

**Minutes of Faculty Welfare Committee (FWC), Thursday, February 10, 2011, 3:00 p.m.
(142 Rawl Annex)**

Regular, voting members present (6): Katrina DuBose (chair), Ken Ferguson, Christine Avenarius, John Reisch (acting secretary), Louis Warren, Andrada Ivanescu

Regular, voting members absent (1): Michael Hartley

Faculty Welfare Committee Ex-officio members present (4): Charles Boklage (Rep. of Faculty Senate), Linda Ingalls (Rep of VC for Academic and Student Affairs), Susan Simpson (Rep. of VC for Health Sciences), Chris Locklear (Rep. of Chancellor)

Others present (1): Lori Lee

1. Minutes from the January 13, 2011 meeting were approved unanimously.
2. Katrina DuBose mentioned to the committee that the Chancellor was having an open house for the faculty senate and senate committees on Tuesday, March 1.
3. Katrina discussed the committee's email vote (taken in January) about wording changes to the Part VI, III.I of the Faculty manual "Grants, Contracts, and Cooperative Agreements." After approval from the committee, the suggested changes were sent to Vice-Chancellor Mageean for review. The changes made by the FWC were forwarded to the Faculty Governance Committee for its consideration; wording changes made by the FWC may or may not be used by Faculty Governance).
4. Katrina updated the committee on changes made by the FWC (approved in October) to Faculty Manual Part VI.I.B "Collections of Money." The changes were approved by the Faculty Senate in November 2010, but rejected by Chancellor Ballard. Marianna Walker, chair of the Faculty Senate, is discussing the wording of the section with the university attorney's office and Stacey Toronto (ECU Internal Auditor) to ensure that the policy incorporates adequate internal controls over any cash collections. Professor Walker will provide feedback to the FWC from her discussions.
5. FM Part VI,I.J "Salary Policies" was not ready for discussion. The section needs to be vetted with department chairs and administration before changes are made.
6. As noted at the last FWC meeting, revisions to FM Part VI.II.A-M "Welfare Benefits and Leave" were sent back to the committee from the Faculty Senate. Per Katrina, faculty understand that many human resources (HR) policies need to be removed from the FM and placed in the Policies, Regulations and Rules manual (PRR). However, until the PRR is complete, faculty want much of the wording about benefits and leave left in the FM. John Toller is continuing to work on this section to be consistent with HR policies. John will provide an update to the FWC in the future.

7. The discussion of the changes to the FM and the development of the PRR ensued. Changes to the FM are occurring rapidly; the PRR is progressing more slowly. Both are expected to be completed by 2013. A link on the Faculty Senate's webpage provides more detail about the process (<http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/manual.htm>).
8. Wording changes to FM Part V, Section G "Faculty Absences" and Part VI, Section I.D "Leaves of Absences" were presented by John Reisch. The committee recommended the two sections be combined into one section of the new FM with the title "Faculty Absence and Leave." Discussion included separating Faculty Scholarly Reassignment and Professional Leave, as well as adding Community Service. The FWC recommends that this new section be included in the Benefits and Leave section of the FM (currently Part VI, Section II, and referenced in item 6 above). A draft of the document presented to the committee (with committee comments) is included as Attachment 1.

Next Meeting is scheduled for 3pm on March 17.

Meeting ended at 4:42pm

Respectfully submitted by John Reisch

ATTACHMENT 1

Faculty Absence ~~from Duty and Leave~~

A. Short-term (defined?)

Faculty members ~~s~~ unable to perform their duties are expected to make arrangements in advance with their unit administrators. The unit administrator then determines the acceptability of the absence from duty, and if necessary, will coordinate substitute arrangements with the appropriate administrator (dean or vice chancellor). If the absence from duty is associated with travel, faculty must be in compliance with the East Carolina University travel policy (http://www.ecu.edu/cs-admin/financial_serv/accountspayable/travelmanual.cfm) which mandates that all university travel is subject to availability of budgeted funds and must be approved before travel may begin. In the event of an absence from duty caused by an emergency or illness, a faculty member is advised to inform the unit administrator at his or her earliest convenience; normally the notification should ~~not exceed~~ ~~be within~~ one business day. *Faculty members incurring an illness or emergency for more than three consecutive days are to be notified by the unit administrator of their potential entitlements under the Family and Medical Leave Act (FMLA). Refer to (add link) for additional information on leave and benefits coverage under FMLA.*

B. Long-term

Faculty members may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years) or appropriate period of time for the faculty in the Brody School of Medicine. The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence. Faculty members are relieved of all service obligations to the University while on full-time paid or unpaid leave. *[In particular, faculty members are not eligible to serve on a departmental personnel committee during the academic year in which the leave occurs, or during an academic year in which they are absent from campus from any reason (for example, on a foreign exchange) for a semester or more.]—make reference to Appendix D for this information.*

~~Is the following now invalidated with the faculty reassignment policy?~~ A faculty member who is requesting a professional leave of absence for one semester (or appropriate period of time in the School of Medicine) or more should forward a written request to the unit administrator. The request should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor. (This does not include request for leave subject to the Family Medical Leave Act. For a copy of that procedure, please contact the Department of Human Resources.) (Faculty Senate Resolution #00-30, November 2000)

Leaves of absence include, but are not limited to, the following:

1. Professional leave. Leave is granted to give permanently tenured faculty members opportunities for research, advanced study and/or professional growth. For probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Fulbright or Fogarty Fellowship programs, allowing research or advanced study opportunities.

21. Faculty Scholarly Reassignment. This type of leave is granted for a faculty member to pursue full-time a project involving research or creative (scholarly) activity. Details of the ECU Faculty Scholarly Reassignment policy, including eligibility and terms and conditions, is located at (link to be provided).

~~Does this replace Professional leave? This type of leave is granted to give a permanently tenured faculty member opportunities for research, advanced study and/or professional growth. For probationary term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Board of Governors Doctoral Assignment Fellowship, Fulbright Fellowship, or Fogarty Fellowship programs, allowing research or advanced study opportunities.~~

32. Personal leave. In accordance with ECU's Faculty Serious Illness and Parental Leave Policy, a faculty member may request personal leave for purposes such as serious illnesses, maternity leave, or parental leave as defined by the Family and Medical Leave Act. See (link XXX) for more information.

34. Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and request a leave of absence. See the University Policy Manual (add link) and the UNC "community service leave" policy

(http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapter%2B300) for more information on this type of leave.

5. Community Service Leave. Leave is granted under certain criteria for volunteers to support school, communities, citizens, and non-profit charitable corporations. See university and UNC policies.

54. Military Service Obligations. A faculty member may be required to fulfill a military obligation ~~(of the United States?)~~, such as a call to active duty for a reservist. See policy link for more information.