

EAST CAROLINA UNIVERSITY  
FACULTY MANUAL

PART XI

General Faculty Employment Guidelines and Benefits

## PART XI

### GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

#### SECTIONS

- I. Employment Policies
- II. Benefits and Leave
- III. Institutional Services Available to Faculty
- IV. Equal Employment Opportunity/Affirmative Action Policy and University Commitment to Diversity
- V. Substance Abuse and Weapons Policy *Revised 6-14*

(Text moved from former Part VI)

#### PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

## SECTION I

### Employment Policies (Text moved from former Part VI)

#### CONTENTS

- I. Faculty Absence and Leave
  - II. New Faculty Orientation
  - III. Phased Retirement
  - IV. Retirement
  - V. Salary Policies
  - VI. Emeritus Faculty Privileges
  - VII. Travel and Expense Allowances
- 

It is a policy of the university throughout the campus and all its branches, divisions, departments, facilities, and activities that firm and positive steps be taken by all supervisory and management personnel to prevent any discriminatory employment practices; and that affirmative action will be taken to ensure that applicants for employment will be considered and employed based on actual job requirements; and that all personnel matters pertaining to employment, placement, training, upgrading, promotion, demotion, transfer, layoff, termination, and salary administration will be conducted in a nondiscriminatory way without regard to race, color, national origin, religion, veteran's status, gender, age, sexual orientation, political affiliation, or disability. (Faculty Senate Resolution #03-37, September 2003)

The general faculty shall consist of all full-time members of the teaching, research, or administrative staff who hold a professorial rank, including those on special faculty appointment. Adjunct members of the faculty do not receive benefits normally associated with full-time employment, nor does such service count toward the attainment of a tenured position. Teaching fellows are not formal members of the university faculty.

#### I. Faculty Absence and Leave

Faculty members 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](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 be within one business day. Faculty members incurring an illness or emergency for more than three consecutive business days are to be notified by the unit administrator of their potential entitlements under the Family and Medical Leave Act (FMLA).

Refer to <http://www.ecu.edu/csadmin/HumanResources/Benefits.cfm> for additional information on leave and benefits coverage under FMLA.

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 requesting a professional leave of absence 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.

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 both permanently tenured and probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Fulbright or Fogarty Fellowships, allowing research or advanced study opportunities.

2. Faculty Scholarly Reassignment.

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, are linked [here](#) on the Policies, Rules and Regulations University website.

3. 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 (FMLA). See <http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm> for more information.

4. 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 "Political Activities of Employees" of the UNC policy manual policy ([http://www.northcarolina.edu/policy/index.php?pg=vb&node\\_id=331](http://www.northcarolina.edu/policy/index.php?pg=vb&node_id=331)) for more information on this type of leave.

5. Community Service Leave. Leave is granted under certain criteria for volunteers to support schools, communities, citizens, and non-profit charitable corporations. See the University Policy Manual ([http://www.ecu.edu/business\\_manual/Human\\_Resources\\_Policy13.htm](http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm)) and the UNC

"community service leave" policy

([http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return\\_url=%2F](http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return_url=%2F)

[policy%2Findex.php%3Fpg%3Dvb%26tag%3DChapte r%2B300](#)) for more information on this type of leave.

#### 6. Military Service Leave.

Leave is granted to fulfill a military obligation, such as a call to active duty for a reservist. See policy link ([http://www.ecu.edu/business\\_manual/Human\\_Resources\\_Policy13.htm](http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm)) for more information.

Faculty members may retain voting privileges while they are on leave of absence but in attendance at specified committee meetings, such as personnel, promotion, and tenure committees. Please refer to section IV. of the ECU Tenure and Promotion Policies and Procedures, Part IV, Section I, located in the *ECU Faculty Manual*. Leaves of absence for probationary-term faculty members may, under cases of severe personal exigency or other compelling personal circumstances, include extension of the length of the probationary term. The conditions for, and approval process of, extensions of the probationary term can be found in Section II.C.4 of the [ECU Tenure and Promotion Policies and Procedures](#), located in the *ECU Faculty Manual*. Continuation of benefits for faculty members on leave is covered by university and state regulations.

Prior to taking leave, faculty members are encouraged to speak with a university benefits counselor to determine benefit continuation options. Additional information is available at the following website: [http://www.ecu.edu/cs\\_admin/HumanResources/Benefits.cfm](http://www.ecu.edu/cs_admin/HumanResources/Benefits.cfm).”  
(FS Resolution #11-46, March 2011)

## II. New Faculty Orientation

New faculty are expected 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>. 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. (FS Resolution #11-80, October 2011)

## III. Phased Retirement

Participation in East Carolina University's Phased Retirement Program is available to tenured faculty who meet University of North Carolina Program eligibility criteria as detailed in the policy available online at: <http://www.northcarolina.edu/policy/index.php?tag=300.7.2>

Application Forms can be found at the following website:  
<http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm>

(FS Resolution #11-60, April 2011)

#### IV. Retirement

All full-time faculty of the university with a permanent appointment must participate in the university's retirement program. Information regarding the retirement plans can be found at the online links below:

Overview of retirement plan options:

[http://www.ecu.edu/cs-admin/humanresources/customcf/Benefits/Benefits\\_Retirement\\_Plans.pdf](http://www.ecu.edu/cs-admin/humanresources/customcf/Benefits/Benefits_Retirement_Plans.pdf)

Statutory provisions for the State Retirement system:

[http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter\\_135.pdf](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter_135.pdf)

NC State Treasurer's Retirement home page:

<http://www.nctreasurer.com/dsthome/RetirementSystems>

#### Privileges for Retired Faculty

The following University websites provide information on privileges awarded to retired faculty:

##### 1. ECU Retired Faculty Association

The East Carolina University Retired Faculty Association (ECURFA) provides retired faculty with a continuing link to the university and to colleagues and friends through social activities, receptions, and group travel. It also provides an opportunity to give back to the university through an endowment fund. Go to the following below to obtain further information:

<http://www.ecu.edu/ecurfa>.

##### 2. Parking permits

The parking privileges for retired faculty are outlined in The Parking and Transportation Policy (200-0070) under "Special Parking Situations", sections "Phased Retirement" and "Retired Faculty". Refer to the link below to obtain current information on parking privileges for retirees:

<http://www.ecu.edu/cs-admin/parkingandtransportation/retired.cfm>

##### 3. ECU 1 Card

The ECU 1 Card is the official university photo ID card. Some privileges for retired faculty require presenting an ECU 1 Card (Retiree version). Procedures for obtaining an ECU 1 Card for retirees can be found at the website listed below:

<http://www.ecu.edu/1card>

##### 4. E-mail

Retired faculty may continue to use their ECU e-mail account in accordance with University guidelines. Details can be found at the ITCS website: <http://www.ecu.edu/itcs/help/retireebenefits>.

##### 5. Student Recreation Center membership

Retired faculty may purchase annual, semester, or summer memberships to the Student Recreation Center. They must present their ECU 1 Card when purchasing a membership. Refer to the website below to obtain further information:

<http://www.ecu.edu/cs-studentlife/crw/membership/fees.cfm>

#### 6. Joyner Library access

Retired faculty may apply for borrowing privileges at the Joyner Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: <http://www.ecu.edu/cs-lib/accesssrv/circulation/circpolicy.cfm>

#### 7. Laupus Library access

Retired faculty may apply for borrowing privileges at the Laupus Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: <http://www.ecu.edu/cs-dhs/laupuslibrary/circulation.cfm>.

(FS Resolution #11-60, April 2011)

#### 8. Web Service

Retired faculty with existing web space may continue to have access to university hosted web pages to allow retired faculty to continue their scholarly activities. Details can be found at the website: <http://www.ecu.edu/itcs/help/retireebenefits>.

(FS Resolution #13-33, March 2013)

### V. Salary Policies

Faculty annual salaries are paid semimonthly. New faculty receive the first payment on the first available payroll date as stated in the individual's appointment letter. When the 15th or last day of a month falls on a non-work day for the business office, distribution of payment will be made on the last workday prior to that day. Arrangements must be made with the payroll office to have all payments deposited in a local bank to the faculty member's account. Salaries for summer teaching are paid in accordance with the faculty member's appointment letter. 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 appointment letter.

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 per the applicable policy statement.

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 appointment letter, except for extraordinary situations that must be approved in advance by the supervisor, department chair or school director, dean and vice chancellor.

### 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

Under extraordinary circumstances, overloads may be approved for faculty to teach additional for credit courses. This is only allowable if this does not cause a conflict of commitment with other assigned duties, and the faculty member has an appropriate workload prior to consideration of the overload.

### 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.

### Salary Conversion Rate for Faculty

Information regarding salary conversion rates for faculty is detailed in individual appointment letters or the applicable policy is referenced in individual appointment letters.

### External Activities for Pay

The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by 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.

(FS Resolution #12-70, April 2012)

## VI. Emeritus Faculty Privileges

Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, in accordance with criteria defined in the unit code, the chancellor may grant the faculty retiree emeritus status (as defined in Personnel Policies and Procedures for the Faculty, *ECU Faculty Manual*, Part VIII, Section I.) which includes listing in Undergraduate and Graduate Catalogs, the continuance of eligibility to march, wearing appropriate regalia, in University



commencement exercises and other University formal processions, as active faculty. (FS Resolution #13-97, December 2013)

## VII. Travel and Expense Allowances

### A. Paid Travel

All business related travel must have written authorization and be approved in advance as requested by either the academic department or college. Full documentation and explanation are required for all travel. Business related travel may be covered by the university using department funds or through grant funds or other sources. All reimbursement requests shall be filed for approval and payment made within thirty days after the end of the travel period for which reimbursement is being requested.

The mode of transportation for travel could be completed by the following methods: private car, state car, rental car, airplane, bus, taxi, railroad, etc. For more information on travel approval and reimbursements, refer to the following Financial Services websites:

[http://ecu.edu/cs-admin/financial\\_serv/indextraveloffice.cfm](http://ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm)

[http://ecu.edu/cs-admin/financial\\_serv/accountspayable/TravelApprovalandReimbursement.cfm](http://ecu.edu/cs-admin/financial_serv/accountspayable/TravelApprovalandReimbursement.cfm)

### B. Unpaid Travel

If a faculty member is traveling for business reasons, but is not going to be reimbursed for travel expenses, the pre-approved travel authorization forms still need to be completed. This process helps with the authorization of workers' compensation should an accident occur during the travel period. (FS Resolution #11-19, February 2011)

## PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

### SECTION II

#### Benefits and Leave (Text moved from former Part VI)

#### CONTENTS

- I. Benefits
  - II. Workers' Compensation
  - III. Disability Insurance
  - IV. Vacation and Sick Leave
  - V. Faculty Serious Illness and Parental Leave Policy
- 

#### I. Benefits

A variety of benefits are available to permanent employees of ECU, based on specific eligibility criteria. All benefits are subject to state regulations, university policies and procedures, and individual plan documents. Employee benefits are subject to change and reasonable notice is provided to employees by Human Resources when changes occur. Information about benefits may be obtained from the University Benefits Office in Human Resources located online at: [http://www.ecu.edu/cs-admin/HumanResources/benefits\\_about\\_us.cfm](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm). See the [University Policy Manual](#) for more information. (FS Resolution #11-61, April 2011)

#### II. Workers' Compensation

All university employees, including paid student workers, are covered by workers' compensation that provides for certain benefits in the event there is an on-the-job injury or illness. If and when an on-the-job injury or illness should occur, it should be reported immediately to the supervisor who will notify the appropriate university offices. For additional information about workers' compensation and related forms see the [University Policy Manual](#) and Environmental Health and Safety website <http://www.ecu.edu/cs-admin/oehs/ih/workerscomp.cfm>. (FS Resolution #11-61, April 2011)

#### III. Disability Insurance

ECU has disability insurance coverage for both short-term (2 to 12 months with the possibility of a 12 month extension) and long-term (greater than 12 months) situations. The specific details of the disability insurance options can be found at the HR Benefits website: [http://www.ecu.edu/cs-admin/HumanResources/benefits\\_about\\_us.cfm](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm).

Questions regarding disability coverage should be directed to a University Benefits Counselor listed online at [http://www.ecu.edu/cs-admin/HumanResources/benefits\\_about\\_us.cfm](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm) (FS Resolution #11-61, April 2011)

#### IV. Vacation and Sick Leave

Faculty with twelve-month employment contracts may be granted leave as authorized by the vice chancellors and chancellor. Teaching faculty with twelve-month employment contracts may only be granted vacation leave and are not eligible for sick leave. Teaching faculty who have a nine-month employment contract do not earn vacation or sick leave. (FS Resolution #11-61, April 2011)

#### V. Faculty Serious Illness and Parental Leave Policy

This policy provides leave with pay for eligible faculty for cases of serious health conditions, maternity leave, or parental leave as defined by the Family and Medical Leave Act. Refer to the [Faculty Serious Illness and Leave Policy](#) for more information. (FS Resolution #11-61, April 2011)

## PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

### SECTION III

#### Institutional Services Available to Faculty

*(Text moved from former Part VI)*

#### CONTENTS

- I. Information and Computer Services
  - II. Grants, Contract, and Cooperative Agreements
  - III. Tuition Privileges for Faculty
- 

#### I. Information and Computer Services

Information Technology and Computing Services (ITCS) supports employees through the integration of information, technology, and instruction. <http://www.ecu.edu/itcs>  
(FS Resolution #10-16, February 2010)

#### II. Grants, Contracts, and Cooperative Agreements

ECU's Office of Sponsored Programs (OSP) has responsibility for pre-award activities involved in the preparation and submission of proposals on behalf of ECU to external sponsors for support of projects in research, creative activity, training, and public service. OSP must review and approve all proposals for grants, contracts, and cooperative agreements prepared by faculty for submission to outside funding sources before submission to external sponsors.

The Office of Grants and Contracts (OGC) is the University Office responsible for post-award activities related to projects that have been awarded by external sponsors to ECU faculty that support projects/programs in research, creative activity, training, and public service/clinical care. OGC is responsible for ensuring that expenditures are in accordance with sponsor and institutional guidelines. OGC also assists investigators in preparing information for sponsor required financial reporting. (FS Resolution #12-07, February 2012)

#### III. Tuition Privileges for Faculty

In accordance with North Carolina General Statute, East Carolina University faculty are eligible to take classes at a reduced cost.

See [http://www.ecu.edu/cs\\_admin/financial\\_serv/cashier/Tuition-Waiver.cfm](http://www.ecu.edu/cs_admin/financial_serv/cashier/Tuition-Waiver.cfm) for more information.  
(FS Resolution #10-95, December 2010)

## PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

### SECTION IV

#### Equal Employment Opportunity/ Affirmative Action Policy and University Commitment to Diversity *(Text moved from former Part VI)*

East Carolina University celebrates diversity among its faculty, staff, and students, and is committed to fostering respect for human difference and equal opportunities for all, regardless of membership in a University protected class. To that end, the Office of Equity, Diversity and Community Relations develops and implements equal employment opportunity policies and diversity programs. Information about the Office of Equity, Diversity and Community Relations programs and policies, the University's protected classes and related non-discrimination policies and procedures may be found by visiting the Office's Web site at [www.ecu.edu/edc](http://www.ecu.edu/edc). (FS Resolution #10-86, November 2010)

## PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

### SECTION V

#### Substance Abuse and Weapons Policies (Text moved from former Part VI)

#### CONTENTS

- I. Substance Abuse Policy
  - II. Weapons Policy *Revised 6-14*
- 

#### I. Substance Abuse Policy

The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs or alcohol, referred to in this policy as substance abuse, by members of the university community adversely affects the mission of the university and is prohibited. A substance abuse policy adopted by the East Carolina University Board of Trustees, consistent with the UNC Board of Governors' Policy on Illegal Drugs, is intended to: prevent substance abuse through a strong educational effort; encourage and facilitate the use of counseling services and rehabilitation programs by those members of the university community who require their assistance in stopping illegal or abusive use of drugs or alcohol; and discipline appropriately those members of the university community who engage in illegal drug or alcohol related behaviors.

The UNC Board of Governor's Policy on Illegal Drugs (Chapter 1300.1) is located at <http://www.northcarolina.edu/policy/index.php>.  
(FS Resolution #10-97, December 2010)

#### II. Weapons Policy

The University Weapons policy is contained in the University Regulation Concerning Weapons on Campus. Any faculty member who violates this policy may be subject to serious sanctions imposed by the university in accordance with due process as outlined in the university's tenure and promotion policies and procedures, as well as punishment in accordance with state criminal law. For further details and certain exceptions, see North Carolina General Statute § 14-269.2 located online at: <http://www.ncga.state.nc.us> or the [University Regulation Concerning Weapons on Campus](#). (FS Resolution #11-20, February 2011 and FS Resolution #14-46, May 2014)