

**East Carolina University
Faculty Manual**

PART II

University Organization

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UNIVERSITY ORGANIZATION**

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I. The Organization of the University of North Carolina

In North Carolina, all the public educational institutions that grant baccalaureate degrees are part of The University of North Carolina. East Carolina University is one of sixteen constituent institutions of the multi-campus state university.

The University of North Carolina, chartered by the NC General Assembly in 1789, was the first public university in the United States to open its doors and the only one to graduate students in the eighteenth century. The first class was admitted in Chapel Hill in 1795. For the next 136 years, the only campus of The University of North Carolina was at Chapel Hill.

In 1877, the NC General Assembly began sponsoring additional institutions of higher education, diverse in origin and purpose. Five were historically black institutions, and another was founded to educate American Indians. Several were created to prepare teachers for the public schools. Others had a technological emphasis. One is a training school for performing artists.

In 1931, the NC General Assembly redefined The University of North Carolina to include three state-supported institutions: the campus at Chapel Hill (now the University of North Carolina at Chapel Hill), North Carolina State College (now North Carolina State University at Raleigh), and Woman's College (now the University of North Carolina at Greensboro). The new multi-campus University operated with one board of trustees and one president. By 1969, three additional campuses had joined the University through legislative action: the University of North Carolina at Charlotte, the University of North Carolina at Asheville, and the University of North Carolina at Wilmington.

In 1971, the General Assembly passed legislation bringing into The University of North Carolina the state's ten remaining public senior institutions, each of which had until then been legally separate: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, The North Carolina School of the Arts, Pembroke State University, Western Carolina University, and Winston-Salem State University. This action created the current sixteen-campus University. (In 1985, the North Carolina School of Science and Mathematics, a residential high school for gifted students, was declared an affiliated school of The University.)

The University of North Carolina Board of Governors is the policy-making body legally charged with the general determination, control, supervision, management, and governance of all affairs of the constituent institutions. It elects the president, who administers The University. The thirty-two voting members of the board of governors are elected by the General Assembly for four-year terms. Former board chairs and board members who are former governors of North Carolina may continue to serve for limited periods as emeritus nonvoting members. The president of The UNC Association of Student Governments, or that student's designee, is also a nonvoting member.

Each of the sixteen constituent institutions is headed by a chancellor, who is chosen by the board of governors on the president's nomination and is responsible to the president. Each institution has a board of trustees, consisting of eight members elected by the board of governors, four appointed by the governor, and the president of the student body, who serves ex-officio. (The NC School of the Arts has two additional ex-officio members.) Each board of trustees holds extensive powers over academic and other operations of its institution on delegation from the board of governors.

II. Vision, Mission, and Strategic Plan of East Carolina University

A. Vision

East Carolina University is a public, doctoral institution distinguished by excellence in teaching and research and is committed to serving the people of North Carolina and beyond.

B. Mission

The university mission statements express the purpose and character of the university. The statements are the basis for all university strategic planning. They guide the actions of the university and direct the development of evaluation criteria.

East Carolina University, a constituent institution of the University of North Carolina, is a public, doctoral university committed to meeting the educational needs of North Carolina. It offers baccalaureate, masters, specialist, and doctoral degrees in the liberal arts, sciences, and professional fields, including medicine. East Carolina University is dedicated to educational excellence, responsible stewardship of the public trust, and academic freedom. The university values the contributions of a diverse community, supports shared governance, and guarantees equality of opportunity. East Carolina University's motto is "*Servire*," meaning "To Serve," and it seeks to meet that obligation through the following interrelated components of its mission.

To Serve Through Education

The educational mission of East Carolina University is to provide students with a rich, distinctive undergraduate and graduate educational experience. The university is committed to developing each learner's ability to discover, evaluate, and communicate knowledge; to make informed decisions; and to recognize a decision's ethical dimensions. The university also is committed to imparting a sense of citizenship and personal responsibility, fostering lifelong learning, and nurturing an understanding of the interdependencies of people and their environments.

To Serve Through Research and Creative Activity

The research mission of East Carolina University is to advance knowledge, to encourage creative activity, to solve significant human problems, and to provide the foundation for professional practice through the support of basic and applied research. The university is committed to integrating research and creative activities in the educational experiences of students. It also is committed to enriching culture and being a leader in innovative research applications.

To Serve Through Leadership and Partnership

The service mission of East Carolina University, as an institution with a tradition of strong regional ties and public outreach, is to provide leadership and to engage in partnerships supporting public education, health care and human services, cultural activities, and regional development.

C. Strategic Planning Goals for 2000-2005

- Expand the educational opportunities provided on and off campus by 20 percent.
- Enrich the learning environment for students.
- Increase the productivity of faculty, staff, and students in research and creative activity.
- Extend external leadership and partnership roles in eastern North Carolina.
- Be a leader in the development and application of information technology in higher education.
- Improve the quality and efficiency of its services and operations.

Faculty are encouraged to review the University's long range goals and objectives by reading *Strategies for Distinction, University Directions 2000-2005*, available through the office of Planning and Institutional Research.

III. University Policy

The chancellor, as the administrative and executive head of East Carolina University, exercises the authority and responsibility assigned to him or her in Chapter Five of *The Code* of the University of North Carolina. Subject to the policies of the board of governors and the direction of the president of The University of North Carolina, the chancellor and the board of trustees establish policies for the institution. In establishing policies, the chancellor receives advice from the administrative staff, the Graduate Assembly, the Faculty Senate, administrative and academic committees, and the Student Government Association. The chancellor delegates administrative responsibility to the five vice chancellors as described in Part VIII of the Faculty Manual. The planning, development, and administration of university policy are achieved by close interaction of the administrative organization and the faculty policy-making organization.

IV. Academic Policy

The Faculty Senate and the Graduate School Administrative Board may initiate suggestions for undergraduate and graduate academic policy, respectively. Academic policy recommendations from any source are referred to the Faculty Senate or to the Administrative Board of the Graduate School. These bodies also ratify, amend, or remand all matters of academic policy which have been recommended by standing or special university committees. The chancellor acts upon the recommendations of the Faculty Senate and the Graduate School Administrative Board.

The faculty organization of East Carolina University comprises the general faculty. The Faculty Senate is the legislative and advisory body that represents the general faculty and provides the means by which faculty are enabled to fulfill their function with respect to faculty welfare and academic and educational policies exclusive of graduate programs. The Faculty Senate acts upon reports and recommendations of its standing academic committees (and ad-hoc committees). Please refer to the *ECU Faculty Manual*, Appendix A, Faculty Constitution and By-Laws of East Carolina University for the detailed list of responsibilities and activities of the Faculty Senate.

The Administrative Board of the Graduate School represents the members of the graduate faculty as a legislative and advisory body in the matter of graduate academic and educational policies. It consists of three representatives from the College of Arts and Sciences, one representative from each school, and three ex-officio members. The dean of the Graduate School, who is responsible for the administration of the policies of the Graduate School, is chair of both the Administrative Board of the Graduate School and the graduate faculty. Please refer to the *ECU Faculty Manual*, Appendix F, Graduate School Organization for the detailed list of responsibilities and activities of the Administrative Board of the Graduate School.

V. Administrative Policy

Administrative policy, as distinct from academic policy, is determined by the chancellor in consultation with other administrative officers. Administrative committees are appointed by the chancellor and report to the chancellor or to his or her designee. They consist of committees, councils, and boards not responsible to the Faculty Senate because of their jurisdictions and functions; however, the chair of the faculty (or an appointed representative) serves as an ex-officio member on most of the administrative committees.

The following are the current administrative committees:

- Academic Integrity Board (Student Life)
- Administrative Computing
- Advisory Committee on Codes
- Affirmative Action Review and Advisory Committee

Animal Care and Use Committee
 Athletic Committee
 Biological Safety Committee
 Citation Appeals Board
 Commencement Committee
 Committee on Canvassing and Soliciting
 Committee on Copyright
 Environmental Safety Committee
 Faculty and Staff Benefits Committee
 Family Weekend Committee
 Health Professions Advising Committee
 Homecoming Steering Committee
 Honorary Degrees, Awards, and Distinctions Committee (Board of Trustees)
 Infection Control Committee
 Information Resources Coordinating Council
 Living History Committee
 Natural Areas Committee
 Parking and Transportation Committee
 Patent and Intellectual Property Committee
 Radiation Safety Committee
 Research Ethics Oversight Committee
 Resident Status Appeals Committee
 Scholarship Committee
 Smart Classroom Technology Steering Committee
 Space Allocation Committee
 Status of Women
 University and Medical Center Institutional Review Board
 University Special Collections Committee

VI. Guidelines for Organizing into Code Units

These guidelines are being provided to assist faculty who democratically decide to organize into self-governing autonomous units at the department, school or college level.

General Instructions

Submit via the Faculty Senate office to the Faculty Governance Committee a proposal cover page and letter with the complete document on numbered lines as described in this process. In the evolution from department/s, and/or school/s, and/or college/s to self-governing autonomous unit or units, the following sources should be consulted/are recommended:

- *ECU Faculty Manual*, Part II., Section VI. Guidelines for Organizing into Code Units
- *ECU Faculty Manual*, Appendix L., Section C. Development, Screening and Implementation of Unit Codes
- Unit Code Screening Committee's General Guidelines for Writing and Revising a Unit Code of Operation

Process to Organize

Consistent with the amendment procedures of the Unit Code of the department/school, the faculty of a school/college may democratically decide to organize into self-governing autonomous units and to develop rules for the internal organization and operation of their departments. A cover page and letter should be submitted to the Faculty Governance Committee requesting approval to draft a code of unit operations. This proposal to organize should include:

- Cover page: include name of school/college, name of proposed unit, East Carolina University, and a flow chart for each stage of development with signatures and dates of approval, i.e.,
- Cover letter:
 1. A statement requesting approval to organize for the purpose of drafting a code of operation to become a self-governing autonomous unit.
 2. A rationale/s for requested reorganization
 3. A description of the democratic process used to decide to organize into self-governing autonomous units (who voted, when, and by what percentage).
 4. A school/college chart of organization clearly indicating:
 - a) The proposed autonomous departments by name and relationship/responsibility to other units and the School/College
 - b) The total number of permanently tenured and tenure-track faculty in the unit

Criteria for Establishment of a Self-Governing Autonomous Unit at the Department Level

The driving force for forming self-governing departments within a school or college should be the degree programs and the curricula. Self-governing departments may be formed when they want the authority for the curriculum to reside at the department level rather than the school or college level. A self-governing unit must have a code of operation with rules for the internal organization and operation of the unit. The code will become operational when approved by the tenured faculty of the unit, submitted to the appropriate dean for advice, and approved by the Unit Code Screening Committee, the Faculty Senate and the Chancellor.

The self-governing autonomous unit will:

1. Have at least 7 full-time tenure-track or permanently tenured faculty members,
2. Be self governing in regard to all internal matters, including the authority and responsibility for at least one degree program,
3. Autonomously administer a financial budget, subject to the usual legal requirements,
4. Conduct the quadrennial evaluation of the chair/director.

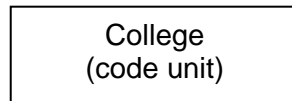
The unit chair/director will be responsible for:

1. Faculty assignments, personnel and student files, and preparations of the annual report,
2. The annual evaluation of faculty members.

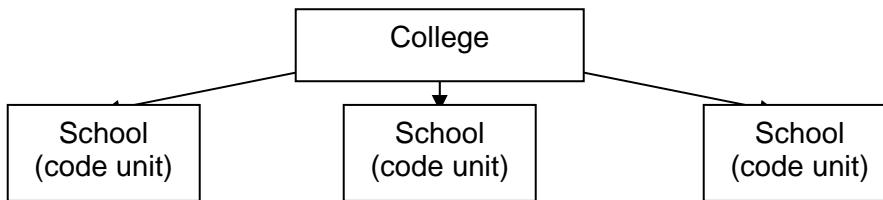
The following diagram illustrates acceptable models for the formation of self-governing units within colleges and schools.

Acceptable Models for Code Units in Reorganization Plan

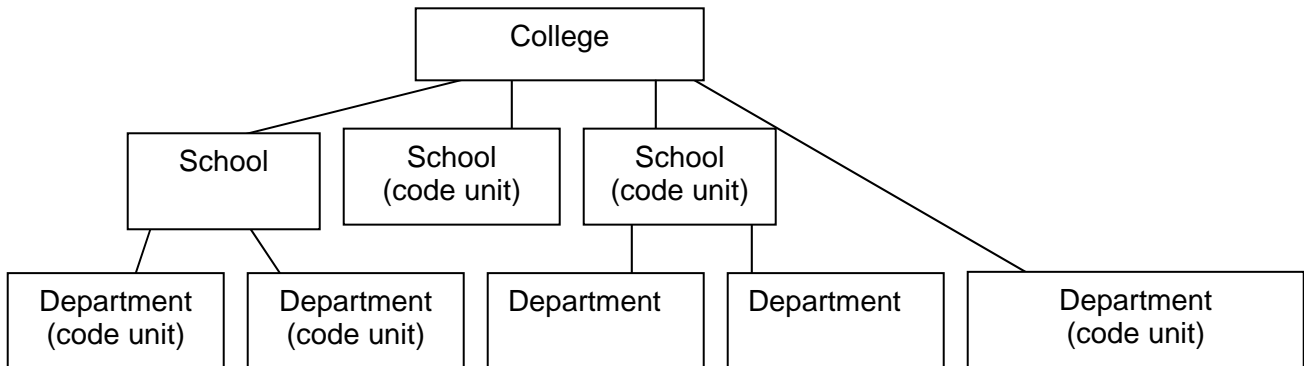
1. College Level (one code for all schools and departments within College).



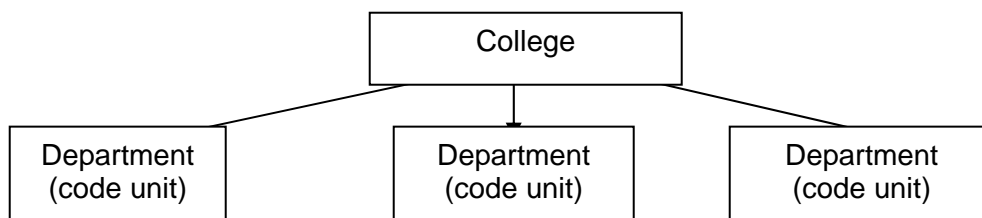
2. Separate Codes for all schools in a college.



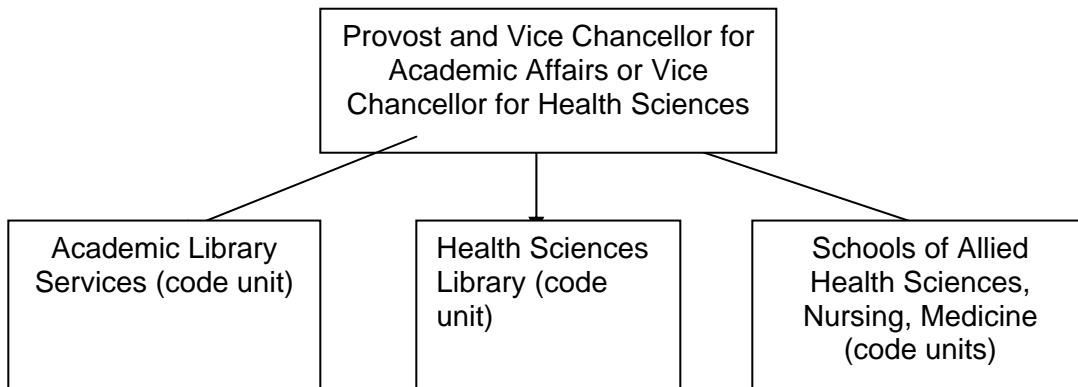
3. Separate Codes for schools and departments within a college (Mixed Model).



4. All Departments in a College: Separate Codes.



5. Code Units not in Colleges.



Faculty Senate Resolution #03-31, April 2003

Amended

Faculty Senate Resolution #03-50, November 2003