

**East Carolina University
Faculty Manual**

PART V

ACADEMIC INFORMATION

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I. Academic Procedures and Policies

A. Access to Student Educational Records

In compliance with the Family Educational Rights and Privacy Act of 1974, it is the policy of the university that students have the following rights in regard to official educational records maintained by the university:

1. Each student has the right to inspect and review any and all official educational records, files, and data maintained by the university and directly related to the student.
2. The university will comply with the request from a student to review his or her records within a reasonable time but in any event not more than forty-five days after the request is made. Any inquiry pertaining to student records should be directed to the Office of the Registrar.
3. A student who believes that his or her educational records contain inaccuracies or misleading information or that his or her right of privacy is violated on the basis of information contained in such records has the right to a hearing to challenge such information and to have it removed from his or her record or to include in the record his or her own statement of explanation. Any complaint pertaining to student records should be made directly to the office of the University Attorney.
4. The university will not release any information from student records to anyone except those agencies noted below in item 5. without the prior written consent of the student. The consent must specify the records or information to be released, the reasons for the release, and the identity of the recipient of the records.
5. Information from the student's records may be released without the written consent of the student in the following situations:
 - a. in compliance with a court order or subpoena provided the student is notified of all such orders or subpoenas in advance of compliance by the university
 - b. a request from the staff or faculty of the university who have a legitimate educational interest in the information or administrative duties which require the maintenance of records
 - c. requests from other departments or educational agencies who have legitimate educational interest in the information
 - d. requests from officials of other colleges or universities at which the student intends to enroll provided the student is furnished with a copy, if he or she so desires, so that he or she may have an opportunity to challenge the contents of the record
 - e. requests from authorized representatives of the US comptroller general or the administrative head of a federal educational agency, in connection with an order or evaluation of federally supported educational programs
 - f. requests in connection with a student's application for receipt of financial aid
 9. requests from parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954
 - h. requests from appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons. A student has the right to file a complaint at any time with the US Department of Education. However, it is expected that the student normally would exhaust the administrative remedies for relief available to him or her according to the university grievance procedures before filing such a complaint. See Privacy of Student Educational Records, Part V.I.O. for more information.

B. Application for Graduation

Advisers should remind students that application to graduate must be made on a form provided by the university registrar not later than two semesters before the completion of the requirements for an undergraduate degree or one semester for a graduate degree. The graduation fee must accompany the application.

C. Certification

Current certification requirements for teachers and administrative personnel applicable in the State of North Carolina may be found in the School of Education. In order to assist students in pursuing their various programs, faculty members are requested to become acquainted with these requirements. If there are any questions regarding their interpretation, faculty members are urged to consult with the dean of the School of Education and the director of teacher education. For other regulations governing student programs, see the undergraduate and graduate catalogs.

D. Class Roll Verification

Twice each semester—once near the beginning of the term (prior to census day) and once near the mid-point of the term—the registrar contacts each instructor in order to verify student enrollment in that instructor's classes. At the beginning of the term, the purpose of the verification is to ensure the accuracy of the lists of properly registered students. At the mid-point of the term, the purpose of the verification is to identify any students who are no longer attending class. In the event that a faculty member teaches a course in which attendance is not regularly taken, he or she should note any students who have ceased participating and submitting work. Specific instructions for responding to the registrar will accompany the requests for class enrollment verification and should be followed carefully. Due to the significant impact students' enrollment status can have on their financial aid eligibility, the amount of financial aid the university is allowed to disburse, and the amount of financial aid the university is required to return, timely faculty response to class enrollment verification requests is essential. (FS Resolution 09-07, March 2009)

E. Coursepacks

In a cooperative arrangement the Dowdy Student Stores and ECU Rapid Copy Center provides a faculty publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The coursepack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy is available upon request to each instructor of their coursepacket.

F. Desk Copies

Providing desk or complimentary copies of textbooks is a service extended by most publishers to instructors using their books in the classroom. Instructors are urged to obtain their desk copies directly from the publishers by writing or calling them stating that they intend to adopt their book as a text and requesting that they send a desk copy. The Dowdy Student Stores does not furnish free desk copies but will assist the instructor by providing desk copies on an emergency loan basis. The desk copy will be charged to the departmental desk copy account for a period of up to 60 days, during which time the book is to be replaced with a completely new, unmarked, salable copy. If the book is not replaced within this period of time, the charge becomes permanent and is paid for out of the department's budget. Forms necessary to obtain a desk copy from the store are available in each unit office. For complete details concerning this procedure, instructors should confer with the unit administrator.

G. Faculty Absence

Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with his or her unit administrator. The unit administrator then makes arrangements for this absence as well as substitute arrangements with the appropriate vice chancellor. A petition to travel form must be completed and submitted to the office of the appropriate vice chancellor at least two weeks in advance for in-state trips, at least three weeks in advance for out-of-state trips, and at least four weeks for out-of-country trips. In the event of an absence caused by an emergency or illness, a faculty member is advised to inform the dean or chairperson at his or her earliest convenience.

H. Faculty Load

The standard teaching load for undergraduate courses is twelve semester hours per semester and nine semester hours per semester for graduate courses. Faculty members who are to be granted released time from teaching shall be informed in writing by the unit administrator of the purpose of the reduced teaching assignment. After soliciting faculty teaching preferences and prior to making final faculty assignments and at least two weeks prior to the beginning of each semester, the unit administrator shall apprise each unit faculty member, in writing, of teaching duties and responsibilities. If changes in a faculty member's assignment become necessary, the faculty member shall be notified of such changes prior to the effective date of the amended assignment. See *Appendix D, Tenure and Promotion Policies and Procedures of East Carolina University*. If a unit can absorb his or her teaching responsibilities, a faculty member may receive 100 percent released time for research upon the recommendation of the personnel committee or an elected standing committee, the unit administrator, and the next higher administrator, and upon the approval of the appropriate vice chancellor.

The summer session, consisting of two summer terms, provides course work equivalent to that of the academic year. No faculty member can be guaranteed a teaching assignment in the summer session; tentative appointments are made pending enrollment statistics. No faculty member on a nine-month contract will be assigned to more than one summer term in a session except when all faculty in the unit have had an opportunity to teach one term, in case of curriculum necessity, or in case of unit administrators not hired on a twelve-month basis.

I. Faculty Marshals

Faculty Marshals are ten faculty and two alternates appointed from the full-time, tenured, senior faculty to serve at graduations and other such ceremonial occasions as requested by the chancellor. Those appointed should be individuals readily recognized as outstanding members of the academic community. The Chief Faculty Marshal shall be the faculty marshal in the second or later year of appointment as a faculty marshal and who is of greatest faculty seniority among the faculty marshals. This seniority determination is made each year by the Assistant Vice Chancellor for Human Resources. The Chief Faculty Marshal shall serve as ex-officio on the Administrative Commencement Committee. A Faculty Marshal's appointment is a one-term, four year appointment beginning August 1. The Chair of the Faculty will make recommendations in May of each year to the Chancellor, who will appoint the individuals no later than July 31. (Faculty Senate Resolution #94-45, December, 1994)

J. Grade Appeals

A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting a written appeal to the instructor's department chairperson or dean, as appropriate, not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The instructor's department chairperson or dean, as appropriate, shall review the student's request with the faculty member and either concur with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade. (Faculty Senate Resolution #96-1, January, 1996)

Faculty are required to retain for one calendar year from the date a grade is posted all course records that substantiate the posted grade. (Faculty Senate Resolution #00-11, March 2000)

K. Office Hours

In addition to teaching, each member of the faculty must maintain office hours five hours during a work week to be available to advisees and to campus and distance education students who wish to consult with him or her. It is strongly recommended that the adviser be available daily either on campus or online at least one hour each day. The office hour availability schedule is to be posted on the faculty member's office door and/or online course website, and included in the syllabus so that students may make arrangements for individual consultations. Each unit administrator is to have a complete schedule of the office hours of all faculty of the school or department. Except during assigned instructional hours, faculty members must be available to students during registration, early registration (except when assigned to registration duties elsewhere) and drop-add periods. **(FS Resolution 09-24, June 2009)**

L. Ordering Textbooks and Collateral Material

The university-owned Dowdy Student Stores, located in the Wright Building, has available the books and supplies that are needed by the students to obtain their education. All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester on forms provided by store. These forms are sent to the departments approximately two weeks prior to the dates listed below. In order to allow ample time for the ordering and receiving process, the manager of the store requests that all requisitions be turned in by the following dates:

Fall Semester Requisitions Preceding March 17
Spring Semester Requisitions Preceding October 19
Summer Session Requisitions Preceding February 20

Book requisitions received on these dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.

Deans and department chairpersons distribute these requisitions and collect the completed forms from the instructors involved in book and supply ordering. The entire group of requisition forms from the school or department is forwarded, as soon as possible, to Dowdy Student Stores. A textbook requisition form should be completed for each course giving all the information needed to order the books and materials. When no textbook is required for a course, the form should be filled out to this effect. The information should be typed on the forms, if possible, and the designated copy retained in each departmental office for future reference.

Careful and accurate estimates of student enrollments should be furnished to the textbook manager of Dowdy Student Stores in order to avoid overstocking of books and supplies which may become obsolete and result in financial loss to the university. Members of the faculty should acquaint themselves with certain information concerning textbook and supply orders at the time the order forms are distributed to them.

1. Dates that publishers furnish for the availability of new books are almost invariably over-optimistic, and instructors should order an edition only after it has been published rather than on the strength of the publisher's promised date of publication.
2. Unless there is some compelling reason for using an old edition, instructors should use the newest edition available.
3. Only textbooks that are requisitioned for the following term will be bought back at 50 percent of the new retail price for resale purposes, provided the store is not already overstocked.
4. Supplies that the students will be required to purchase should be requisitioned on the supplies requisition form provided by Dowdy Student Stores.

M. Orientation of Courses

At the opening of each semester, faculty members should provide the following information during the initial class meetings:

- The prerequisites of the course, if any, and the required class standing, that is, freshman, sophomore, etc. Students not eligible for the course should be sent to the office of the Registrar immediately.
- The content of the course
- The objectives of the course and the value to be derived from the course
- The complete requirements of the course, such as textbooks, other materials required, number and nature of reports to be submitted, outside reading, notebook requirements, types of quizzes to be used, and class attendance regulations
- The weight of the various requirements of the course in determining the final grade
- Smoking is prohibited in all ECU classrooms

The first meeting of each class should consume the full time allotted by the schedule.

Faculty members are expected to have in their possession a syllabus for each course they teach. It is the responsibility of each dean and chairperson to have syllabi for all courses taught in the college, school, or department.

- N. Posting Grades
As soon as they are determined at the end of each semester or summer term, grades are posted electronically. Students may secure their grades via the automated voice response system using their pin number, and via the OneStop (<https://onestop1.ecu.edu/onestop/>) using their exchange userid and password. In compliance with the Family Educational Rights and Privacy Act, faculty are not allowed to post grades by Social Security Number, any sequential part thereof, or any other personally identifiable characteristic. Upon receipt of a written request to the Office of the Registrar, a report of grades is sent to the student at his or her permanent home address. Questions about final examination grades should be directed to the instructor who determined the grade.
(Faculty Senate Resolution #00-2, February 2000 and #02-32, October 2002)
- O. Privacy of Student Educational Records
The university policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Personally identifiable information contained in student educational records will not be disclosed to persons outside the university without the prior written consent of the student. Under this policy, the student also has a right of access to student educational records maintained by the university or any department or unit within the university. A copy of the university policy dealing with the privacy of student educational records is maintained in each professional school and academic department within the university. Each member of the faculty should be thoroughly familiar with this policy and comply with its provisions. See also Access to Student Educational Records, Part V.A.
- P. Re-examinations
Only those graduating seniors in the last semester, who are passing a course at the time an examination is given, and who fail the examination will be given one re-examination on the course. No other re-examinations are to be given. A grade change resulting from a re-examination must be on file in the registrar's office one week after the original scheduled examination.
- Q. Release of Directory Information
It is the policy of the university to make routinely available certain directory information on its students. This policy is for the convenience of students, parents, other members of the university community, and the general public. In compliance with the Family Educational Rights and Privacy Act (P.L. 93-380), the university will continue this policy of releasing directory information, such information being defined by the act as some or all of the following categories: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institute attended by the student. If any student does not wish any or all of this directory information released without his or her prior consent, then the student must notify the Office of the Registrar in writing within seven days after registration day of the current term of enrollment.
- R. Reporting of Grades
Grades must be submitted electronically not later than forty-eight hours after each final examination is given. A change in grade, other than "I", for any reason, must be made within one year from the date the original grade was received. Forms for change of grade are available in school or departmental offices. (Faculty Senate Resolution #03-47, November 2003.)
- S. Reporting Removal of Incompletes
A grade of I must be removed during the next semester (not counting summer session) the student is enrolled in the university, or it automatically becomes a failure. The instructor will set a time for the removal of the incomplete, in no case later than three weeks prior to the end of the semester. Instructors must submit the proper removal of incomplete form to the registrar's office at least two weeks prior to the end of the semester. If the student does not return to school, the I must be removed within one year or it automatically becomes an F. An incomplete may not be removed by repeating the course. If a student enrolls in a course in which he or she has an incomplete, the I will automatically become an F. No student will be allowed to graduate with an Incomplete on his or her record. Certain sequence courses, particularly 6995, 6996, Thesis, normally require the completion of the entire sequence before any grade other than I may be given for the earlier component.
- T. Resale of Complimentary Textbooks
East Carolina University has an established policy against the resale of complimentary copies of textbooks and encourages faculty to ask book buyers who come on campus to show their permit to solicit required by university regulations. Faculty are encouraged to dispose of complimentary copies of textbooks by giving them to students or returning them to the publisher. (Faculty Senate Resolution #88-53, December 1988.)
- U. Senior Summary Sheet
Advisers shall confer with first-semester seniors concerning their remaining requirements for graduation. At this time the senior summary sheet is filled out in triplicate, one copy to be sent to the registrar for immediate verification, one to be kept by the student, and the third to be retained by the student's major department or school. The senior summary sheet

will note the appropriate undergraduate catalog edition carrying the requirements to be met, the degree sought, the intended date of completion of all requirements, and the requirements unfulfilled to date. Remaining requirements will be listed specifically as provided in the appropriate catalog.

V. Student Advising

To assist students in their academic programs, the university has established in each college, school, and department a system of student advising wherein the student is assigned to a faculty member who serves as his or her adviser. The adviser helps to plan the student's academic program, particularly during registration periods; keeps a record of progress; and is available throughout the year for additional counseling. In advising students, faculty members should make themselves thoroughly familiar with official announcements, posted on official bulletin boards at key locations on campus, and with academic regulations described in the undergraduate and graduate catalogs. Advisers should make every attempt to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters; but, the final responsibility for meeting all academic requirements for a selected program rests with the student. The student may obtain additional help from the chairperson of the major department or the dean of the college or school. Further counseling needs are met through the services of the Counseling Center, Career Services, the Testing Center, the Speech and Hearing Clinic, the Student Health Services, and Handicapped Student Services. Personal counseling is also offered by residence counselors

W. Student Attendance Regulations

Students are expected to attend punctually all lecture and laboratory sessions in the courses for which they are registered, beginning with the first session following registration in the course, except as provided below. Each instructor shall determine the class attendance policy that is felt to be best for the particular course. In determining the number of unexcused absences which will be accepted, the instructor should consider carefully the nature of the course, the maturity level of the students enrolled, and the consequent degree of flexibility which the instructor's policy will include. This policy, along with the instructor's requirements for announced quiz attendance, should be presented to the class, preferably in writing, at the beginning of the term and will govern attendance in the class. It is the intent of the university that students missing classes due to the observance of religious holidays be given ample opportunity to make up work. Instructors are expected to recognize and honor official university excuses, i.e., excuse students without penalty for absences because of participation in authorized university activities. If required by the instructor, verification of these authorized absences may be obtained by the student by contacting the office of the Dean of Students.

No faculty member should urge a student to take part in an extracurricular activity at the expense of the student's class work nor expect the student to appear at any rehearsal if he or she has a class at that period. No class absences will be excused for rehearsals. Only absences for performances and necessary travel to and from performances are excused. Verification of student illness may be obtained by calling the Student Health Service. Official written excuses are not issued for personal illness, except in the case of a final examination when a grade of incomplete is recommended. Student teachers assigned to schools within the immediate vicinity of the campus will report to the Student Health Service when they are ill. The Student Health Service, upon request from the office of Student Teaching and Field Experiences, will provide verification of their visits and indicate whether the severity of the illness warrants an absence from student teaching. Student teachers missing one or more days will return to the Student Health Service for a medical clearance before returning to public school classrooms.

X. Student Conduct

At times it may seem appropriate for an instructor to refer problems of student conduct in class to other agencies for assistance. Conduct such as verbal or physical harassment should be reported to the dean of students. Destructive or unruly behavior in class should be reported to the dean of students. Appropriate disciplinary action will be taken against a student who participates in any illegal activity which results in the disruption of any normal curricular or extracurricular functions of the university. Cheating or plagiarism will be dealt with according to the procedures outlined in *Part IV, Academic Integrity*.

Y. Disruptive Academic Behavior

East Carolina University is committed to providing each student with a rich, distinctive educational experience. To this end, students who do not follow reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of "drop" according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.

Disruptive academic behavior is any behavior likely to substantially or repeatedly interfere with the normal conduct of instructional activities, including meetings with instructors outside of class. Examples of such behavior include, but are not limited to, making loud or distracting noises; using cell phones and other electronic devices without prior approval; repeatedly speaking without being recognized; frequently arriving late to class; and making threats or personal insults. A verbal expression of a disagreement with the instructor or other students on an academic subject matter discussed within the course, during times when the instructor permits discussion, is not in itself disruptive academic behavior.

The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class. A student who does not follow reasonable standards of academic decorum should receive a private verbal warning from the faculty member. The instructor should describe the behavior of concern to the student, explain that it is inappropriate, and ask the student to stop the behavior. If the behavior continues, the instructor should give the student a written warning indicating that the student will be removed from the course if the behavior does not cease. If the behavior persists, the instructor should discuss the situation with his/her department chair. If it is decided to remove the student from the course then the instructor should schedule a meeting with his/her department chair and the student to inform the student that s/he is being removed from the course. This decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. The department chair must promptly communicate the decision in writing to the Office of the Registrar so that the student's schedule will be adjusted accordingly.

If the behavior is threatening in nature or is likely to result in immediate harm, the faculty member should contact the East Carolina University Police Department for assistance.

The student may appeal the decision of the instructor and department chair to the academic dean of the college in which the course is located. The appeal must be received by the dean, in writing, within three working days of the date of the decision to remove the student from the course. The dean or dean's designee will review the appeal and the documentation, will discuss the appeal with the faculty member and, after discussion with the student and instructor, can affirm, reverse or modify the decision made by the instructor and department chair. The student, instructor and department chair will be notified of the appeal decision no later than three working days after receiving the appeal. The dean will provide written notification of the appeal decision to the Office of Student Rights and Responsibilities, and also, if the original decision is overturned, to the Registrar's Office. If the decision is made that the student is to return to the course then the student will be allowed to immediately return to the classroom without academic penalty and the chair will work with the student and instructor to facilitate the completion of any missed work. The dean's decision is final.

This policy does not restrict the instructor's prerogative to ask a disruptive student to leave an individual class session where appropriate or to refer the student to the Office of Student Rights and Responsibilities for violation of the Student Code of Conduct. (Faculty Senate Resolution #07-13, June 2007)

Z. Supervising Tests

Each student is expected to uphold the honor code of the university. The honor code, "You are on your honor not to cheat, steal or lie," does not imply that a student must report violations committed by another student. It is, therefore, the responsibility of each faculty member to make sure that each test or examination is adequately supervised. See *Part IV, Academic Integrity*.

AA. Tests and Examinations

Where practical, some indication should be given to the student of his or her standing in the course prior to the last day to drop a course without grades; the drop period is limited to the first thirty days of classes of a regular semester and the first ten days of classes of a summer term. While it is understood that the objectives of courses differ among disciplines and that the relevant procedures used to measure those objectives differ, instructors, particularly those of 1000- and 2000-level courses, should provide their students with some form of graded response (e.g., essay questions, term papers, etc.) prior to the last day to drop. (Faculty Senate Resolution #95-18, April, 1995)

An instructor should not administer make-up quizzes or allow credit to those students who miss announced or scheduled intermediate tests and quizzes. Students who are absent from intermediate tests and quizzes with an excuse acceptable to the instructor or an official university excuse from the dean of students will be given a make-up test or an excuse from taking the test at the discretion of the instructor. Students should not be permitted to continue a test or an examination after the end of the class period. Final examinations are held at the close of each term. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the chair of the department or dean of the school involved, and the dean of undergraduate studies. The department chair or school dean will, if a serious emergency is believed to exist, forward a written request to the dean of undergraduate studies setting forth the nature of the emergency. A student who is absent from an examination without excuse will be given a grade of F. An incomplete (I) will be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor or an official university excuse from the dean of students.

BB. Used Books

At the beginning of each semester, Dowdy Student Stores try to have on hand as many used books as possible since this is the best means available to help students keep the cost of their textbooks down. The store will pay 50 percent of the new price provided the store is not already overstocked on readopted texts. The used book will be sold at 75 percent of the new price. If that book is resold to the store, 50 percent of the new price will be paid again.

CC. Mace Bearer

The mace bearer is a faculty member who leads University ceremonial events such as graduation and Founder's Day processions. The eligibility requirements to be appointed East Carolina University's mace bearer include:

- Senior faculty member in terms of years of service,
- Holds a full-time faculty position with East Carolina University, and
- Is not a unit administrator or an individual with one half or more of his/her load assigned to administrative duties.

The Associate Vice Chancellor for Human Resources prepares a list of the most senior faculty members in terms of years of service to the University and notifies the Chancellor and Chair of the Faculty. The Chancellor makes the appointment. If there is more than one qualified individual, the responsibility of the position should rotate among them.

(This policy will take effect at such time that the current Mace Bearer no longer qualifies under the rules in effect at this time or May 2007, whichever comes first.) (Faculty Senate Resolution #05-22, April 2005)

II. Academic Facilities

A. Auditoriums

Reservations for the use of Wright Auditorium for programs at any time are to be made with the university central reservations office. Other auditoriums located throughout the University are scheduled through the academic unit located closest to the auditorium or through the office of the Registrar. Jenkins Auditorium is scheduled through the office of the Dean of the School of Art. The central reservations office in Mendenhall Student Center coordinates the use of facilities for on-campus meetings, conferences, programs, etc., and provides information about those activities. Meetings, conferences, programs, and events, with the exception of academic scheduling and labs, athletic department events, intramural department programs, and Regional Development Institute activities, planned to be held on campus or sponsored by any organization, department, or school of the university must be reserved through the central reservations office.

Faculty, staff, and student organizations may use university facilities subject to scheduling procedures coordinated by the central reservations office. All university facilities are available free of charge for university-sponsored (i.e., academic or administrative department or group, registered student club or organization, faculty or staff organization) activities, events, or programs except when an admission or special fee is charged, or a contribution is requested as a condition of attendance. Charges for over-time labor or special labor (i.e., university technicians) will be made when exceptional set-ups such as moving and setting up the bandwagon or removing and replacing furnishings in a room are necessary.

Non-university organizations may use university facilities when space is available and such usage does not interfere with university activities. The sponsoring organization is responsible for costs related to conducting the event on campus as determined by the university. A deposit with the central reservations office is required in advance of usage by the organization. The use of university facilities is governed by the *ECU Use of University Facilities Policy*.

B. Computing and Information Systems

The Computing and Information Systems Center serves as an instructional consulting facility in direct support of computer-related course work in a number of academic disciplines, including major and minor programs in computer science offered by the Department of Mathematics. The academic computing department maintains or supports numerous open computer labs with various instructional software items, furnishes a faculty support lab for research or instruction assistance, provides technical support to faculty and graduate research users, and offers many classes to familiarize faculty with popular software packages. In addition, network links are available to Bitnet, Internet, and the North Carolina Supercomputer Center in the Research Triangle. The Computing and Information Systems Center is currently located in the Austin Building.

C. Emergency Action Plan

Once notified of an emergency, the appropriate vice chancellor will inform the unit heads who will notify department chairs. The department chairs are responsible for notifying their faculty who will inform students in the classroom buildings of the specific emergency and what actions should be taken. If the emergency is one that requires people to stay away from the campus, the appropriate vice chancellor will notify all faculty off campus not to come on campus until the emergency is over.

D. Facilities Services

Requests for repairs, maintenance, renovations, or housekeeping can be made by calling Facilities Services, or using the on-line workorder system. Details concerning renovations and other non routine facilities activities can be found in the *ECU Business Manual*. Modifications, renovations, connections to utilities and other changes to real property, including land use changes, require the prior written approval of Facilities Services.

Faculty have the responsibility of familiarizing themselves with all fire fighting equipment available in their area of operations and to knowing how and when to use it. Furthermore, faculty should familiarize themselves with the evacuation plan for their unit in the event of a fire.

E. Laupus Health Sciences Library

The William E. Laupus, M.D. Health Sciences Library, located in the Laupus, Allied Health, and Nursing Building (LAHN) on the university's west campus, serves as the primary information center for the university's instructional, research, and

patient care programs in the health sciences. It also serves as the comprehensive information resource center for health care professionals who practice in northeastern North Carolina.

The library provides a full range of information services. Please see the library's Website at <http://www.ecu.edu/cs-dhs/laupuslibrary/>. Library hours are posted at <http://www.ecu.edu/cs-dhs/laupuslibrary/hours.cfm> and are available by calling 252.744.2222.

The Laupus Library circulation policy states that books are loaned to faculty until the last day of classes of the semester in which they are borrowed unless requested by another user; they may be renewed. Faculty may borrow journals for three-day loan one month after they have been received. Nonprint media are available for one-week loan. New books are displayed for one week before they are available for loan. Faculty members are encouraged to recommend materials for purchase by contacting their liaison librarian or at <http://www.ecu.edu/cs-dhs/laupuslibrary/purchaserequest.cfm>.

Faculty members are invited to place materials which appear on recommended reading lists on reserve through Laupus Library. Requests for materials to be placed on reserve should be submitted prior to making assignments. Articles or parts of books may be put on e-reserve for students to access electronically. Books on reserve are listed by course and by author. Materials on reserve for a course will be placed on reserve each semester that the course is taught. The library should be notified promptly when reading lists are revised. (revised 12-14-06)

F. J.Y. Joyner Library

Joyner Library is the main campus library of the university. The Music Library, the only branch library of Joyner, is located in the Fletcher Music Center. Library hours are posted at: <http://www.ecu.edu/cs-lib/hours.cfm> and are available by calling 252.328.4285. The library is open extended hours during exam periods.

Joyner Library provides a welcoming environment for students and faculty, with spaces for group study as well as quiet contemplation and research. A coffee shop, a lovely interior courtyard, the popular reading collection, and an extensive video and DVD collection are some of the features that draw students and faculty to the building, even when they do not need to conduct research or check out books.

The library houses more than a million books, microforms, journals, and other research materials, while thousands of journals and books are available online to the ECU community. Joyner Library offers excellent reference, interlibrary loan, reserves, and circulation services. Faculty can request course-integrated library instruction sessions for students in their classes. Librarians also provide online reference help, subject guides, and class web pages specifically designed for online and distance learning courses.

All ECU faculty, staff and students, regardless of location, have access to the library's subscription-based electronic resources. These resources include fulltext journal collections, fulltext multi-disciplinary databases, subject-specific databases, electronic books, and fulltext databases for art, business, statistics and other subjects. Access is provided through the library's website at www.lib.ecu.edu. Off-campus access is verified by PirateID and password. In addition, the online [Joyner Library catalog](#) can be searched from any location.

The following services and collections may be of special interest to faculty:

1. Circulation

The Circulation Department is located across from the main entrance lobby area of Joyner Library. The Circulation Department is open at anytime that Joyner Library is open, including semester breaks and holidays. The Circulation Department is responsible for the circulation of most materials, including all books within the general stacks, bound journals (which can be checked out overnight by ECU faculty), government document materials, and curriculum materials. ECU faculty, staff, and students must have their One Card to checkout materials. Faculty must provide written permission on university letterhead for another person to borrow materials on their card. Circulation policies, including loan periods, are available at <http://www.ecu.edu/cs-lib/accesssrv/circulation/circpolicy.cfm>.

2. Reserves

Forms for requesting that library-owned materials be placed on reserve are available at the Circulation Desk and [online](#). Faculty-owned copies of materials also may be placed on reserve. Faculty are encouraged to use the library's electronic reserve program. For more information, see the Reserve Collection Policy at: <http://www.ecu.edu/cs-lib/accesssrv/circulation/reservepolicy.cfm>.

3. Collection Development

To ensure cooperative collection development and to facilitate communication between the library and the departments and colleges, Joyner Library uses a system of library representatives and subject liaisons. Each college or arts and sciences department designates a library representative whose responsibility it is to coordinate book and media orders from colleagues, review books received on the approval plan, recommend journals for purchase or licensing, keep the department informed about library matters, and alert the library to department activities which will affect the library. Subject liaisons are library faculty who act as liaisons with the schools and departments through their representatives, select materials in a variety of formats for purchase or licensing, assist with collection assessment and accreditation

efforts, and keep the department informed about library matters. Subject liaisons make a special effort to meet with new faculty at the beginning of each semester so that they can orient the faculty member to the library and learn about that person's research and teaching interests. A current list of library representatives and subject liaisons is available at: http://www.ecu.edu/cs-lib/techsrv/cdv/subject_liaisons.cfm.

4. Government Documents & Microforms

Joyner Library is a selective depository for U.S. government publications. It provides access to government documents in many formats, including print, CD-ROM, microform and web. The [Government Documents](#) collection also includes web guides, international documents and more than 100,000 maps.

5. Interlibrary Loan

Interlibrary Loan (ILL) brings the world's libraries to ECU students, faculty, and staff. Through numerous agreements, Joyner Library and thousands of libraries world-wide have agreed to loan certain materials to each other, when those materials are not locally available. The ILL service is free to faculty, staff and students in the Division of Academic Affairs.

Document Delivery services ensure that Joyner Library's materials are also available to Distance Education students and faculty who do not live close to ECU. Visit the [ILL webpage](#) to view policies, schedule a training/consultation session, or place ILL requests via the online ILLiad system. *Please note: most requests require at least one or two weeks to fulfill; some requests, especially for dissertations/theses and audio/visual, rare, and fragile materials, are sometimes not able to be filled. A variety of laws, codes, and contractual agreements, including copyright, govern ILL transactions.*

6. Reference & Instructional Services

[Reference Services](#) offers personal assistance to members of the ECU community (both on-campus and distance learners) who need help with their research and course assignments. Assistance is provided at the reference desk, by telephone and instant messaging, and via the [Ask a Librarian](#) email service. Members of the Reference staff help users identify relevant print and online sources, learn to use these sources, formulate search strategies, find statistical data, and much more. The Reference Services collection includes high-quality print and online reference materials and databases. Members of the Reference Services Department teach several hundred library instruction sessions each year. These course-integrated sessions are customized to address the students' class assignments. The [Instructional Services webpage](#) includes an online request form used to schedule a library instruction session, tips for creating effective library assignments, and other aids. Special [online](#) assistance is available for faculty teaching distance learners.

7. Teaching Resources Center

The Teaching Resources Center (TRC) serves as a resource for students enrolled in the teacher education program at East Carolina University and for educators in eastern North Carolina. The TRC service desk provides directional assistance and is supported by educational reference librarians. The following resources are available in the center: NC adopted K-12 textbooks, supplementary K-12 textbooks, textbook correlations, Kraus Curriculum Development Library, bibliographies, guides, audiovisual materials, online resources, K-12 reference materials, easy books, big books, juvenile/young adult fiction, nonfiction and biographies. A unique and special service located in the TRC is the Enhancing Teachers' Classrooms (ETC) room. Designed to assist in creating and producing quality lesson units, the room houses a laminator, two Ellison die cut centers with several hundred die cuts, an artwaxer, a light box, several paper cutters, a Badge-A-Minit button maker and cutter, office supplies and computer workstations with educational software installations and resources. Additionally, the Ronnie Barnes African American Resource Center and the Joyner Library's video/DVD collection are housed in the TRC. The mission of the Teaching Resources Center is to facilitate teaching and learning initiatives by providing resources and services to educators at all levels.

8. Verona Joyner Langford North Carolina Collection

This department collects, preserves, provides access to and actively promotes the use of resources pertaining to the state. Holdings include books, broadsides, clipping and vertical files, maps, microforms, periodicals and state documents, for which the library is a full depository. The collection emphasizes the history of eastern North Carolina. Of particular importance among the department's holdings is the Snow L. and B. W. C. Roberts Collection of North Carolina Literature, which includes more than 1,200 works of fiction set in North Carolina and dating from 1720 to the present.

9. Music Library

A department of J.Y. Joyner Library and its only branch, the [Music Library](#) is located on the first floor of the A.J. Fletcher Music Center. This gem in the musical crown of eastern North Carolina is the largest music collection east of Raleigh. As such, it has grown from its original purpose of serving the educational mission of East Carolina University's School of Music to serving the needs of music lovers, performers, and educators from all parts of the eastern North Carolina region. The Music Library is home to Joyner's entire audio recording collection as well as the music-related portion of its video recording collection. In addition to these media collections the library owns collections of music scores, books, journals, microforms, and computer software dealing with every musical style and genre from classical to rock to reggae—nearly 80,000 items in all. A staff of two faculty librarians and three library assistants (all musically trained) provides a variety of services including music reference assistance, bibliographic instruction, interlibrary loan, and audio dubbing. A thirteen station technology lab with PCs and playback equipment for CDs, DVDs, DAT, LPs, videocassettes, mini-discs, CD-ROMs, laser discs, and audiocassettes is available for use by library patrons. The library also provides study space and card-operated photocopiers, printers, and microform reader/printers.

10. Special Collections

The Special Collections Department is a major historical research facility containing a wide variety of archival, manuscript, and published materials with a focus on the history of Eastern North Carolina. The Department provides the most extensive repository for historical research materials east of Raleigh and it ranks among the five largest such collections in North Carolina. It houses rare published and unpublished materials in a variety of formats and subject areas as described below. The Department is a closed stacks non-circulating facility. It provides access to its collections through its elegant and spacious Search Room. While collection materials may not be removed from the Search Room, photocopy, photographic, and digital reproduction services are provided at cost. The University Special Collections Committee consisting of faculty from a number of different departments provides direction, advice and support to the Special Collections Department. Reference staff members are on duty during hours of operation to assist researchers. The collection is open to students, faculty, staff, and the general public. However, all researchers must register, provide current and valid photographic identification, and agree to abide by collection rules to obtain access to collections. The Special Collections Department Search Room is located on the 4th floor of Joyner library. For more information and for access to online finding aids researchers should visit the Special Collections Department web page at <http://www.ecu.edu/lib/spcoll/>

a. East Carolina Manuscript Collection

The East Carolina Manuscript Collection acquires personal papers, collections and organizational records related primarily to the history of North Carolina, especially the East Carolina region, military, naval, and maritime history, coastal studies, the tobacco industry, and the history of missionary activities throughout the world. The collection is considered one of the leading repositories in the nation for modern naval and maritime history. Among the types of materials contained in these collections are diaries, letters, financial and legal documents, photographs, slides, architectural drawings, and other research material for the period between 1600 and 2005. The collection contains 1061 collections of unpublished manuscript materials and a further 817 additions to these collections. The collection also houses 263 oral history interviews and transcripts, and extensive collections of microfilms, family genealogies, church histories and published reference works. Altogether, the collection contains approximately 3,000,000 individual items and nearly 5,000 cubic feet of material. The library's [Eastern North Carolina Digital History Exhibits](#) make many of these unique documents and photographs accessible to users via the Internet. Guides to the East Carolina Manuscript Collection are available online at: <http://digital.lib.ecu.edu/special/ead/>

b. University Archives

The university archives contains the vital records of East Carolina University, including catalogs, self-studies, correspondence, board of trustees minutes, annual reports, photographs, and university publications. The archives office is located on the 4th floor of Joyner Library.

c. Rare Book Collection

Created only in 1992, the Rare Book Collection has concentrated on acquiring works on maritime history, voyages of exploration, and pre-1865 publications regarding slavery. Currently, the Collection numbers around 1000 volumes and is growing rapidly. It provides some exceptionally rare resources dating from the sixteenth century to the present. Among its most noteworthy holdings is, "A General History of the Pyrates, from the First Rise and Settlement in the Island of Providence, to the Present Time" by Charles Johnson. First published in 1724, it contains the first references to Captain Edward Teach, better known as Blackbeard. Access to the Rare Book Collection is also available through the Joyner Library online catalog.

d. Hoover Collection on International Communism

The Hoover Collection contains an extraordinary accumulation of material relating to the history of communism and radical movements throughout the world. Begun through a legacy from Dr. J. C. Peele of Kinston, N.C., in 1968, the collection today contains monographs, serials, pamphlets, leaflets, manuscripts and a variety of ephemeral materials relating to communist individuals and organizations. These materials date from the 1920s to the present. In recent years, the collection has broadened and strengthened its holdings with the addition of a wealth of literature on radicals and radicalism. Presently the collection contains more than 5,000 titles, many of which are unavailable elsewhere. Access to Hoover Collection printed materials is also available through the Joyner Library online catalog. Access to the Hoover Collection manuscript materials is also available through the East Carolina Manuscript Collection Guides at: <http://digital.lib.ecu.edu/special/ead/>.

e. Map Collection

The Special Collections Department also includes an impressive and growing collection of early maps. Established in 2000, the 33 map collections now contain 94 individual maps dating from 1590 to the present. Although composed primarily of maps of the Carolina region and the Eastern Seaboard, it also contains maps of Jerusalem, Africa, Asia, the Pacific Islands, the former Soviet Union, and the Persian Gulf Region. The maps range from geographical and topographical surveys to military planning maps to city zoning and railway maps. The map collection also includes two very rare cartographic treasures: the Edward Moseley Map of 1733 and the Henry Mouzon, Jr. Map of 1775. The Moseley map, a detailed survey of the North Carolina coastal plain, is one of only three original prints known to exist and the only known original print in the United States. The Mouzon map features significant extensions of previous surveys of North and South Carolina and was used extensively during the Revolutionary War. Access to the Map Collection is also available through the East Carolina Manuscript Collection Guides at: <http://digital.lib.ecu.edu/special/ead/>.

f. Schlobin Collection on Science Fiction and Fantasy

Established in 2004 by Professor Roger C. Schlobin to honor his parents, James H. and Virginia C. Schlobin, this collection acquires both published and unpublished science fiction and fantasy literature and materials related to the study of these genres. The collection reflects the current popularity of Science Fiction, Fantasy and Horror Literature as witnessed by the Harry Potter / J. K. Rowling phenomena. The Schlobin collection presently consists of approximately 2000 printed volumes and 2.411 cubic feet of manuscript materials. It grows through gifts, purchases and by transfers from the existing Joyner Library Fantasy Literature collection. The collection aims to attract general readers as well as bibliographic specialists. Access to the Schlobin Collection printed materials is available through the Joyner Library online catalog. Access to the Schlobin Collection manuscript materials is also available through the East Carolina Manuscript Collection Guides at: <http://digital.lib.ecu.edu/special/ead/>. (Revised 5-25-06)

G. University Property

Faculty members and other employees are not permitted to hold classes, workshops, or other such projects in university buildings or to use university equipment for private gain. All classes or instructional projects involving any collection of money are to be handled through the business office. See *Part VI, General Personnel Information*.

Faculty members concerned about the physical appearance of their classrooms should report housekeeping laxness to the unit head. Faculty members should assist security personnel by exercising concern for university facilities. Outside door keys are available to faculty members to allow convenient access to work areas during the hours buildings are locked. The responsibility for proper use of a key rests with the person to whom it is assigned. A faculty ID card must be presented to security personnel upon request. Faculty members may obtain a key to the door of the building in which their offices are located by presenting a properly signed request form, available from the unit head, a deposit, and a valid faculty ID to Public Safety. All keys must be returned at the termination of employment. Faculty members must not use outside door keys to admit others and must make certain that the door is locked when they leave. Office keys are obtained from the university physical plant office. A request must be forwarded to Facilities Services indicating the building name, the office number, and the individual to whom the key is to be issued.

No property or equipment in the custody of or belonging to East Carolina University is to be removed from the campus unless it is in direct conjunction with a university-sponsored function or program and at a predetermined and approved location. No property or equipment is to be taken home or to any other unapproved location for personal or official use. Written approval for such removal for official use, in the form of a completed Equipment Sign Out form, must be on file in the department or unit having custody of the item(s) and a copy of the form sent to the University Property office.

Inventoried furniture and/or equipment should not be moved permanently from one location (building, department, room) to another until such moves have been reported on an Equipment/Furniture Removal Request form. This form should also be used when an item on inventory is stolen or becomes obsolete due to wear or age. Upon completion of the request form, Materials Management will notify the moving crew requesting that the move be made. The moving crew will not move inventoried furniture or equipment unless they receive the completed removal request. Equipment/furniture removal request forms may be obtained from the Central Storeroom.

III. Curriculum Development

Curriculum development is a faculty responsibility. Curriculum development in the academic affairs division is under the authority of the chancellor and the provost. Curriculum development in the health sciences division comes under the authority of the chancellor and the vice chancellor for health sciences. Actions that require the approval of the University of North Carolina Office of the President (OP) and the University of North Carolina Board of Governors (BOG) are indicated below.

A. Who May Initiate Curriculum Change?

Curriculum changes include planning and establishing new programs, changing a program's name, moving programs, discontinuing programs, developing new courses and revising courses and degree requirements. These changes may be initiated, prepared and presented for review to all relevant ECU campus bodies by:

1. The curriculum committee or faculty of the department or school that will house the program.
2. The department chairperson, school director or college dean of the department, school or college that will house the program.
3. The provost or the vice-chancellor of health sciences.
4. The chancellor.

B. Steps to follow, in order, in seeking campus approval to plan or establish new programs, change a program's name, move programs or discontinue programs:

Obtain approval from the following:

1. Curriculum committee of the department or school in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or curriculum committees of the departments or schools in which a program is housed and to which it may be moved (for proposals to move programs). Interdisciplinary programs will obtain approval of curriculum committees in each of the units that will or do support the program (for proposals to create new

programs or to rename or discontinue existing programs) or the curriculum committees of the units that support the program and that may support the program (for proposals to move the program).

2. Voting faculty of the department or school in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or voting faculty of the departments or schools in which a program is housed and to which it may be moved (for proposals to move programs) and the code unit voting faculty of the department(s) or school(s), if not identical with the department voting faculty.
3. Chairperson or director of the department or school in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or chairpersons or directors of the departments or schools in which a program is housed and to which it may be moved (for proposals to move programs).
4. Curriculum committee of the college in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or curriculum committees of the colleges in which a program is housed and to which it may be moved (for proposals to move programs).
5. Dean of the college in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or deans of the colleges in which a program is housed and to which it may be moved (for proposals to move programs).
6. Provost or the vice-chancellor for health sciences, as appropriate.
7. Academic Council.
8. Educational Policies and Planning Committee:
 - (a) for a Notice of Intent to Plan, a Request for Authorization to Plan a Degree Program or a Request for Authorization to Establish a Degree Program the Educational Policies and Planning Committee makes a recommendation to the chancellor and reports its recommendation to the Faculty Senate.
 - (b) for a request to change the name of a program, move a program or discontinue a program, the Educational Policies and Planning Committee reports its recommendation to the Faculty Senate. The Faculty Senate reports its recommendation to the Chancellor.

9. Chancellor.

The chancellor shall, at his or her discretion, communicate to the OP his or her intention or request with respect to instructional program developments and changes whose implementation requires authorization by the OP and BOG.

Final approval of the Certificate of Advanced Studies rests with the chancellor, after he or she receives notification of approval of the program by the State Board of Education. The chancellor of the institution then notifies the OP senior vice president for academic affairs of the approval of the Certificate of Advanced Studies.

C. Program Development.

Program development is governed by policies and procedures of the OP. These policies and procedures are stated in OP Administrative Memorandum 406. Memorandum 406 can be found at the OP web site at http://intranet.northcarolina.edu/docs/aa/reports/plan_intent/Mem406.pdf.

To assist institutions preparing to plan new programs, OP Division of Academic Affairs provides a link to the CIP taxonomy (an up-to-date Academic Program Inventory for UNC institutions at <http://www.northcarolina.edu/content.php/aa/index.htm>). Institutions planning a new degree program will be expected to contact other institutions awarding the proposed degree during the planning process regarding their experience with program productivity (applicants, majors, job market, placement, etc.).

C-1. Kinds of Programs:

Degree Programs:

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the six-digit CIP code level. As a general rule, in order to be considered for degree program status, a course of study should require coursework in the proposed program area of at least: 27 semester hours at the undergraduate level; half the total hours required at the master's level; 21 semester hours at the doctoral level. Anything less than this within an existing degree program should be designated a concentration, a decision that can be made at the campus level.

Although in general a discipline specialty is represented by a four-digit CIP, the level of disaggregation in some of the CIP codes is such that consultation through Academic Affairs with the appropriate staff person in the OP is recommended before submitting any request for a new degree program if there are any questions about its classification or categorization.

Certificate of Advanced Study Programs (C.A.S.):

These programs usually require one year of study beyond the master's degree and provide a higher level of licensure for public school teachers and administrators. The basic licensure requirements for public school teachers and administrators are defined by the State Board of Education. It is the policy of the Board of Governors to use the designation "Certificate of Advanced

Study" with respect to all sixth-year programs established for public school personnel and to authorize no Ed.S. (Specialist in Education) degree programs beyond those now in existence.

Other Certificates:

These other certificates combine specific degree-credit courses at the graduate or undergraduate level to provide professional development for practitioners.

Teacher Licensure Areas (T.L.A.)

These are specific course clusters in approved teacher licensure areas which meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or a Certificate of Advanced Study. These may be at the entry level or advanced level of teacher licensure. When an institution receives authorization to offer a T.L.A. from the State Board of Education, the senior vice president for Academic Affairs should be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

C-2. The Review Required for Creating Different Kinds of Programs:

Kinds of programs addressed herein: Minors and Concentrations, Certificates of Advanced Study and Other Certificate Programs, Baccalaureates and Master's degrees, Doctoral degrees and First Professional degrees in law, education, dentistry, medicine, pharmacy, and veterinary medicine. For the procedure to be followed by the body seeking to plan or establish one or more of the kinds of programs covered herein see the appropriate sub-section below and Section III.B, above.

For Strategic Planning, a letter of intent to plan a new program should be submitted to the provost or to the vice chancellor for health sciences, as appropriate, prior to preparing a Notice of Intent to Plan or a Request for Authorization to Plan a new program.

(i) Minors and concentrations:

- (a) Campus approval is not required in order to plan.
- (b) Campus review of the material presented in a proposal to establish a minor or concentration that states the requirements of and justification for the minor or concentration (see the steps listed in III.B, above).
- (c) The authority to establish new minors and concentrations is delegated to the ECU chancellor by the OP.

(ii) Certificates of Advanced Studies or other certificate programs:

- (a) Campus review and approval of the material presented in a Notice of Intent to Plan document (see Section C-3, below) is required prior to beginning to plan. To initiate campus review, follow the steps listed in Section III.B, above. Upon approval by the chancellor, a Notice of Intent to Plan is submitted to the OP. (See Administrative Memorandum 406, Appendix A.)
- (b) Notification of intent to plan may be sent to the OP Division of Academic Affairs at any time but must be sent at least six months prior to the date of establishment.
- (c) Authorization to establish new Certificates of Advanced Study is delegated to the chancellor, who should notify the OP senior vice president for Academic Affairs when the program has been approved by the State Board of Education and the date of program implementation established. The chancellor should also notify the senior vice president when other certificates (e.g., the combination of specific degree-credit courses to provide professional development for practitioners) are established, providing the title of the certificate and the title and level of courses included in the certificate.

(iii) Baccalaureate and Master's programs:

- (a) Campus review and approval of the material presented in a Notice of Intent to Plan document (see Section C-3, below) is required prior to beginning to plan. To initiate campus review, follow the steps listed in Section III.B, above. Upon approval by the chancellor, a Notice of Intent to Plan is submitted to the OP. (See Administrative Memorandum 406, Appendix A.)
- (b) Notification of intent to plan may be sent to the OP Division of Academic Affairs at any time but must be sent at least six months prior to the proposed date of establishment. Following submission of the Notice of Intent to Plan to the OP, East Carolina University has one year to complete planning and to submit a request to the OP for authorization to establish the program. The Board of Governors receives semi-annual reports on programs being planned.
- (c) Campus review and campus, OP and BOG approval of the material presented in a Request for Authorization to Establish a New Degree Program document is required prior to establishing a new baccalaureate or master's program (see Section C-4, below, and OP Administrative Memorandum 406, Appendix C.). To initiate review, follow the steps listed in Section III.B, above. A request to establish a master's or C.A.S. program also will be submitted to the Graduate Curriculum Committee and the Graduate School Administrative Board for approval. The Graduate Administrative Board may require an external review as part of its approval process.
- (d) Upon approval by the chancellor, the chancellor notifies the OP senior vice president. The BOG has final statutory responsibility to authorize changes in the academic programs of the constituent institutions.

(iv) Doctoral and First Professional programs:

- (a) Campus review and approval of the material presented in a Request for Authorization to Plan document is required prior to beginning to plan (see Section C-3, below and OP Administrative Memorandum 406, Appendix B). To

initiate campus review, follow the steps listed in Section III.B, above. With the approval of the chancellor, a Request for Authorization to Plan may be submitted to the OP.

- (b) Requests for authorization to plan may be submitted annually to the OP by a fixed date established by the OP senior vice president for Academic Affairs. Upon approval by the chancellor, the OP senior vice president receives the plan and the Board of Governors decides whether to grant authorization to plan. Following authorization to plan, East Carolina University will have two years to complete its planning and to submit a request to establish the proposed program. If the request to establish is not completed within this period, the campus may request a one-year extension. If the institution fails to submit a proposal within its allotted time, it must wait three years before resubmitting a request to plan that program. Similarly, if the request to plan is denied, the institution may not resubmit this request for three years. The Board of Governors receives semi-annual reports on programs being planned.
 - (c) Campus review and campus, OP and BOG approval of the material presented in a Request for Authorization to Establish a New Degree Program document is required prior establishing a new program (see Section C-4, below, and OP Administrative Memorandum 406, Appendix B.). To initiate review, follow the steps listed in Section III.B, above. A request to establish a doctoral or first professional program will be submitted to the Graduate Curriculum Committee and the Graduate School Administrative Board for approval. The Graduate Administrative Board may require an external review as part of its approval process.
 - (d) Upon approval by the chancellor, the chancellor notifies the senior vice president in the OP. The BOG has final statutory responsibility to authorize changes in the academic programs of the constituent institutions.
- (v) New Degree Program Classified with the Same Six-Digit CIP Code as a Currently Authorized Program at the Same Level:
- Requests for authorization to establish a new degree program that would be properly classified with the same six-digit CIP code as a currently authorized program at the same level, provided it will require no additional resources, may be made at any time by letter from the chancellor to the OP senior vice president for Academic Affairs. The review process is the same as listed in C-2(iv) immediately above. (See Section C-4, below, and OP Administrative Memorandum 406, Appendix D.)

Upon receipt of the notification of intent to plan or request for authorization to plan, the OP division of academic affairs will 1) acknowledge receipt of the notification; 2) provide any additional information not yet posted regarding location of similar programs; and 3) add this program-planning activity to a list that will be maintained by Academic Affairs and made accessible to all UNC institutions. All UNC institutions are expected to consult this list periodically to remain informed about programs being planned by other UNC institutions.

Authorization from the OP to plan a new degree program does not constitute a commitment on the part of the Board of Governors to approve a subsequent request to establish the program. Such authorization constitutes clearance for the institution to document and further justify the need and demand for the proposed program. After an institution receives authorization to establish a new degree program from the OP, it must submit two progress reports to the OP senior vice president. The first such report will cover the first one to two years of implementation, and the second report will cover the first three to four years of operation of the program. Both reports will include information on the extent to which an institution has met projected enrollments and degrees conferred and, if start-up funds were provided, will report on the readiness of the program to continue once start-up funds are discontinued (generally, at the end of the third year). These reports will be submitted as a part of the institution's biennial long-range planning submission.

C-3. The Notice of Intent to Plan and the Request for Authorization to Plan:

To request permission to plan a new program, a document entitled "Notice of Intent to Plan" is prepared for undergraduate, master's, C.A.S. and other certificate programs (see OP Memorandum 406 Appendix A). A document entitled Request for Authorization to Plan is prepared for doctoral and first professional degree programs (see OP Memorandum 406 Appendix B). The appropriate document is submitted to the curriculum committee of the department in which the program will be housed. See section III.B, above, for a list of the steps to be followed when seeking campus approval of a request for permission to plan or a request for authorization to plan a new program. The Notice of Intent to Plan or Request for Authorization to Plan shall describe the proposed degree program and how it fits into the institution's mission and strategic plan. This document shall present a justification for the program's duplication of other programs if similar programs already exist in the UNC system.

A Notice of Intent to Plan or Request for Authorization to Plan document shall include all information requested by the OP as well as evidence that the planned degree activity is a priority in the unit's strategic/operational plan, the relevant school and college strategic plan, the appropriate division strategic plan (academic affairs or health sciences), and the ECU strategic plan. In addition, preliminary budget projections must indicate that the proposed program will generate at least enough student credit hours to support itself or explain how it will generate additional non-enrollment based resources to cover the balance needed to support the program. Finally, the document shall include evidence that the administrators of other academic and administrative units that may be affected by the implementation of the new program have been consulted. These administrators include, but are not limited to, department chairs, school directors and college deans, the library director(s) (Joyner and/or Laupus), the director of information technology and computing services, and the director of planning and institutional research. If the request is for a post-baccalaureate program, additional information may be required by the Graduate School Administrative Board.

C-4. The Request for Authorization to Establish:

After the Notification of Intent to Plan has been filed with the OP or when the OP grants a Request for Authorization to Plan, the provost will advise the group responsible for the Notice of Intent to Plan or for the Request for Authorization to Plan to create a proposal requesting authorization to establish the new degree program (excepting minors, concentrations and C.A.S. programs, none of which requires OP approval). The proposal shall address the following concerns: program description, program justification, projected enrollment, degree requirements, faculty required to deliver the program, library resources required, facility resources required, and budget resources required to deliver the program. Budget projections must indicate that the proposed program will generate enough student credit hours to support itself or explain how it will generate additional non-enrollment based resources to support itself.

In general, the OP expects that funding to support new degree programs will be provided through a combination of internal reallocations, enrollment increase funds, and external grants. Where appropriate (i.e., in cases where there is convincing evidence of potential for program success if initial support is provided) and when central funds are available, start-up funds may be provided, generally for no more than three years, with the expectation that the program will ultimately be self-sustaining and the start-up funds will be returned and recycled for the use of other UNC programs. In cases where the allocation of start-up funds is appropriate but they are not immediately available, recommendation from the OP of approval of the program may be delayed until such funds are available.

The persons responsible for creating the proposal requesting permission to establish a new program shall consult with the administrators of other academic and administrative units that may be affected by the implementation of the new program. These administrators include, but are not limited to, department chairs, school directors and college deans, the library director(s) (Joyner and/or Laupus), the director of information technology and computing services, and the director of planning and institutional research. A record of the outcome of said consultations will be included in the proposal.

If the request is for a post-baccalaureate program, additional information may be required by the Graduate School Administrative Board. In addition to submitting the proposal to establish a new degree program for approval, the proposed degree requirements and any new and/or revised courses must be submitted to the appropriate curriculum committees for approval.

Requests for authorization to establish a new degree program that would be properly classified with the same six-digit CIP code as a currently authorized program at the same level, provided it will require no additional resources, may be made at any time by letter from the chancellor to the senior vice president for Academic Affairs. (This category of program is comparable to what was formerly called a "track." To avoid the confusion that prevailed in the past over this designation, that term will no longer be used. However, programs with the characteristics of a track [e.g., a common "core" of courses shared with the other program in that CIP code, but differentiating by as much as 27 s.h. (baccalaureate) or 50 percent (graduate)] may be authorized by the senior vice president.) A copy of the curriculum of the current degree program should be submitted along with the curriculum of the proposed new degree program. It should be consistent with the guidelines for the number of semester hours in the program area (OP Administrative memorandum 406, Appendix C, Section 3). The format for requesting authorization to establish a new degree program in the same area as a previously authorized degree program is included in Appendix D of Administrative memorandum 406.

D. Changes to Existing Programs.

D-1. Request for authorization to change the name or title of an existing program.

- (i) The campus review of a request to change a name or title of a degree program follows the steps in Section III.B, above.
- (ii) Upon approval by the chancellor, the chancellor notifies the senior vice president in the OP. The BOG has final authority to authorize a change in the name or title of a degree program.

D-2. Moving an Academic Degree or Certificate Program

- (i) The review of a request to move a program follows the steps in Section III.B, above.
- (ii) After the request for authorization to move a degree program goes through the campus review procedures and is approved by the chancellor, the chancellor notifies the OP senior vice president.

D-3. Discontinuation of an Academic Degree or Certificate Program

Recommendations to discontinue initiated on campus (see III.A, above) follow the procedures in (a), below. Recommendations to discontinue a program identified by the BOG as failing to meet its productivity criteria follow the procedures in (b) below.

(a) Discontinuation recommendation initiated on campus:

- (i) The review of a request to discontinue a degree program follows the steps in Section III.B, above.
- (ii) After the request for authorization to discontinue a degree program goes through the campus review procedures and is approved by the chancellor, the chancellor notifies the senior vice president in the Office of the President.
- (iii) Requests for authorization to discontinue a degree program may be made by letter from the chancellor to the OP senior vice president at any time, giving the effective date of discontinuation and explaining the reason for the request. The senior vice president will request the concurrence of the Committee on Educational Planning, Policies, and Programs and (through it) the approval of the Board of Governors. Students enrolled in discontinued degree programs must be allowed to complete their courses of study within a reasonable period of time. Notice of discontinuation of C.A.S. programs or other certificates may be submitted to the senior vice president for Academic Affairs at any time. The party initiating the request to discontinue a program will prepare a statement of justification.

(b) Discontinuation recommendation resulting from BOG low productivity review:

(1) Review Criteria:

As part of its preparations for revision of the UNC BOG, Plan the Office of the President conducts a review of academic program productivity. This review is conducted in the spring of odd-numbered years. The Guidelines and Criteria used by the OP to identify programs with low productivity are as follows:

- (i) Bachelor's degree programs: the number of degrees awarded in the last two years is 19 or fewer -- unless upper division enrollment in the most recent years exceeds 25, or degrees awarded in the most recent year exceeds 10.
- (ii) Terminal master's degrees: the number of degrees awarded in the last two years is 15 or fewer -- unless enrollment in the most recent years exceeds 9. Ed.S. and CAS programs: the number of certificates awarded in the last two years is 15 or fewer -- unless enrollment in the most recent year exceeds 9.
- (iii) Doctoral degree programs: the number of degrees awarded in the last two years is 5 or fewer -- unless enrollment in the most recent year exceeds 18, or the number of degrees awarded in the most recent year exceeds 2.

(2) Review Procedures:

- (i) Notification of the programs to be reviewed usually occurs in February of odd-numbered years with the full campus response being due to OP in mid-May.
- (ii) Once the campus is notified that a program needs be reviewed at the system level, the administrator of the unit housing the program is asked to prepare a response to the low productivity notification.
- (iii) The faculty associated with the program shall be consulted by the unit administrator in preparing the response.
- (iv) The response is forwarded to the provost or to the vice chancellor for health sciences, as appropriate.
- (v) If a decision is made by the provost or to the vice chancellor for health sciences to discontinue a program, the response and the justification for the decision is forwarded to the Educational Policies and Planning Committee.
- (vi) The Educational Policies and Planning Committee makes a recommendation to the chancellor and reports its recommendation to the Faculty Senate.
- (vii) The chancellor shall communicate to the OP his or her recommendation with regard to any program whose discontinuation requires OP and BOG authorization.

E. Development of New Courses and Revision of Courses and Degree Program Requirements

Recommendations for new courses, course revisions, changes in degree requirements, new and revised degree concentrations/options, academic concentrations, changes in admission requirements to degree programs, creation, deletion or revisions to minors and honors courses and programs may originate in the various departments, schools and colleges, within interdepartmental committees, or at the dean or provost level.

Undergraduate programs and courses (numbered 4999 and below) require approval by the following: code unit curriculum committee and voting faculty, the college or school curriculum committee (if the college or school is not the code unit and has a curriculum committee), the University Curriculum Committee, the Faculty Senate, the provost or the vice-chancellor for health sciences, as appropriate, and the chancellor. If general education credit is requested for a course outside a currently approved general education prefix area, a recommendation from the Academic Standards Committee is required prior to submission of the request to the University Curriculum Committee. The Council on Teacher Education should approve new or revised teacher education degrees or courses prior to their submission to the college or school curriculum committee.

Graduate programs and courses (numbered 5000 and above) require review by the following: code unit graduate curriculum committee, the Graduate Curriculum Committee, the Graduate Administrative Board, the provost or the vice-chancellor for health sciences, as appropriate, and the chancellor.

(Faculty Senate Resolution #03-29, April 2003)

(Editorially revised Section III.B. October 2003)