COMMITTEE: Faculty Welfare Committee

MEETING DATE: 9.8.11 @ 3pm

PERSON PRESIDING: Marianna Walker

REGULAR MEMBERS IN ATTENDANCE: Ken Ferguson, Christine Avenarius, Eric Horsman, Amanda Klein, Laura Spratley

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Pat Long, Deedee Glascoff

OTHERS IN ATTENDANCE: Marianna Walker, Lori Lee

______________________________

ACTIONS OF MEETING

Agenda Item:
Elect Committee Officials for 2011-2012 year

Discussion:
Deedee Glascoff proposed the following roster of candidates:
Chair: Ken Ferguson
Vice Chair: Christine Avenarius
Secretary: Amanda Klein

Action Taken:
The committee voted unanimously to elect this slate of candidates

Assigned additional duties to:
None

______________________________

Agenda Item:
Faculty Senate Resolution 11-18 to revise *ECU Faculty Manual*, Part V!, General Personnel Policies, Section 1. Employment Policies, Subsection E. Orientation of New Faculty

Discussion:
The committee discussed the best way to integrate the changes requested by the Chancellor to the faculty manual. We agree that it would be best to keep the language as close to the Chancellor’s requests as possible. The new paragraph should read:

*(additional revisions noted in **bold CAPS** and/or strikethrough)*

*New Faculty Orientation*

New faculty are **encouraged** to attend the East Carolina University New Faculty Orientation Program. The program offers a variety of resources, including information on benefits, parking, technology, research, and tenure: [http://www.ecu.edu/cs-acad/facultyorientation](http://www.ecu.edu/cs-acad/facultyorientation). Additional faculty orientation activities may be required by academic units. As part of the orientation process, new faculty members are informed about the University system of shared governance and invited to serve in shared
governance of the university. Orientation of new faculty will be continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the university. Ongoing programs, including information on mentoring, are available through the Office for Faculty Excellence: http://www.ecu.edu/ofe/.

NEW FACULTY HIRE LETTERS NOTE A BEGIN DATE ONE WEEK PRIOR TO THE ANNUAL CONVOCATION WITH THE EXPECTATION THAT ALL NEW FACULTY WILL ATTEND THE NEW FACULTY ORIENTATION PROGRAM.

New faculty are encouraged to attend the annual Faculty Convocation, which is scheduled at the opening of each academic year, for the purpose of becoming acquainted with the chancellor, chair of the faculty, key administrative personnel and their responsibilities, and with the relationship between faculty and administration.”
Action Taken:
Deedee Glascoff made the motion to vote for the changes listed above. Pat Long seconded the motion. The committee voted unanimously to make these changes.

Assigned additional duties to:
Revisions will be noted in proposed text and forwarded to the Faculty Senate office for inclusion in the October 4, 2011 Faculty Senate agenda.

Agenda Item:
Faculty Senate Resolution 11-48 to revise *ECU Faculty Manual*, Part VI!, General Personnel Policies, Section 1. Employment Policies, Subsection J. Salary policies

Discussion:
The committee discussed why changes to this section of the manual were being made. Essentially, this change concerns faculty members who go from a 12 month salary to a 9 month salary or vice versa. The current conversion formula does not work both ways. Likewise, the wording of this section, which occasionally uses the term "employee" should always refer to “faculty” not any ECU employee. It was stated that this confusion in wording led to a lawsuit.

Therefore, the committee proposed to change the wording of this section to read:

(additional revisions noted in **bold CAPS** and/or strikethrough)

“Salary Policies
Faculty annual salaries are paid semimonthly. **New employees FACULTY receive the first payment on the first available payroll date as stated on the employee IN THE INDIVIDUAL’S contract.** When the 15th or last day of a month falls on a non-work day for the business office, **distribution of payment paycheck will be made on the last work day prior to that day.** Arrangements must be made with the payroll office to have all payments paychecks deposited in a local bank to the faculty **member**’s account. Salaries for summer **teaching are paid in accordance with the employee FACULTY MEMBER’S contract. NINE MONTH FACULTY SALARIES ARE PAID IN 24 INSTALLMENTS FROM SEPTEMBER 15 TO AUGUST 31. ANY APPOINTMENT CHANGE THAT AFFECTS THIS WILL BE INCLUDED IN THE INDIVIDUAL’S CONTRACT.**

Term I teaching are paid in three installments. Salaries for summer term II are paid in two installments, and salaries for 11-week summer term are paid in five installments.

Federal and state income tax withholdings are based off information furnished to the payroll office on the US Treasury Department Form W-4 and North Carolina Department of Revenue Form NC-4, respectively.

**New Faculty and non-immigrant visa holders must complete an I-9 form and updated forms when required by Federal law.** Criminal background checks will also be conducted on all new faculty.

For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) please refer to: [ECU Policy Manual](#), [Human Resources](#), and [Financial Services (payroll)](#).

For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to
which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor.

Total Compensation: An individual’s total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor.

Bonus amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not be included in the calculation of total annual salary compensation in the determination of the above amounts.

Less Than Full-time Employees: Upon appropriate approvals, individuals with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.

Research/Creative Activity: It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract “buyouts” if faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

Overloads: Effective August 1, 2002, overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate; i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve credit hour per semester full-time basis. As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.

Summer Overloads: No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year’s nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.

Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member’s home unit is required from all involved administrative levels.
External Activities for Pay: The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI. of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at [www.aa.ecmedu/forms](http://www.aa.ecmedu/forms). (Faculty Senate Resolution #03-14, March 2003)

**Action Taken:**
Deedee Glascoff made the motion to vote for the changes listed above. Christine Avenarius seconded the motion. The committee voted unanimously to make these changes.

**Assigned additional duties to:**
Revisions will be noted in proposed text and forwarded to the Faculty Senate office for inclusion in the October 4, 2011 Faculty Senate agenda.

**NEXT MEETING:** October 13th @ 3pm in 142 Rawl Annex

**ITEMS TO BE DISCUSSED:** proposed agenda to be distributed prior to the meeting.