

Instructional information for ECU Faculty Assembly Delegates and Alternates

The UNC Faculty Assembly generally meets four times annually, on the third Friday of September, November, February, and April. Meeting materials are available on the Faculty Assembly collaborative site (<http://www.northcarolina.edu/facultyassembly/index.htm>) and are typically mailed via email to all Delegates and Alternates 2 weeks prior to the meeting.

The Assembly traditionally meets in the UNC General Administration Building (Office of the President) in Chapel Hill. Meetings typically consist of a general session from 10:30 a.m. to noon, meetings of standing committees from 1:00 p.m. until 2:30 p.m., and a second general session from 2:45 p.m. to approximately 5 p.m. The chair and certain university officials present reports during the first session and are available for questions from the delegates. The second session usually features a report from the President of the University, followed by committee reports, resolutions, and other business.

Delegates are strongly encouraged to reserve and use a state vehicle for travel to and from the meeting and to carpool if at all possible. The UNC Faculty Assembly website (<http://www.northcarolina.edu/facultyassembly/index.htm>) contains basic information on mileage allowances, hotels, and other travel related items for those who need to stay overnight.

Meeting expenses are currently reimbursed by UNC General Administration, with information provided during meetings. Delegates must follow defined rules for travel and, to insure proper and timely reimbursement, are advised to turn in all travel paperwork prior to leaving the meeting.

ECU Faculty Assembly Delegates should be full-time faculty, holding no administrative duties outside his/her department.

Delegate terms are three years, with all regular terms of service beginning on and ending on July 1 of each year. A faculty member may not have served as a delegate for more than six of the preceding nine years. (Time spent while serving as an alternate is not counted in the limitation.)

Delegates are expected to attend all meetings of the UNC Faculty Assembly. Delegates must let the ECU delegation know as early as possible if they cannot attend a meeting and arrange for an alternate delegate to attend in their place. The delegate should also notify the Chair of the UNC Faculty Assembly (currently Sandie Gravett, gravettsl@appstate.edu) of the alternate's participation.

Delegates are expected to provide formal reports to the Faculty Senate following Assembly meetings. Delegates typically rotate reporting duties among all present. Minutes may or may not be available prior to scheduled Faculty Senate meeting. As such, delegates should take notes and be prepared to provide a written report in addition to a verbal report to the Faculty Senate.

Alternate delegates participate in meetings only when/if they are asked to do so in place of a delegate. Upon arrival to a meeting when attending for a delegate, alternate delegates should notify the Chair of the Assembly (currently Sandie Gravett) and the administrative assistant (currently Kelley Gregory).