Information for ECU’s UNC Faculty Assembly Delegation

The Charter and Bylaws of the University of North Carolina Faculty Assembly is referenced in the ECU Faculty Manual.

ECU’s Delegates and Alternates should be full-time faculty, holding no administrative duties outside his/her academic 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 inform the entire ECU delegation 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 of the alternate’s planned attendance and full participation.

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 and the administrative assistant (currently Kelley Gregory).

Delegates are expected to provide formal reports to the Faculty Senate following Assembly meetings and 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.

The UNC Faculty Assembly generally meets four times annually, on Fridays in September, October, November, January, February and April. Meeting materials are available on the Faculty Assembly collaborative site (https://sites.google.com/site/uncfacultyassembly/) and are typically distributed via email to all delegates and alternates 2 weeks prior to a meeting.

The Assembly traditionally meets in the UNC General Administration Building (Office of the President) in Chapel Hill. Meetings typically run from 9:00 a.m. to 5:00 pm. 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 contains basic information on travel directions, 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.

Please refer any questions to ECU’s Chair of the Faculty by calling 252.328.6537.

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