict of Interest and Commitment.
Copyright
Research

7. Evaluation of the committee:

- A. Charge: satisfactory.
- B. Personnel: satisfactory.
- C. Attendance: adequate.
- D. Responsibilities: satisfactory.
- E. Activities: satisfactory.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

The committee should meet bi-monthly in the fall 2012 and spring 2013 terms until bi-monthly meetings are no longer necessary to deal with the volume of work.

9. Does the Committee's organizational meeting next year need to be earlier than the date set this year?

No.

Signed: George Bailey, Committee Chair