

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

**2011-2012 Academic Year**

**COMMITTEE: Faculty Welfare Committee**

**1. Membership** (including ex-officio members).

Christine Avenarius, Ken Ferguson, Deedee Glascoff, Erick Green, Michael Hartley, Eric Horsman, Linda Ingalls, Amanda Klein, Pat Long, Rachel Roper, Susan Simpson, Laura Spratley, Marieke Van Willigen, Louis Warren.

**2. Meeting Dates** (including members present and members who contributed to committee action but were not at the meeting).

**September 9, 2011:** Christine Avenarius, Ken Ferguson, Deedee Glascoff, Eric Horsman, Linda Ingalls, Amanda Klein, Pat Long, Laura Spratley. Others in attendance: Marianna Walker, Lori Lee.

**October 13, 2011:** Christine Avenarius, Ken Ferguson, Deedee Glascoff, Erick Green, Linda Ingalls, Amanda Klein, Rachel Roper, Susan Simpson, Louis Warren. Others in attendance: Lori Lee, Tom Pohlman, John Toller.

**November 10, 2011:** Ken Ferguson, Deedee Glascoff, Erick Green, Eric Horsman, Pat Long, Rachel Roper, Louis Warren. Others in attendance: Lori Lee, John Toller, Marianna Walker.

**December 8, 2011:** Christine Avenarius, Ken Ferguson, Eric Horsman, Linda Ingalls, Amanda Klein, Pat Long, Rachel Roper, Laura Spratley. Others in attendance: Lori Lee, Tom Pohlman, John Toller.

**January 12, 2012:** Christine Avenarius, Ken Ferguson, Rachel Roper, Susan Simpson, Laura Spratley, Louis Warren. Others in attendance: Anne Jenkins, Lori Lee, John Toller.

**February 9, 2012:** Christine Avenarius, Ken Ferguson, Deedee Glascoff, Erick Green, Linda Ingalls, Amanda Klein, Rachel Roper. Others in attendance: Lori Lee, Marianna Walker, John Toller.

**March 15, 2012:** Ken Ferguson, Deedee Glascoff, Linda Ingalls, Amanda Klein, Rachel Roper, Susan Simpson. Others in attendance: Lori Lee, Michelle Morris, Kitty Wetherington, Amy Waters.

**April 12, 2012:** Christine Avenarius, Ken Ferguson, Deedee Glascoff, Erick Green, Rachel Roper, Susan Simpson. Others in attendance: Lori Lee, John Toller, Marianna Walker.

3. **Subcommittees established during the year** (including progress and/or completion of work): none.
4. **Accomplishments during the year, especially as addressed through committee goals:**
  - i. Completed review of all remaining sections of the Faculty Manual assigned to the Faculty Welfare Committee.
  - ii. Obtained approval from the Faculty Senate for all the formal advice and proposed revisions to the Faculty Manual submitted during the 2011-2012 term.
  - iii. Met with Associate Vice Chancellor Anne Jenkins from Financial Services to discuss issues surrounding the procedure by which faculty are reimbursed for external travel and determined that Financial Services is very effective given the small size of the staff available to process travel refund requests and the limits placed on reimbursement by state law (30 day rule).
  - iv. Allied with Tom Pohlman, Environmental Manager of the ECU Environmental Health and Safety program, to establish a monthly e-mail service to inform the faculty about professionally recommended responses to campus emergencies.
  - v. Consulted with Amy Waters, Harassment and Discrimination Prevention and Resolution officer from the Office of Equity and Diversity to inquire whether the ECU spousal hiring procedure is compatible with EEOC guidelines.
  - vi. Met with Kitty Wetherington from the University Attorney's Office to inquire whether the ECU spousal hiring procedure is compatible with applicable laws.
5. **Reports to the Faculty Senate** (with dates and resolution numbers).

**October 4, 2011**

#11-18 Proposed revision to the ECU Faculty Manual, Part VI, General Personnel Policies, Section I, Employment Policies, Subsection E, Orientation of New Faculty. *Status: Approved by the Chancellor.*

#11-80 (submitted earlier as #11-48) Proposed revision to the ECU Faculty Manual, Part VI, General Personnel Policies, Section I, Employment Policies, Subsection J, Salary Policies. *Status: Approved by the Faculty Senate. Returned by the Chancellor on October 31, 2011, for further revision.*

## **February 21, 2012**

Report of cooperation between the Faculty Welfare Committee and the Environmental Health and Safety division to advise faculty of the recommended responses to campus emergencies via regular e-mails. Proposed e-mail communication, Role of the Faculty in Classroom Safety, entered into the record. *Status: Mark Sprague, Vice Chair of the Faculty, advised that the e-mail initiative be continued, no vote required.*

Formal faculty advice on the Faculty Scholarly Reassignment Policy. *Status: Approved by the Faculty Senate **after** amendments in sections 2.1 and 3.3 proposed by Senator Rodney Roberts. Approved by the Chancellor.*

## **April 17, 2012**

Formal faculty advice on the Current Spousal and Domestic Partner Hiring Standard Operating Procedure. *Status: Approved by the Faculty Senate.*

#11-80 (submitted earlier as #11-48) Proposed revision to the ECU Faculty Manual, Part VI, General Personnel Policies, Section I, Employment Policies, Subsection J, Salary Policies. *Status: Approved by the Faculty Senate.*

### **6. Business carried over to next year (in priority order)**

Provide formal advice on the University Behavioral Concerns Team policy, approved by the Chancellor on December 1, 2011.

Continue safety e-mail initiative with the campus Environmental Safety and Health program to advise faculty on the recommended responses to campus emergencies, including fire/evacuation, suspicious activity, behaviors of concern, chemical spills, violence in the classroom, earthquakes, and power outages as remaining topics.

### **7. Evaluation of the committee (including anything that hindered or assisted the committee's work during the year).**

- A. Charge: The committee restricted itself to the formal charge of providing advice in matters that affect the welfare of the faculty, accepting all assignments from the Chair of the Faculty or brought to our attention by the representative of the Chair of the Faculty serving as an ex-officio member of the committee (Glascoff).
- B. Personnel: The committee was effective because of reliable, expert advice from ex officio members who attended the meetings, and because of the willingness of ECU administrators and professional staff who consulted with the committee when requested, and because of the active participation of regular members, who often did much more than requested in terms of research and personal inquiries into the policies under review.

- C. Attendance: See above. Some members of the committee were unable to attend every meeting, and some rarely attended. In order to ensure that enough members are present to conduct business, those who agree to serve on the Faculty Welfare Committee should not schedule teaching assignments or other obligations that conflict with the regular meeting times of the committee.
- D. Responsibilities: The committee met its responsibilities.
- E. Activities: The committee researched and reviewed proposals for reform to existing policies, standard operating procedures, and sections of the Faculty Manual, offering formal advice only after careful reflection, discussion, and voting by all voting members present.
8. **Suggestions to the Chair of the Faculty and/or Faculty Senate for improving effectiveness of the committee:** none.
9. **Does the Committee's organizational meeting next year need to be earlier than the date set this year?** No.

Signed:	Chairperson	Kenneth G. Ferguson
	Vice-Chairperson	Christine B. Avenarius