Resolution #12-01
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Response from Parking and Transportation Director

Request that Parking and Traffic Services consider a policy to allow requests for priority “A” parking with consideration of work hours, gender, disability or other reasonable concerns.

Resolution #12-02
Approved by the Faculty Senate: January 24, 2012
Accepted by the Chancellor: February 27, 2012

Formal faculty advice on curriculum and academic matters contained in the Graduate Curriculum Committee meeting minutes of October 19, 2011, November 2, 2011, November 16, 2011, and December 7, 2011.

Resolution #12-03
Approved by the Faculty Senate: January 24, 2012
Accepted by the Chancellor: April 3, 2012 with approved statement

Formal faculty advice on proposed revisions to the ECU Faculty Manual, Appendix F, Graduate School Organization, as follows:

(Original additions are noted in bold print and deletions in strikethrough. Additional proposed revisions to the appendix are noted in bold underlined green print and highlighted strikethrough.)

This proposed document will replace all of the current text in Appendix F.

Revise and keep in the Faculty Manual and revoke interim regulation PRR #10.25.01 Governance of Graduate Academic Matters

APPENDIX F. GRADUATE SCHOOL ORGANIZATION CONTENT

I. The Graduate Faculty
   A. Functions and Jurisdictions
   B. Membership Meetings
   C. Meetings Canvass
   D. Canvass Voting Privileges
II. Coordinators of Graduate Programs, the Graduate Council, the Graduate Council Executive Committee, and the Graduate Curriculum Committee

A. Graduate Assembly Coordinators of Graduate Programs

B. Graduate School Administrative Board Graduate Council

C. Graduate Council Executive Committee

CD. Graduate School Organization Graduate Curriculum Committee

III. Graduate Student Advisory Council

A. Composition

B. Functions

IV. The Dean of the Graduate School

A. Functions and Jurisdiction

IV. Modifications to the Graduate School Organization

A. Graduate Council

B. Graduate Faculty

Approved: 22 August 1977, East Carolina University Graduate Faculty

Amended:
17 October 1994
20 April 1998
28 January 2002 Graduate School Council
4 February 2002 Graduate Assembly
22 September 2003 Graduate School Council,
29 September 2003 Graduate Assembly

Appendix F. Graduate School Organization

I. The Graduate Faculty

A. Functions and Jurisdictions
The graduate faculty exercises the authority within the university for development of general policies and procedures for all graduate courses and programs. The graduate faculty may modify this instrument recommend modifications to this document, “Graduate School Organization”, directly or through the concurrent approval of the Graduate Assembly and the Graduate School Administrative Board Graduate Council using the procedure in Part IV of this document.
C. B. Meetings (this section moved from part I.C through I.F)

The graduate faculty may meet in plenary session. Meetings may be called by the chairperson, the Graduate Assembly, the Graduate School Administrative Board Graduate Council, or upon petition of 15% or more of the graduate faculty as indicated below (II.1.) to the Dean. Notice of a plenary session with time, place, and agenda will be distributed to members of the graduate faculty at least a full week prior to the meeting.

One-half or more of the graduate faculty will constitute a quorum for purposes of transacting such business as appears on the printed agenda. A simple majority of those graduate faculty members in attendance will govern unless decision to the contrary is made prior to a ballot. When a quorum is not present at a called meeting, agenda items will be referred to the Graduate School Administrative Board Graduate Council for action.

A plenary session will be conducted according to the most recent edition of Robert's Rules of Order. Minutes will be kept and distributed to all members of the university faculty not later than ten days following the session.

D. C. Canvass

Business and opinion polls may be conducted through canvass of the graduate faculty by the chairperson when approved by the Graduate School Administrative Board Graduate Council. This canvass may be conducted either electronically or using paper ballots. If paper methodology is used, ballots or other materials will be addressed to each graduate faculty member and sent through campus mail or delivered by messengers. To transact business through a canvass, at least one-half of the total graduate faculty must return ballots vote. A simple majority will govern unless the Graduate School Administrative Board Graduate Council establishes a different criterion when it approved a canvass. When a less than one-half of the total graduate faculty vote in a canvass, business items with the result of the canvas, will be referred to the Graduate Council for action.

When the graduate faculty is canvassed in this manner, each ballot will provide space in which each member can indicate his or her preference for a plenary session dealing with the issue to be decided. If 15 percent or more of the graduate faculty indicates preference for a session, the canvass will be nullified, and a plenary session will be called.

E. D. Voting Privileges

Only Graduate Teaching Faculty, Associate Graduate Faculty, and Graduate Faculty members may vote on university-wide graduate issues and serve on the Graduate Administrative Board of the Graduate School except as indicated below (II.B.1.). It is assumed that each unit will encourage participation of individuals holding other appointments in decision making and planning related to the graduate programs in which they are involved.

F. E. Implementation

Each code unit with a graduate program will develop a procedure for obtaining faculty input to the process of nominating graduate faculty and report this procedure to the Graduate School Administrative Board Graduate Council. In addition, each code unit with a graduate program will examine the educational objectives of their graduate degrees, which were prepared for the SACS accreditation and articulate the types of research, creative activity, or other activities which are appropriate for graduate faculty in their discipline. Each code unit will then submit its articulation to the Administrative Board of the Graduate School Graduate Council for approval.
Once the articulation is approved, it will be used to evaluate nominations for the graduate and associate graduate faculty from the submitting code unit.

Except as noted above for administrators and ex-officio members, the status of all existing members of the graduate and associate graduate faculty will be confirmed within five years of the approval of the procedures and criteria according to a process to be developed by the Graduate School Administrative Board. These members may choose the year in which the confirmation occurs within a five year period.

B. F. Membership

The following paragraphs address the general qualifications for membership, rights, privileges and responsibilities; method of appointment; and method of reappointment of each category of membership on the graduate faculty; and the methods of implementing these policies.

There are five four types of membership in the graduate faculty. They are (1) graduate faculty member, (2) associate graduate faculty member, (3) graduate teaching faculty member, and (4) ex-officio graduate faculty member, and (5) adjunct graduate faculty member.

Graduate Faculty Members. Qualifications for graduate faculty members include:

- The highest earned degree in the field.
- Demonstrated evidence of success in research/creative activity.
- Demonstrated evidence of successful graduate teaching.
- Demonstrated evidence of successful supervision of research or creative activity, if applicable. In some instances, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Graduate faculty members are eligible to serve on the Graduate Assembly, the Administrative Board of the Graduate School, Graduate Curriculum Committee, may serve as a Graduate Program Coordinator, may teach graduate classes, may chair doctoral or master’s committees, and may be a member of doctoral or master’s committees. Code units may define additional criteria for eligibility to serve in doctoral programs.

Appointment to the graduate faculty occurs as the result of the following procedure. Upon recommendation of the graduate faculty of the code unit (the procedure for which has been outlined as described under Implementation, below), the appropriate unit administrator forwards a nomination to the dean of the college or professional school, as appropriate, and then to the Dean of the Graduate School. Each nomination should state the type of appointment and contain evidence that the nominee has satisfied the criteria for the type of membership sought in a manner consistent with the code unit’s interpretation of those criteria. The Dean of the Graduate School will review the recommendation of the academic unit to determine that it is consistent with the unit’s criteria and appointment procedures. If the dean concurs, he or she will notify the Graduate School Administrative Board, academic unit and the faculty member of his or her appointment. If the dean does not approve the unit’s recommendation the application will automatically be referred to the Graduate School Administrative Board Graduate Council. A two-thirds majority of the Graduate School Administrative Board Graduate Council will be required to overturn the administrative decision.

For individuals with permanent tenure, Appointment to the graduate faculty is for five years. At the end of the term, the appointment shall will be reviewed within the unit in the manner outlined for initial appointments, except that the focus will be on the activity during the five years immediately preceding the evaluation. If it is the opinion of the code unit graduate faculty that the appointment should be renewed, the appropriate unit administrator will add his/her opinion and submit the appropriate renewal application to the dean of the college or professional school, as appropriate, and then to the Dean of the Graduate School who will review the application. To be reappointed, it
is not necessary for an individual to have participated in all phases of graduate education. Individuals appointed to major administrative assignments (department chairs or above) who are members or associate members of the graduate faculty at the time of their appointment are exempt from the re-nomination process until five years after the expiration of the administrative appointment. Individuals with other administrative appointments may be considered for a waiver by the Administrative Board of the Graduate School Graduate Council upon nomination by their code units.

It is recognized that the process for awarding permanent tenure involves the evaluation of the individual's research, teaching, and service to the university over a substantial period of time as well as relevant experiences at other universities. Therefore, recipients of permanent tenure subsequent to the implementation of these policies by the graduate faculty are eligible for appointment as a member of the graduate faculty if that person is not already a member. To effect this appointment, it is the responsibility of the code unit to notify the dean of the college or professional school, as appropriate, and then the dean of the Graduate School of any person in this category to request an appointment to the graduate faculty. It is emphasized that there is no permanent tenure for graduate faculty appointments and persons appointed in this manner are subject to the same term limits and appointment renewal policies as other members of the graduate faculty. This process is used only by entities directly responsible for graduate degree programs.

For faculty on probationary appointments, the term on the graduate faculty is coterminous with the length of that appointment or four years, whichever is longer. Tenure track faculty will be re-nominated for the graduate faculty as part of the contract renewal process immediately prior to the expiration of the term on the graduate faculty. The appropriate dean or chair will provide information on the faculty member's accomplishments during the period to the appropriate graduate faculty in the unit and the nomination process will proceed as outlined above.

Associate Graduate Faculty Members.
Qualifications for associate graduate faculty members include:

- Highest earned degree in the field.
- Demonstrated evidence of success or the potential for success in research/creative activity.
- Demonstrated evidence of successful graduate teaching or the potential of such success.
- Demonstrated evidence of successful supervision of research or creative activity or the potential of such success, if applicable. In some instances, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Associate graduate faculty members may serve as members of the Graduate Assembly Graduate Program Coordinators, may teach graduate classes, may chair doctoral or master's committees, and may be a member of doctoral or master's committees. Code units may define additional criteria for eligibility to serve in doctoral programs. Code units must define criteria for associate graduate faculty members to chair doctoral committees in their unit codes of operation. All procedures for appointment and reappointment as well as terms of office for the associate graduate faculty will be the same as those for the graduate faculty members.

Graduate Teaching Faculty Members.
Qualifications for graduate teaching faculty members include:
• Highest earned degree in the field.
• Professional certifications or licensure as specified by the code unit.
• Demonstrated evidence of success or the potential for success graduate teaching.
• Evidence of professional growth, e.g., completion of continuing education, participation in relevant seminars, or other professional activity. In some instances, especially for clinical faculty, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Graduate teaching faculty members may teach masters or doctoral classes as appropriate for their background, certification, and experience and may be the fourth member of a master's thesis or dissertation committee upon certification of appropriate experience or expertise by the unit administrator.

All tenure-track faculty members who hold the appropriate terminal degree for the discipline in which they hold their appointments are deemed to be members of the graduate teaching faculty upon their initial appointments. Code units are responsible for notifying the dean of the college or professional school, as appropriate, and the Dean of the Graduate School of these individuals and requesting an appointment to the graduate teaching faculty. As part of their first evaluation for contract renewal of a probationary appointment, if the code unit wishes the person to become a member or associate member of the graduate faculty, it would use the information gathered in the process of contract renewal to provide the nominations as outlined above. If the code unit wishes the person to remain a member of the graduate teaching faculty, it renews the appointment by notifying the dean of the college or professional school, as appropriate, the Dean of the Graduate School, and the individual involved. If the code unit wishes to remove the person from responsibilities for graduate teaching, it notifies the person, the dean of the college or professional school if appropriate, and the Dean of the Graduate School.

Other appointments to the graduate teaching faculty are made by the appropriate code unit administrator, the graduate faculty of the code unit, and the Dean of the Graduate School, in accordance with procedures approved by the graduate faculty of the code unit. These appointments are valid for the terms of the individuals' contracts.

Adjunct Members. Persons not currently faculty members at East Carolina University may be named to the graduate faculty as adjunct members. Adjunct appointments may be made to any of the types of positions outlined above. Adjunct members of the graduate faculty must meet the same qualifications as required for the category to which they are named and are appointed and reappointed using the same procedures as graduate faculty members of the same category. Second and subsequent appointments as adjunct members must be predicated upon successful teaching experience and continuation of a level of professional activity appropriate to the category of membership.

Ex-officio Members. Administrators with responsibilities for graduate programs who do not hold other appointments to the graduate faculty will be appointed to an ex-officio membership commensurate with background and experience and will hold that appointment for the duration of their administrative appointment.

External Thesis and Dissertation Committee Members. Individuals external to ECU with demonstrated expertise in the area of study in a thesis or dissertation may serve on, but not chair a thesis or dissertation committee. The external
member should have a terminal degree in the an appropriate discipline or extensive professional experience. This appointment must be approved by the Dean of the Graduate School. The procedure for appointing a person to serve in this role will require approval by the Graduate Program Director and the unit graduate faculty members serving on the thesis or dissertation committee. The Graduate Program Director will submit a letter of request to the Dean of the Graduate School outlining the person’s credentials (academic CV or resume) stating the contribution this individual will make to the as related to the specific thesis or dissertation.

II. The Graduate Assembly, the Graduate School Administrative Board, and the Graduate Curriculum Committee

A. Graduate Assembly

The Graduate Assembly shall include one graduate director from each academic department in the Thomas Harriot College of Arts and Sciences, the College of Education, the College of Business, the College of Fine Arts and Communication, the College of Health and Human Performance, the College of Human Ecology, the College of Technology and Computer Science, the School of Allied Health Sciences, the Brody School of Medicine, and the School of Nursing and a graduate student offering a graduate degree program and one member from the Graduate Student Advisory Council. The dean of the Graduate School, or his/her designee, chairs meetings of the Graduate Assembly. The chancellor, the provost and the vice chancellor for health affairs, or their designees, will serve as ex officio members of the Graduate Assembly.

Membership in the Graduate Assembly shall be limited to associate or full members of the graduate faculty who serve as graduate directors in their respective unit. Appointment to the position of graduate director shall be according to the unit code. There is no limit on service as a member of the Graduate Assembly.

The responsibilities of the Graduate Assembly will include:

• Implementing Graduate School policies on recruitment, application, enrollment, and graduation of students;

• Making recommendations to the dean of the Graduate School on policy issues referred to it by the Administrative Board;

• Making recommendations to the dean of the Graduate School on policies issues referred to it by at least forty percent of the Administrative Board.

The Graduate Assembly shall meet at least once a semester, by call of the dean of the Graduate School, or as the result of the petition of 15 percent of the members of the graduate faculty.

B. Graduate School Administrative Board

The Graduate School Administrative Board shall consist of three representatives from the Thomas Harriot College of Arts and Sciences, two from the College of Education, and one from the College of Business, the College of Fine Arts and Communication, the College of Health and Human Performance, the College of Human Ecology, the College of Technology and Computer Science, the School of Allied Health Sciences, the Brody School of Medicine, and the School of Nursing and a graduate student. Each college and school representative and his/her
alternate shall be full graduate faculty and shall be elected by vote of the members of their respective constituencies. The term of membership on the Administrative Board of the Graduate School shall be three years. The president of the Graduate Student Advisory Council serves as the graduate student representative.

The dean of the Graduate School, or his/her designee, is chair of the Graduate School Administrative Board and presides at board meetings. The dean of the Graduate School or his/her designee will vote in case of a tie vote. The provost, the Vice Chancellor for Health Affairs, and the Chair of the Faculty, or their designees, will serve as ex officio members, without vote, of the Graduate School Administrative Board. The Graduate School Administrative Board will meet as necessary, ordinarily biweekly, during the academic year.

The responsibilities of the Administrative Board will include:

• Election of the membership of the Graduate Curriculum Committee

• Approval of all course proposals at the graduate level (5000 and above);

• Approval of all proposals for new degree programs and program tracks and changes in existing degree programs;

• Participation in the review of all existing graduate programs;

• Review and approval of all admissions by exception, requests for exceptions to transfer credit policy, and requests for exceptions to the time to degree requirements;

• Review of all unit appeals of negative decisions made by the Dean of the Graduate School regarding graduate faculty appointments;

• Review and development of Graduate School policy including requirements for admission, retention of students, permissible course loads, transfer credit, grading, thesis and dissertation requirements and examinations, and standards for graduate faculty appointment.

• Reporting its actions to the Graduate Assembly.

A simple majority of the Graduate School Administrative Board will constitute a quorum.

II. Coordinators of Graduate Programs, the Graduate Council, the Graduate Council Executive Committee, and the Graduate Curriculum Committee

A. Coordinators of Graduate Programs

Each Graduate Program and Graduate Certificate will have a designated Graduate Program Director or Coordinator who must be a Graduate or Associate Graduate Faculty member, approved by the unit chair and college dean and academically qualified to lead development and review of the program’s curriculum. Meetings of Graduate Program Directors and Coordinators will be held at least twice per regular academic term and chaired by the Dean of the Graduate School or designee. These meetings will provide a forum where Graduate Program Directors and Coordinators may provide input to the Graduate School, the Graduate Council and the Graduate Curriculum Committee on any matters related to policies, practices, implementation, and administration of graduate education.

B. Graduate Council
The Graduate Council is comprised of 20 directors or coordinators of graduate programs elected* to represent their respective colleges; 4 Graduate Faculty (who are not program Directors) elected by the Faculty Senate (each from a different college or the Brody School of Medicine); plus 3 at-large-appointments by the Dean of the Graduate School. In addition there will be 6 ex-officio members with a vote, including the Chair of the Graduate Curriculum Committee (GCC), Chair of the Faculty or designee, a representative of the faculty senate, a representative of the Provost and Senior Vice Chancellor for Academic Affairs, a representative of the Vice Chancellor for Health Sciences, and the President of the Graduate and Professional Student Senate (GPSS) or designee. The Dean of the Graduate School will be an ex-officio member without a vote. The Graduate Council will elect a Chair and Vice-Chair from the elected members. All Graduate Council members are elected to serve three-year terms with terms staggered for continuity.

The Graduate Council will be responsible for consideration, debate, and voting on all graduate academic policies, and upon recommendation of the GCC, graduate curriculum and degree programs. Any member of the graduate faculty may recommend agenda items concerning graduate academic policy to the Graduate Council Executive Committee for inclusion on the Graduate Council agenda. New graduate degree programs, new certificates, new concentrations, degree title changes, and moving or discontinuing programs are also submitted to the Educational Policies and Planning Committee (EPPC) for review.

The Graduate Council will make recommendations to the Dean of the Graduate School, who may concur or not. The Dean will forward these recommendations to the Academic Council and then the Chancellor for final approval decision. The Chair of the Graduate Council will communicate recommendations to the Faculty Senate for information, comment, and advice.

The Chair of the Graduate Council will convene meetings of the Graduate Council, report at each Faculty Senate meeting on graduate matters, and seek Faculty Senate input. Graduate Council meeting agendas will be handled the same as Faculty Senate meeting agendas and be distributed electronically to all graduate faculty at least two weeks before the meeting.

The Vice-Chair will assume the duties of the Chair if the Chair is unable to fulfill his or her duties.

*Initially, graduate councilors will be allocated 50% in proportion to the number of graduate faculty and 50% in proportion to the graduate SCH production in their respective colleges.

The responsibilities of the Administrative Board will include:

- Election of Approve the membership of the Graduate Curriculum Committee;
- Approval of all course proposals at the graduate level (5000 and above);
- Approval of all proposals for new degree programs and program tracks and changes in existing degree programs
- Approve Graduate Curriculum Committees (GCC) recommendations;
- Participation Participate in the review of all existing graduate programs;
- Review and approval of all admissions by exception, requests for exceptions to transfer credit policy, and requests for exceptions to the time to degree requirements
• Review all unit appeals of negative decisions made by the Dean of the Graduate School regarding graduate faculty appointments;
• Review and development Graduate School policy including requirements for admission, retention of students, permissible course loads, transfer credit, grading, thesis and dissertation requirements and examinations, and standards for graduate faculty appointment;
• Make recommendations relating to graduate education to the Dean, Academic Council, and the Chancellor;
• Reporting its actions to the Graduate Assembly coordinators of graduate programs, graduate faculty, and Faculty Senate.

A simple majority of the elected members of the Graduate Council will constitute a quorum.

C. Graduate Council Executive Committee
The Graduate Council Executive Committee (GCEC) is comprised of the Graduate School Dean, the Graduate Council Chair and Vice-Chair, and 4 members elected by and from the Graduate Council. The GCEC will meet at least once a month.

The GCEC will
• Review and approve all admissions by exception, requests for exceptions to transfer credit policy, and requests for exceptions to the time to degree requirements;
• Set the Graduate Council agenda;
• Prepare draft policies for consideration by the Graduate Council;
• Review the Graduate Council meeting minutes for presentation to the Graduate Council.

D. Graduate Curriculum Committee
The Graduate Curriculum Committee (GCC) shall consist of seven one graduate or associate graduate faculty members from different graduate degree areas and one graduate student nominated by the Graduate Student Advisory Council and elected by the Administrative Board of the Graduate School. The committee shall elect the chair itself and the chair, if not already a member, will be an ex-officio member of the Graduate Assembly and the Graduate School Administrative Board. Members will be nominated by their respective deans through a process established by the school or college. Where possible members will have experience in both masters and doctoral programs. There will be two ex-officio members with vote including the president of the GPSS or designee and the Associate Provost for Academic Program Development. The Graduate Council will review the credentials of the nominees and approve members to serve on the GCC. Membership ordinarily is for a term of three years in staggered rotation with no more than three new members in any given year. Members may be reelected. Members will serve staggered three-year terms. The Chair and Vice Chair of the GCC will be elected to serve a one-year term by and from the membership of the GCC. GCC members will be limited to serving two consecutive terms.

The committee will review proposals for new graduate programs, new and revised courses, degree related catalog text changes, and requests to delete, bank, and unbank graduate courses. The committee will make recommendations for action to the Graduate School Administrative Board and is empowered also to make recommendations to the Graduate Assembly and to the Graduate School administration on any graduate curriculum related
The GCC will review, consider and make recommendations to the Graduate Council on:

- Proposals for new graduate programs, certificates, concentrations, degree title changes, and moving or discontinuing graduate programs, certificates or concentrations.
- Proposals for new and revised graduate courses;
- Degree-related graduate catalog changes;
- Requests to delete, bank, and unbank graduate courses;
- Other graduate curriculum related matters;
- Changes to its charge;
- Other duties as assigned by the Graduate Council.

The GCC will determine its own methods and procedures to fulfill its charge.

All recommendations of the GCC will be reported to the Graduate Council. Recommendations on new programs, new certificates, new concentrations, degree title changes, and moving or discontinuing programs will be reviewed by both the Graduate Council and the EPPC who then reports to the Faculty Senate. Both negative and positive recommendations will be reported to the Graduate Council and forwarded to the Academic Council and Chancellor.

III. Graduate Student Advisory Council

A. Composition
The Graduate Student Advisory Council shall be composed of currently enrolled graduate student representatives from each professional school and from each department in the College of Arts and Sciences offering graduate degrees.

B. Functions
1. The advisory council shall elect co-chairpersons from its membership who shall in turn serve on the Graduate Assembly.
2. The advisory council shall serve as a student liaison between the Graduate School and the schools and departments by providing a forum through which concerns common to graduate students can be brought to the attention of the dean and assistant dean of the Graduate School.
3. Dates of meetings are set and the council develops agenda.

III. The Dean of the Graduate School

A. Functions and Jurisdiction
The Dean is the chief executive officer of the Graduate School and chairperson chairs plenary sessions of the graduate faculty, the Graduate Assembly, and the Graduate School Administrative Board. The Dean (or designee) will chair meetings of the graduate program coordinators. He or she will be available to advise and assist schools and departments in the planning and development of their graduate programs. He or she will be specifically responsible for coordinating with the general administration of the university all new graduate program proposals advanced by schools and departments.

The Dean shall will be responsible for the implementation and execution of policies, rules, regulations, and procedures established by the graduate faculty and the Graduate School Administrative Board Graduate Council. He or she is expected to articulate both the current status and the short-term and long-term concerns and objectives of graduate education at the
university and to offer timely and appropriate recommendations for its improvement and greater efficiency in meeting the needs of its constituents.

The Dean will be responsible for the operation of the Graduate School office including the preparation of its annual budget, spending of funds, utilization of allocated office space, assignments of responsibilities to staff, and the establishment of office procedures for effective implementation of all administrative tasks performed by the Graduate School office.

The Dean will develop procedures for consultation with other units of the university and extramural academic, professional, governmental, and community groups.

IV. Modifications to the Graduate School Organization

A. Graduate Council

The Graduate Council may recommend revisions to this document. The Graduate Council will make recommendations to the Dean of the Graduate School, who may concur or not. The Dean will forward these recommendations to the Academic Council and then the Chancellor for final approval decision. The Chair of the Graduate Council will communicate recommendations to the Faculty Senate for information, comment, and advice.

B. Graduate Faculty

The graduate faculty may recommend revisions to this document, “Graduate School Organization,” through a majority vote in plenary session where a quorum is established, through canvass conducted according to Part I.C of this document or through the concurrent approval of the Graduate Council. Decisions of the graduate faculty will be reviewed by will be made in the form of recommendations to the Dean of the Graduate School who may concur or not, to the and Academic Council and then the forwarded to the Chancellor for final approval decision. The Chair of the Graduate Council will communicate graduate faculty recommendations to the Faculty Senate for information, comment, and advice.
Revisions to the ECU Faculty Manual, Part II. University Organization, Subsection I. Organization of the University of North Carolina, as follows:

Additions are noted in **bold** print and deletions in strikethrough.

**Revise and keep in the Faculty Manual.**

I. The Organization of the University of North Carolina

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

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

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

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

In 1971, the General Assembly passed legislation bringing into The University of North Carolina the state's ten remaining public senior institutions, each of which had until then been legally separate: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, The North Carolina School of the Arts, Pembroke State University (now the University of North Carolina at Pembroke), Western Carolina University, and Winston-Salem State University. This action created the current **original** sixteen-campus University. (In 1985, the North Carolina School of Science and Mathematics, a residential high school for gifted students, was declared an affiliated school of The University; in July 2007 NCSSM by legislative action became a constituent institution of the University of North Carolina [http://www.northcarolina.edu/about/mission.htm], making it the seventeenth campus of the University of North Carolina.)

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

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

University of North Carolina General Administration
http://www.northcarolina.edu/

Board of Governors for the University of North Carolina
http://www.northcarolina.edu/bog/index.htm

Constituent Institutions of the University of North Carolina
http://www.northcarolina.edu/campus_profiles/index.php

Resolution #12-05
Approved by the Faculty Senate: January 24, 2012
Rejected by the Chancellor: February 27, 2012

Revisions to the ECU Faculty Manual, Part II. University Organization, Subsection III. University Policy.

Resolution #12-06
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Revisions to the ECU Faculty Manual, Part II. University Organization, Subsection V. Administrative Policy as follows:

Additions are noted in bold print and deletions in strikethrough.

Revise and keep in the Faculty Manual.

V. Administrative Policy
Administrative policy, as distinct from academic policy, is determined by the chancellor in consultation with other administrative officers. Administrative committees are appointed by the chancellor (or the Chancellor's designee) and report to the chancellor or to his or her designee. They consist of These committees, councils, and boards are not responsible to the Faculty Senate because of their jurisdictions and functions; however, the chair of the faculty (or an appointed representative) serves as an ex-officio member on most of the administrative committees. The complete list of current standing University administrative committees is available online at: NEED LINK
The following are the current administrative committees:

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

Resolution #12-07
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012 (with editorial change of “proposals” to “projects” in 2nd paragraph)

Revisions to the ECU Faculty Manual, Part VI. General Personnel Policies, Section III.I. Grants, Contracts, and Cooperative Agreements as follows:

Additions are noted in bold print and deletions in strikethrough.

**Revise and keep in the Faculty Manual.**

I. Grants, Contracts, and Cooperative Agreements

ECU’s Office of Sponsored Programs (OSP) has The office of Sponsored Programs is the university office with responsibility for pre-award activities involved in the preparation and submission of proposals on behalf of ECU to external sponsors for support of projects in research, creative activity, training, and public service. The staff will provide information,
assistance, review, and endorsement. The office of Sponsored Programs serves as the clearinghouse for information on public and private funding opportunities. Staff members welcome requests for assistance in locating funding sources and developing proposals and budgets. They will review proposals for completeness and compliance with university and sponsor administrative requirements. In addition, they will provide guidance for development of contractual agreements for activities such as clinical drug trials. **OSP must review and approve all proposals for grants, contracts, and cooperative agreements prepared by faculty for submission to request outside funds funding sources before submission to external sponsors.** must be reviewed and signed in the office of Sponsored Programs before submission to sponsors.

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

Resolution #12-08
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Revisions to the *ECU Faculty Manual*, Part X. The [Faculty Assembly](#) of the University of North Carolina, as follows:

Additions are noted in **bold** print and deletions in strikethrough.

**Revise and keep in the Faculty Manual.**

I. Faculty Assembly Organization

*The University of North Carolina Faculty Assembly* was formed in 1972 when all of the State’s public senior institutions were brought into the University of North Carolina. *The Charter of the University of North Carolina Faculty Assembly* gives the objectives for the body:

1. The Faculty Assembly of the University of North Carolina shall gather and exchange information on behalf of the faculties of the constituent institutions of The University of North Carolina.
2. The Assembly shall, through appropriate channels, advise the Board of Governors of The University of North Carolina, the General Assembly, and other governmental agencies and officers on matters of university-wide importance.
3. The Assembly shall advise and communicate with the President of the University of North Carolina with regard to the interests of the faculties and other matters of university-wide importance.

Each of the seventeen campuses of the University of North Carolina elects delegates to the Faculty Assembly according to guidelines on delegation size and composition given in the Charter. *The Bylaws of the Faculty Assembly of the University of North Carolina* establish the procedures by which the Faculty Assembly operates and conducts its business.

II. East Carolina University Faculty Assembly Delegation

A. Composition and Terms of Delegates and Alternates
The procedure by which East Carolina University elects its Faculty Assembly Delegates and Alternate Delegates is contained in *Bylaw VI of the Bylaws of the Constitution of the Faculty of East Carolina University*. ECU Faculty Assembly Delegates and Alternate Delegates should be full-time faculty, holding no administrative duties outside their departments. 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 Delegate is not counted in the limitation.

B. Attendance of Faculty Assembly Meetings
Faculty Assembly Delegates are expected to attend Faculty Assembly meetings when possible. A Delegate who cannot attend a Faculty Assembly meeting should arrange for an Alternate Delegate to attend in his/her place. The Delegate should also notify the Chair of the UNC Faculty Assembly of the Alternate’s participation.

Generally, travel expenses for Delegates to participate in Faculty Assembly meetings are reimbursed by the UNC General Administration. Delegates are encouraged to carpool and use state vehicles where possible to minimize costs. 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.

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.

C. Faculty Assembly Report to the East Carolina University Faculty Senate
Elected delegates to the UNC Faculty Assembly serve ex-officio on the ECU Faculty Senate with a vote in all Senate matters except the election of officers and committee members, as specified in the *Faculty Constitution and By-Laws* located in the *ECU Faculty Manual*. The Faculty Assembly delegation is responsible for compiling a written report of each Assembly meeting and presenting the report to the Senate. Usually, the elected delegates rotate reporting duties among all present. Minutes of the Assembly meeting 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.

UNC Faculty Assembly Web Page
http://www.northcarolina.edu/facultyassembly/index.htm

The Charter of the Faculty Assembly of the University of North Carolina
http://www.northcarolina.edu/facultyassembly/charter.htm

The Bylaws of the Faculty Assembly of the University of North Carolina
http://www.northcarolina.edu/facultyassembly/bylaws.htm

ECU Faculty Manual Appendix A Bylaw VI. Faculty Assembly Delegates and Alternates
http://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixa/ab6.htm

ECU Faculty Manual Appendix A. Faculty Constitution of East Carolina University, Part VI
http://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixa/a6.htm

Charter of the Faculty Assembly of the University of North Carolina
I. Objectives and Functions
1. The Faculty Assembly of The University of North Carolina shall gather and exchange information on behalf of the faculties of the constituent institutions of The University of North Carolina.

2. The assembly shall, through appropriate channels, advise the Board of Governors of The University of North Carolina, the General Assembly, and other governmental agencies and officers on matters of University-wide import.

3. The assembly shall advise and communicate with the president of The University of North Carolina with regard to the interests of the faculties and other matters of University-wide import.

II. Organization and Relationships

1. Representation in the assembly shall be apportioned among the constituent institutions of The University of North Carolina with regard to the number of full-time faculty and professional staff members in the service of each institution. Each institution having not more than 300 full-time faculty and professional staff members shall choose 2 delegates; each institution having from 301 to 600 full-time faculty and professional staff members shall choose 3 delegates; each institution having 601 to 900 full-time faculty and professional staff members shall choose 4 delegates; and each institution having more than 900 full-time faculty and professional staff members shall choose 5 delegates. At any time that the number of full-time faculty and professional staff members of an institution changes so as to entitle it to a larger or smaller number of delegates under the foregoing formula, the number of its delegates forthwith shall be changed accordingly. Every delegate to the assembly shall be a full-time faculty or professional staff member of the institution he seeks to represent. The manner of selection of delegates shall be determined by the faculties of the respective institutions consistent with their institutional practices. Terms and rotation of delegates shall be specified in the bylaws.

2. The assembly shall have a chairman and other such officers, who shall be chosen in such manner and for such terms, as the assembly may provide in its bylaws.

3. Each institutional delegation to the assembly shall make available to the faculty of its institution the official minutes of the proceedings of the assembly, together with the written report of the delegation.

III. Operations

1. The assembly shall adopt its own bylaws.

2. The bylaws of the assembly shall provide for regular, stated meetings of the assembly, which shall be held at various locations.

3. Special meetings of the assembly may be called by the president of The University of North Carolina, by the officers of the assembly, or by members of the assembly, in accordance with procedures to be established in the bylaws of the assembly.

4. Records of the activities of the assembly shall be kept and transmitted to the appropriate successor officers of the assembly.

5. Released time shall be made available to the officers of the assembly, subject to the approval of the president of the University of North Carolina.

6. The assembly shall be provided by The University of North Carolina with necessary secretarial assistance and other related services and resources.

7. The members of the assembly shall be reimbursed by The University of North Carolina for expenses incurred in attending meetings of the assembly.

IV. Ratification and Amendment of the Charter

1. This charter shall be transmitted to the constituent institutions of The University of North Carolina for ratification or rejection by the faculty of each institution in accordance with the processes of that institution. The charter shall become effective upon its ratification by two-thirds of the constituent institutions of The University of North Carolina. The institutions whose faculties ratify the charter shall become participating institutions and shall send delegations to the assembly.
2. An amendment to the charter may be introduced in the assembly by any member of the assembly; and, if approved by a majority of the authorized membership of the assembly, it shall be transmitted to the participating institutions of the assembly for ratification by the faculty of each institution in accordance with the processes of that institution. An amendment shall become effective upon its ratification by two-thirds of the participating institutions of the assembly. The foregoing proposed charter of the Faculty Assembly of The University of North Carolina was adopted unanimously by The University Faculty Assembly, representing all sixteen public institutions of higher education in North Carolina, meeting in Greensboro on April 15, 1972. (John L. Sanders, Chairman of the Assembly)

BYLAWS OF THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA
I. Definition of Charter
The articles under which the Faculty Assembly came into existence are the Charter of the Faculty Assembly. Bylaws enacted by the assembly are for the purpose of giving effect to the purpose and functions described in the charter.

II. Members of the Assembly
A. The assembly shall be composed of representatives from each institution according to the provisions as stated in section 11, paragraph 1 of the charter.
B. The assembly shall make no determination of the method of election, those matters being specifically reserved to the faculties of the several institutions.
C. The terms of delegates and alternates of the assembly shall range from one to three years as established by each institution, and each institution shall assure continuity of delegation membership by a system of rotated terms. To be eligible as a delegate, a faculty member may not have served as a delegate to the assembly for more than six of the preceding nine years; nor could he be selected to a term that would result in a violation of this limitation. Time spent while serving as an alternate is not counted in that above limitation.
D. Each institutional faculty shall determine the number of alternate delegates it believes necessary. The terms of alternates shall correspond to the terms of delegates.
E. All regular terms of service shall begin and end on July 1 of each year. The delegate list and authorized alternates for the coming academic year shall be in the hands of the assembly chairman by April 20.

III. Officers
A. The officers of the assembly shall be a chairman, a vice chairman, and a secretary.
B. Each officer shall serve for a term of one year but may be re-elected to two additional succeeding terms in that office, after which he shall be ineligible for re-election to that office for a period of one year.

IV. Agenda Committee
A. An agenda committee consisting of the three elected officers, chairman, vice chairman, and secretary, shall be established.
B. The Agenda Committee shall be responsible for preparing the agenda for meetings. Matters presented to the Agenda Committee by any assembly delegate, assembly officers, or the president of The University of North Carolina shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Assembly after receipt of such a recommendation.

V. Meetings
A. Unless otherwise ordered by the Agenda Committee, there shall be at least four stated meetings of the assembly during the academic year at dates and places to be established at the last regular meeting of the preceding academic year. All assembly members shall be informed of these dates by that time. The regular fall meeting shall not be scheduled for a date prior to September 1.
B. Special meetings shall be called:
   1. By the president of The University of North Carolina at his discretion.
2. ______ By the Agenda committee on its initiative.
3. ______ By the chairman when a request is made to him by any institutional delegation.

C. The site of the regular meetings of the assembly shall be determined by majority vote of members present, subject to A., above. Special meetings may be held at whatever location seems most advisable to the chairman.

D. No meeting of the assembly shall be a legal meeting at which there are present fewer than a majority of the assembly members.

E. Advance notice of all meetings shall be circulated to members so as to be received at least two weeks prior to the meeting. For special meetings in emergency situations, this provision may be waived by action of the Executive Committee.

F. The agenda for each meeting must be circulated so as to be received at least ten days in advance of the meeting (except in case of emergency as referred to in section V.E.). If an agenda item requires action by the Faculty Assembly, the recommendation shall be submitted to the secretary by any assembly member, and the secretary shall be responsible for distribution of the recommendation with the agenda, or as soon thereafter as possible. The above shall not preclude any assembly member from performing this distribution without use of the secretary. No item of business may be acted upon by the assembly unless the recommendation has been distributed to the assembly twenty-four hours before action is to be taken. Except that the twenty-four-hour rule may be waived by EITHER (1) a two-thirds vote of the members present at the meeting during which action is to be taken, OR (2) by virtue of the fact that the item of business requiring assembly action received a majority vote of a quorum of a standing or ad hoc assembly committee. The agenda shall be open to all items submitted in time to meet the requirements of this article.

VI. ______ Voting
A. There shall be no voting by proxy. Only members or their authorized alternates present at the meeting may vote.

B. When voting, and upon the request of any voting member of the assembly, or his authorized alternate, and with the approval of one-fifth of the voting members present, a roll call vote will be held.

VII. ______ Elections
A. It shall be incumbent upon each institution to designate and certify its assembly members and alternates for the coming academic year on or before April 15.

B. Election of officers for the year shall take place at the last spring meeting of the assembly. Officers shall be elected by secret ballot in the following manner:
   1. ______ The order of election of officers shall be chairman, vice chairman, and secretary.
   2. ______ Election shall be by a majority vote of those members present and voting.

C. The term of office for officers shall coincide with that specified in II E., for members of the assembly.

D. An election to fill a vacancy in any office or on the Executive Committee can take place at any regular or special meeting of the assembly.

VIII. ______ Executive Committee
A. There shall be an Executive Committee consisting of the three officers of the assembly, one officer from the staff of The University (who shall be appointed by the president of The University and who shall be a nonvoting member of the committee), and the chairmen of the standing committees.

B. The chairman of the Faculty Assembly shall be chairman of the Executive Committee.

C. The Executive Committee shall review periodically the structure and functions of the standing committees and make recommendations to the assembly for appropriate changes.

D. The Executive committee shall assume only such prerogatives and powers as shall be delegated to it by a majority vote of the Faculty Assembly.

IX. ______ Duties of Officers
A. The chairman shall perform the duties usually associated with this office including, but not limited to, presiding at meetings of the assembly, generally supervising the activities of the assembly, appointing members of special committees and, with the guidance of the Executive Committee, appointing members, but not chairmen, of standing committees, and serving as chief liaison officer between the assembly and the president of The University, the board of governors, and other appropriate agencies. If so desired by the president, the chairman shall serve on the President’s Administrative Council.

B. The vice chairman shall perform the duties of the chairman in the event of the chairman’s absence or disability. In the event that the office of chairman falls vacant, the vice chairman shall assume that office, and a new vice chairman shall be elected at the next regular meeting.

C. The secretary shall be responsible for the preparation of the minutes of all meetings and be custodian of the records of the assembly. He shall be responsible for giving notice of meetings of the Executive Committee and the assembly, for circulating the agenda, and for distributing copies of the minutes of the Faculty Assembly and Executive Committee meeting to all delegates and other designated individuals.

X. Committees (other than Agenda and Executive Committees)

A. Nominations committee: At its second regular meeting of the year, the Faculty Assembly shall elect, by nominations from the floor, a Nominations Committee of five members, the chairman to be elected by the committee. This committee shall circulate a slate of two nominees for each office of the assembly and two nominees for each of the chairmen of standing committees.

B. A Governance Committee, whose responsibility shall be to review and make recommendations on matters relating to the charter and bylaws of the assembly, and to consider and make recommendations on matters including but not limited to the statutes, the board of governors, and the General Administration of The University of North Carolina. The parliamentarian of the Faculty Assembly will be an ex-officio advisory member of the committee who will not have voting rights in the committee and who according to Section XI.B shall not necessarily be a member of the Faculty Assembly.

C. A Committee on Professional Development, whose responsibility shall be to review and make recommendations on matters which enhance professional effectiveness of faculty members in the areas of teaching, research, and public service; leaves for professional development, reduced teaching loads for research, and professional travel are relevant concerns.

D. A committee on Faculty Welfare, whose responsibility shall be to review and make recommendations on those factors which contribute to the professional satisfaction of the faculty. Included among these factors are salaries, fringe benefits, retirement programs, working conditions, and manners related to communications within The University system.

E. A Committee on Academic Freedom and Tenure, whose responsibility shall be to review and make recommendations on matters related to academic freedom and tenure, faculty role in personnel decisions, and the preservation of academic freedom and tenure.

F. A Committee on Budget, whose responsibility shall be to review and make recommendations on matters relating to educational budgets for the state as well as for The University of North Carolina. Responsibilities shall include the making of recommendations on the preparation of the budget and the priorities which lead to allocations to the constituent institutions.

G. A committee on Planning and Programs, whose responsibility shall be to review and make recommendations on matters relating to educational planning for the state as well as for The University of North Carolina, including the review and evaluation of programs and the criteria for the initiation or termination of educational programs. The committee shall inform the assembly of the progress and nature of the five-year programs as developed by the general administration and the board of governors.

H. Chairman and members of each standing committee shall be members of the assembly. Ad hoc committees may be appointed by the chairman of the assembly as appropriate. The chairman of each ad hoc committee shall be a member of the assembly, but nonvoting
members may be co-opted from the student bodies or faculties of the several institutions. Co-opted members of an ad hoc committee may not exceed, in number, assembly members of the committee.

XI. Operations

A. The chairman shall, within a month of assuming office, submit to the president of The University of North Carolina a budget for the assembly for the year, which shall include a specification of the office space, secretarial assistance, supplies, and travel required for the business of the assembly and its delegates.

B. The rules contained in the latest revision of *ROBERT'S RULES OF ORDER* shall govern the assembly in all cases to which they are applicable when they are not inconsistent with bylaws or special rules of the assembly. There shall be a parliamentarian at all meetings and he shall be appointed by the chairman. (He need not be a member of the assembly.)

XII. Reports

A. The basic record of the actions and deliberations of the assembly shall be the minutes of meetings kept by, or under the supervision of, the secretary of the assembly. Copies of the minutes shall be circulated to all members of the assembly, the chancellors of the various institutions, the president of The University, the chairman of the board of governors, and such other individuals as the assembly, president, or chairman may designate.

B. The delegation from each institution shall submit to its faculty and to the chairman of The University Faculty Assembly an annual report of the work of the assembly.
   1. This report shall be prepared in time for submission to the faculty concerned at its first regular fall meeting.
   2. The form of the report as well as the production of it shall be the sole responsibility of the assembly members from that institution.

C. Special reports may be prepared from time to time by the assembly and given such distribution as seems appropriate.

D. The records of the assembly shall be open to inspection by any regular full-time member of the faculty of each institution and to such other persons as may be given permission by either the assembly, the president, or the chairman.

XIII. Attendance

A. Faculty members from the participating campuses are eligible to attend sessions of the assembly as observers. Faculty or student members of special committees may, as a matter of course, be eligible to attend and participate in those portions of meetings of the assembly at which matters pertaining to those committees are discussed.

B. Alternate members of the assembly, unless standing in for a voting member, may participate in discussion of the assembly only when given privileges of the floor by the chairman.

C. The president of The University and his designated representatives, shall have a standing invitation to attend and participate in the discussions at all meetings. In the event of the absence of these individuals, the chairman of the assembly shall communicate the proceedings of that meeting to the President.

D. Other visitors may be admitted to meetings.

XIV. Amendments

A. The bylaws may be amended by the vote of two-thirds of those voting members present at any meeting of the assembly. Provided the substance of the proposed amendment has been circulated in time to be received by all members at least one month prior to the meeting at which action is proposed.

B. No amendment to the bylaws may have the effect of amending, modifying, or altering the charter. It shall be the duty of the Executive committee to insure that such will not be the result. (For amendments to the charter, see charter, IV 2.)

Approved: 28 April 1978, University of North Carolina Board of Governors
Resolution #12-09
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Revisions to the ECU Faculty Manual, Part XI. The Code, The Board of Governors of the University of North Carolina, as follows:

Additions are noted in bold print and deletions in strikethrough.

Revise and relocate in the Faculty Manual as a part of Part II. University Organization.
Part XI. University of North Carolina Policy Manual and the UNC Code

As a constituent institution of the University of North Carolina, East Carolina University is subject to the policies in the University of North Carolina Policy Manual, which contains the Code of the Board of Governors of the University of North Carolina (the UNC Code) as section 100.1. The UNC Code is the document that establishes the University of North Carolina, the Board of Governors and its committees, and the Boards of Trustees of each constituent institution. The UNC Policy Manual supersedes the East Carolina University Faculty Manual should there be a conflict between the documents.

Chapter VI of the UNC Code, “Academic Freedom and Tenure,” contains many faculty-related policies, such as Academic Freedom and Responsibility of Faculty; Academic Tenure; Due Process Before Discharge or the Imposition of Serious Sanctions; Appointment, Nonreappointment, and Requirements of Notice and Review; Termination of Faculty Employment; Retirement of Faculty; Faculty Grievance Committee for Constituent Institutions; Students’ Rights and Responsibilities; Appellate Jurisdiction of The Board of Governors; Rights of Special Faculty Members; and Review of Personnel Actions Affecting Specified Employees Exempt from the State Personnel Act (EPA).

University of North Carolina Policy Manual
http://www.northcarolina.edu/policy/index.php

Code of the Board of Governors of the University of North Carolina

Part XI. The Code, The Board of Governors of the University of North Carolina
http://www.northcarolina.edu/policy/index.php

Resolution #12-10
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: January 26, 2012 and February 27, 2012
(Partial approval relating to Cinematic Art and Media Production given January 26, 2012)

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of December 8, 2011.

Resolution #12-11
Curriculum matters contained in the Writing Across the Curriculum Committee meeting minutes of November 14, 2011.

Resolution #12-12
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Revisions to the *ECU Faculty Manual*, Part V. [Section I.A. Access](#) to Student Educational Records, as follows:

Additions are noted in **bold** print and deletions in **strikethrough**.

**Revise and retain in the Faculty Manual.**

A. Access to Student Educational Records

The university administers student educational records in accordance with the provisions of the *Family Educational Rights and Privacy Act*, also known as the Buckley Amendment or FERPA. This regulation provides that the student has a right of access to student educational records maintained by the university or any department or unit within the university, subject to certain exceptions which are outlined in this regulation. This regulation also protects the confidentiality of personally identifiable information in student records. Except to the extent allowed by applicable law, personally identifiable information contained in a student educational record will not be disclosed. A copy of this regulation is maintained by the University Registrar. All members of the campus community should be thoroughly familiar with this regulation and comply with its provisions.

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.

Resolution #12-13
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Revisions to the ECU Faculty Manual, Part V. Section I.O. Privacy of Student Educational Records, as follows:

Additions are noted in **bold** print and deletions in strikethrough.

**Revise and retain in the Faculty Manual.**

O. Privacy of Student Educational Records

The university administers student educational records in accordance with the provisions of the Family Educational Rights and Privacy Act, also known as the Buckley Amendment or FERPA. This regulation provides that the student has a right of access to student educational records maintained by the university or any department or unit within the university, subject to certain exceptions which are outlined in this regulation maintained. This regulation also protects the confidentiality of personally identifiable information in student records. Except to the extent allowed by applicable law, personally identifiable information contained in a student educational record will not be disclosed. A copy of this regulation is maintained by the University Registrar. All members of the campus community should be thoroughly familiar with this regulation and comply with its provisions.

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.

Resolution #12-14
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Charge for new standing University Academic Committee entitled Service Learning Committee.

Resolution #12-15
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Curriculum and academic program matters included in the December 9, 2011 meeting minutes, including (a) Proposed Department Name Change from Department of Rehabilitation Studies to Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences, (b) Request for authorization to establish distance education delivery of the MAEd in Reading Education in the Department of Curriculum and Instruction within the College of Education, (c) Request for authorization to establish a MS in Network Technology in the Department of Technology Systems within the College of Technology and Computer Science, and (d) Request for authorization to plan a MS in Biomedical Engineering in the Department of Engineering within the College of Technology and Computer Science

Resolution #12-16
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

(Partial approval relating to Cinematic Art and Media Production given January 26, 2012)

Curriculum and academic program matters included in the January 13, 2012, meeting minutes, including (a) Request to move and rename the Media Production (MPRD) concentration in the School of Communication to the Cinematic Arts and Media Production (CAMP) concentration in the BFA in Art Program within the School of Art and Design in the College of Fine Arts and Communication and (b) Request to establish a new concentration in the PhD program in Biomedical Physics: Integrated PhD in Biomedical Physics and MS in Physics – Medical Physics concentration within the Department of Physics in the College of Arts and Sciences

Resolution #12-17
Approved by the Faculty Senate: January 24, 2012
Approved by the Chancellor: February 27, 2012

Additional revisions to the ECU Faculty Manual, Appendix Y. Grievance Policies and Procedures, as follows:

Following Faculty Senate approval of proposed revisions in November 2011 (#11-89), additional revisions were requested by the Chancellor. The below document contains additional revisions noted
in **bold** **CAPS** and/or strikethrough. This proposed document will replace all of the current text in Appendix Y.

**Revise and keep in the Faculty Manual.**

APPENDIX Y. GRIEVANCE POLICIES AND PROCEDURES OF EAST CAROLINA UNIVERSITY

CONTENTS

I. Faculty Grievances

II. The Faculty Grievance Committee
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III. General Grievances
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V. Annual Report

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Footnotes

Appendix Y. Grievance Policies and Procedures of East Carolina University

Appendix Y is established to provide a peer review of faculty grievances. This appendix establishes structures and procedures for addressing faculty grievances through a formal procedure that, depending on the grievance classification, includes access to mediation or direct review, and the potential for a committee hearing of the grievance or a required committee hearing. The following grievance procedures are confined to the faculty and administrative structure of East Carolina University. There are no appeals through Appendix Y beyond the Board of Trustees.

I. Faculty Grievances
There are two classifications of grievances that may be brought to the attention of the Faculty Grievance Committee. The first is referred to as a “General Grievance” and the second is a
“Grievance Resulting From The Non-conferral of Early Permanent Tenure When The Non-conferral Decision Is Not Concurrent With A Reappointment Decision” (hereafter, non-conferral of early tenure).

A general grievance is guided by the procedures noted in Section III of this document. A grievance of the non-conferral of early permanent tenure is guided by the procedures found in Section IV of this document.

The two grievance classifications and differences in the grievance procedures reflect the Board of Governors requirement that an internal grievance process be provided for non-conferral of early permanent tenure that is not concurrent with a reappointment decision. This requirement and the authority to establish different grievance procedures are set forth in Section 607 of The Code of The University of North Carolina and further elaborated in The UNC Policy Manual 101.3.2. The establishment of different grievance procedures ensures there is a review process for the faculty member whether the non-conferral of permanent tenure was based on an early request or at the normal contract period REQUIRING REAPPOINTMENT WITH CONFERRAL OF PERMANENT TENURE DECISION BECAUSE to provide these approximately equal rights, it is necessary at normal contract period times, to reference Section 604 of The Code of The University of North Carolina. However, appeals to the Board of Governors are not allowed by the procedures in Appendix Y. In addition, the bases for the grievance provided in Section IV for a grievance of non-conferral of early tenure do not apply to General Grievances.

No grievance that involves matters related to a formal proceeding for the suspension, imposition of serious sanction, discharge, or termination of a faculty member’s employment, or that is within the jurisdiction of another standing faculty committee falls within the scope of this appendix.

A grievant¹ is any faculty member who seeks the remedies afforded by the provisions of this appendix. A respondent² is the person identified by a grievant as the person whose action is the object of the grievance and may include the person(s) who requested the action that is the object of the grievance.
II. The Faculty Grievance Committee
A. Membership
The Faculty Grievance Committee shall be composed of eight members and two alternates, each of whom is a full-time voting faculty member without administrative appointment. All committee members must have tenure or a probationary appointment. All professional **Each professorial rank**, except instructor, shall be represented on the committee. The chair of the faculty or, as his or her delegate, the vice-chair of the faculty or the chair of the Faculty Governance Committee shall serve as an ex-officio member of the committee. Members shall be elected in accordance with the procedures for election of committees specified in the Bylaws of the East Carolina University Faculty Senate. Members and alternates shall be elected to three-year terms. A quorum for the committee shall be five elected members or alternates. Except where otherwise stated in this appendix, the committee shall conduct its business in accordance with the most recent edition of Robert's Rules of Order, Newly Revised. A member of the committee shall recuse himself or herself from participating in a grievance if he or she has a reason to believe that such participation will create a conflict of interest. Any party to a grievance may request that a member of the committee recuse himself or herself from the hearing for conflict of interest. Such a request shall be in writing, stating the reason(s) for the request and provided to the committee chair not later than five calendar days after notification of the hearing date. If the member declines, the committee shall determine by a majority vote, the member in question not participating, whether the member shall be recused.

B. Authorization and Powers
Depending on the classification of the grievance, the Committee shall be authorized to provide access to mediation services or Chancellor Review; provide a hearing; and, based on such hearing, to issue reports and recommendations in an effort to resolve the grievances of faculty members.

Documentation necessary to put forth or defend a grievance requires that each party to the grievance have available to him or her information that may be controlled or in the possession of another party to the grievance or the administration. Upon request by a party to the grievance, the other party to the grievance or the administration shall provide the requesting party with information bearing on the grievance that is not otherwise privileged. The requested information shall be distributed to all parties to the grievance. The committee chair shall be informed of any request for information among the parties to the grievance.

The committee may seek such information or documentation not provided by the grievant or respondent but considered necessary by the committee to provide a fair and complete peer hearing of the grievance. Should the committee seek such information or documentation, it shall ask the party most likely to have custody of the documentation or in the best position to obtain it. Such information will be shared by the committee with all parties to the grievance. The committee may have access to relevant confidential records only if the person whose privacy is at stake provides written consent to the disclosure of the records to the committee and all parties to the grievance; provided, however, the committee and the parties may have access to records in the absence of such consent if confidential information contained in the record can be effectively redacted by the custodian of the record(s).

The committee chair shall inform the respondent, when the respondent has administrative responsibilities for grievant’s Personnel File, that information gathered to respond to grievant’s charges shall not be placed in grievant’s accumulated Personnel File. Any information collected as part of this grievance shall be placed in a physically separate part of the file, specifically established for this purpose. At the conclusion of the grievance process, this separate file shall be forwarded to the Faculty Senate office where it will become a part of the grievance file maintained by that office.

The committee and the committee chair shall not function as an advocate for either party to the grievance. The committee chair shall provide only procedural information to the parties of the
grievance. The committee’s responsibility is to provide the grievant and respondent a process for a possible resolution of the grievance.

III. General Grievances
General grievances within the scope of this appendix shall be limited to matters directly related to a faculty member’s employment status and institutional relationships within East Carolina University. Grievances shall be limited to remediable injuries attributable to the violation of a right or privilege based on federal or state law, university policies or regulations, or commonly shared understandings within the academic community about the rights, privileges, and responsibilities of university employment or conduct that deprived the faculty member of an advantage that he or she otherwise would have received.

The deadline for initiating a grievance is the end of the following Spring semester for an incident alleged to have occurred during the Fall semester (August 16th to December 31st) and the end of the Fall semester for an incident alleged to have occurred during the Spring semester or during the summer months between the Spring and the Fall semesters (January 1st to August 15th). This deadline may be extended by a majority vote of the Grievance Committee.

The committee holds the grievant responsible for progressing through the grievance steps in a timely manner. Excessive delays in the completion of Steps One through Three may result in the committee’s decision to terminate the grievance process, with no further review available under this Appendix. On its own motion or the motion of either party, the Committee may establish specific deadlines for completion of steps or other actions, with the grievance subject to dismissal or a finding of responsibility, as appropriate, if the parties fail to meet such deadlines. If time delays are encountered because of the respondent, the grievant shall bring this to the attention of the committee chair.

The grievant may terminate the grievance at any time during the process by notifying the chair in writing. The chair will issue a written memorandum to all parties regarding the termination of the grievance. Any such notice of termination is final and the grievance is closed.

A. Step One (Meet with Respondent)
Prior to bringing a grievance to the attention of the committee chair, the grievant shall meet with the respondent and shall attempt to resolve the proposed grievance. It is required that as part of this meeting the grievant provide the respondent with a written copy of the proposed grievance and discuss it with him/her at this meeting. The grievant and respondent must meet to have a face-to-face discussion about the substance of the grievance; in cases where the respondent refuses to meet with the grievant, the grievant shall inform the committee chair and the next highest level administrator in his or her unit, in writing, and copy the respondent. If, in the opinion of the grievant, this attempt to resolve the grievance fails, the grievant shall so inform the respondent in writing. The grievant shall also inform the respondent of his or her intentions to pursue the grievance through Appendix Y in this memorandum.

The grievant shall forward to the chair of the committee a copy of the proposed grievance and a written memorandum indicating his or her intention to seek redress. Upon notification by the grievant, the committee chair shall have under the grievant’s name a grievance file opened in the Faculty Senate Office.

B. Step Two (Petition for Redress)
Based on the grievant’s memorandum to the respondent required in Step One, the committee chair shall inform all parties to the grievance that Step One has been completed and the grievant may move to Step Two. Step Two allows each party to select his or her own counselor who will serve as
an advisor throughout the grievance process. Counselors shall not participate in the hearing nor can they be called as witnesses (Step 5).

The chair will notify the grievant and respondent of the names of all committee members and alternates.

The parties to the grievance shall inform the committee chair of the name of their respective counselor, if any, within 15 calendar days from the date of receipt of the Step Two memorandum.

The grievant’s counselor will advise and assist him or her in developing the Petition for Redress for the alleged grievance. The Petition for Redress shall set forth the identity of the respondent, the nature of the grievance, and the redress sought. Individual issues must be developed and presented separately in the Petition for Redress. The Petition for Redress shall include all information necessary to support each of the grievant’s charges. The grievant, through the committee chair, may request information bearing on the grievance (See II, B).

The grievant shall provide a memorandum to the committee chair indicating his or her intention to continue with the grievance. The grievant shall also provide a copy of the Petition for Redress to the chair and the respondent. Proof of delivery of the Petition for Redress to the respondent must be provided to the chair within 10 calendar days of delivery to the chair.

The counselor for the respondent shall provide advice as to the grievance process and help the respondent develop a response to grievant’s Petition for Redress.

C. Step Three (Mediation or Chancellor Review)
When the committee chair receives the memorandum and Petition for Redress required in Step Two, he or she shall ascertain if the grievant has taken Steps One and Two, above. If the grievant has not followed these steps, the committee chair shall inform the grievant that he or she must take these steps prior to any further action being taken by the committee.

If the committee chair determines that Steps One and Two have been completed, he or she shall call a meeting of the committee. The committee shall make a final determination that Steps One and Two have been completed. Based on information contained in grievant’s Petition for Redress, the committee shall determine whether the grievance is within the scope of Appendix Y. The committee may decide that none, some, or all of the issues in the Petition for Redress are within the scope of Appendix Y. Issues not within the scope of Appendix Y will receive no further attention. The committee’s decision concerning grievance issues within the scope of Appendix Y shall be communicated by memorandum to the grievant and respondent. The ECU administrative appeal process is ended for those issues rejected by the committee. Except as noted here and below, the Petition for Redress shall not be modified.

Mediation
After the committee determines which, if any, issues raised in grievant’s Petition for Redress are within the scope of Appendix Y, the committee shall so inform the parties to the grievance in writing and offer them the opportunity to seek a resolution through mediation. Each party to the grievance shall be asked to respond within 15 calendar days after the date of notification by the committee chair as to his or her acceptance of mediation. If any party to the grievance rejects mediation, the chair of the committee will so notify the parties to the grievance and inform them that the committee will meet to set a grievance hearing date (Step Four). Mediation is limited solely to the grievant and the named respondent. The rejection of mediation shall have no bearing on decisions or recommendations related to the grievance.

The Faculty Senate office administrator will secure a mediator. The parties to the grievance will inform the chair within 5 calendar days of receiving the name as to whether the mediator is acceptable or unacceptable. An alternate mediator will be located if necessary. After the second
attempt, if no acceptable mediator can be located, the chair of the committee will so notify the parties to the grievance and inform them that the committee will meet to set a grievance hearing date (Step Four).

If an acceptable mediator is identified, the parties to the grievance and the mediation provider will be informed of the selection. The Petition for Redress and the committee’s memorandum will be provided to the mediator by the committee chair. The mediator will communicate to the committee chair the beginning date of the process. The mediator shall inform the committee chair on a monthly basis that mediation is continuing with measurable progress. The mediation process shall not exceed 45 calendar days without formal approval of the committee chair or 60 days without the formal approval of the committee. Mediation will involve only parties to the grievance.

Mediation will continue until such time that:

a. An agreement among the parties is reached (subject to time limits).

b. A party or the mediator communicates to the committee chair that further mediation is unlikely to be successful.

c. A party to the grievance communicates to the chair of the committee that he or she has experienced resistance or delaying tactics in scheduling mediation meetings or that the mediator is no longer acceptable.

Events b. through c., above, will cause the chair of the committee to notify the parties to the grievance that the mediation process is being terminated and inform the grievant to move to Step Four if desired. Decisions by the grievant, respondent(s), or mediator to terminate mediation shall have no bearing on decisions or recommendations related to the grievance. Information from the mediation process is confidential. All information from the mediation process is inadmissible in the grievance hearing.

If an agreement is reached, the grievance will be considered closed and a copy of the agreement, signed by all parties to the grievance, will be placed in the grievance file maintained in the Faculty Senate Office. It is expected that most agreements will require only the authority of the respondent for a unit commitment but some may require the authority of the Chancellor. If the Chancellor rejects the agreement, the parties may continue mediation or the grievant may request Chancellor’s Review or a hearing.

If the mediation process produces a partial settlement, those issues shall be removed from the committee’s memorandum to the grievant and respondent (See Step Three). A signed copy of the partial agreement shall be placed in the grievance file. The grievant may request a hearing for those remaining issues (Step Four).

Chancellor Review

In response to the committee’s offer for mediation, a grievant who, for any reason, believes that mediation or a hearing would not fairly address issues raised by the grievant, may so inform the committee chair. If the Chancellor is the respondent, the Chancellor’s Review is not an option. The committee chair shall inform the grievant that he or she may pursue a Chancellor Review, which consists of a review by the Chancellor of grievant’s Petition for Redress and the committee’s memorandum. If the grievant chooses Chancellor Review, he or she may not request mediation or a hearing.

The grievant shall provide copies of the Petition for Redress and the committee’s memorandum along with any information the grievant believes supports his or her contentions to the Chancellor and the committee chair. The Chancellor may request (with a copy to the Faculty Grievance Committee Chair) that the respondent provide within 10 calendar days a written response to the Petition for
Redress and any other documents provided by the grievant. The Chancellor shall provide a response to the grievant within 20 calendar days of the Chancellor’s receipt of all materials. A copy of his or her decision shall be provided to the respondent and the committee chair.

The Chancellor’s decision is final and may not be appealed. A copy of the information submitted by the grievant to the Chancellor and the Chancellor’s decision shall be placed in the grievance file and the grievance closed.

D. Step Four (Request for a Hearing)
The grievant shall request, by memorandum to the committee chair with copies to the respondent, a hearing by informing the chair of the Grievance Committee that the grievant has followed the first three grievance steps, that his or her grievance is not resolved, and that he or she requests a hearing by the Grievance Committee.

The committee will review the grievant’s Petition for Redress, the committee’s memorandum to the grievant, and any changes to this memorandum that may have resulted from mediation. The committee may accept all, some, or none of the unresolved issues for a hearing. If the committee decides not to hear certain issues or decides that a hearing will not be granted because the grievant fails to allege an injury that would entitle the faculty member to relief under Section I. of Appendix Y or because the grievance (or a portion thereof) is not within the purview of the Faculty Grievance Committee, this decision will exhaust the administrative appeals process. The committee’s decision shall be communicated by certified mail, return receipt requested to all parties to the grievance.

If the committee determines that a hearing should be granted, the committee chair shall so notify the grievant and respondent and shall set a time, date, and place for a hearing on the Petition for Redress. The date of the hearing shall be within 45 calendar days of this notification. A court reporter must be used to record and transcribe any hearing.

The notice of hearing will also request that both parties submit to the committee all information and documents they intend to introduce at the hearing to support or defend their respective positions. The grievant’s information shall include a copy of the Petition for Redress, a copy of the committee’s memorandum describing the grievance, a brief statement as to the results of the mediation effort, a list of witnesses with a brief statement with regard to the relevance of each witness, and all information to be used in support of the grievant’s charges. The respondent’s information shall include a list of witnesses, with a brief statement with regard to the relevance of each witness, and all information to be used to defend against the grievant’s charges. The committee may also request information (see II. B) or the inclusion of witnesses from either party to the grievance. A mediator shall not be called as a witness in the hearing of a grievance and no part of the mediation effort (e.g., conversations, offers, proposals, etc.) shall be introduced as evidence to support or defend against the grievant’s charges.

Thirteen copies of all information and documents shall be submitted to the Faculty Senate Office no less than fourteen calendar days prior to the hearing date. One copy of the grievant’s information will be provided to the respondent and one copy of the respondent’s (s’) information will be provided to the grievant. The grievance committee will create an agenda prior to the meeting to ensure that the hearing will be completed within one business day. The agenda will state limits on the amount of time that each party will be allocated for presentation of his or her case. This agenda will be distributed to committee members, the grievant and respondent no less than five calendar days prior to the hearing date.

Information submitted to the committee shall have a table of contents and be numbered using Arabic numbers with numbers assigned to all pages that exhibit information. If the back of a page contains information, it also must be numbered. This number shall be preceded by a G for information submitted by the grievant and an R for information submitted by the respondent. If more than one
grievant or more than one respondent is involved, their designation will be communicated by the committee chair. If grievant’s Petition for Redress includes more than one grievance, each grievance shall be identified by a Roman Numeral with associated evidence numbered as above in chronological order.

E. Step Five (The Hearing)
The committee shall limit its investigations to the issues presented in the Petition for Redress and confirmed by the committee’s memorandum to the grievant. During the hearing, the committee may explore issues raised by any party to the grievance that are concretely based on issues raised in the Petition for Redress and its confirming memorandum. The committee's responsibility is limited to issuing recommendations based on the information presented as part of Step Four and at the hearing. Except as noted in Appendix Y, II.B and III.D, the power of the committee shall be solely to hear the testimony of the grievant, the respondent, and witnesses.

The committee chair shall preside and is responsible for maintaining order and prompt progression of the grievance process, including but not limited to the hearing. When circumstances despite due diligence make it necessary to resolve an issue not addressed in this regulation, the chair shall have the authority to make a reasonable adjustment or exception that maintains the integrity of the process to the extent possible and consistent with applicable law and policy.

The committee chair shall begin the hearing by briefly reviewing the committee's authorization and powers. The chair then shall state the conditions necessary for a hearing, the committee's belief that the issues about to be heard satisfy these conditions, and the procedures to be followed during the hearing.

The chair shall then enter into the hearing record information submitted in Step Four by the grievant and the respondent. The submitted information shall include all information necessary to support or defend the grievance. However, with approval of the committee, the grievant, respondent, or a witness may submit information during the hearing. All such information must be numbered and it becomes a part of the formal record of the hearing.

Only the grievant, the respondent, members of the committee, and the court reporter shall be present for the duration of the hearing. Witnesses, as noted below, will be present only when giving testimony. It shall be the responsibility of the parties to present their respective cases. The burden is on the grievant to establish, by a preponderance of the evidence, that his or her claim and requested redress are consistent with Appendix Y, I.

The grievant is responsible for presentation of his or her case, including the testimony of witnesses. Committee members may question the grievant, the respondent or witness(es) at any time during the hearing. After each of grievant’s witnesses has completed his or her testimony and has responded to questions from the respondent, the witness will be excused from the hearing unless recalled by the hearing committee. At the end of the grievant's presentation of his or her case, the respondent(s) may question the grievant.

The respondent's presentation will follow the procedures noted above for presentation of the grievant's case. Committee members may question the grievant, the respondent(s), or witnesses during the hearing. When neither the grievant, the respondent, nor the committee has further questions, the grievant is given the opportunity to make a final statement, and then the respondent(s) is given the opportunity to make a final statement.

F. Step Six (Committee Report)
The committee's report shall be based only on facts, documentation, and arguments presented at the hearing. Committee recommendations are to be based on, but are not limited to, the grievant's requested redress.
Copies of the committee’s report will be sent to the grievant and respondent by a method that demonstrates proof of delivery. A copy of the committee’s report, a copy of the written record of the hearing proceedings, and a copy of all evidence submitted will be placed in the grievance file. This file will be open to the committee and all parties to the grievance until the grievance is closed (See below).

If the committee finds that the grievant’s contentions are not supported or makes no recommendations in favor of the grievant, the committee shall submit its report to the grievant, respondent, chair of the faculty, and Chancellor. Within 20 calendar days the Chancellor shall in writing inform the grievant, respondent, chair of the faculty, and grievance committee of his/her decision. The decision of the Chancellor is final.

If the committee finds that some or all the grievant’s contentions are supported and makes one recommendation or more in favor of the grievant, the committee shall submit its report to the grievant, respondent, and Chair of the Faculty. Within 20 calendar days of the recommendations, the respondent shall communicate in writing to the committee chair his or her response to the committee recommendations. If the respondent’s adjustments are not consistent with the recommendations of the committee but are satisfactory to the grievant, the grievance will be closed.

If the respondent’s adjustments are consistent with the committee’s recommendation but are not satisfactory to the grievant, the grievant may appeal to the Chancellor. By memorandum, the grievant shall inform the Chancellor of his or her appeal and include a detailed explanation of the reason for the appeal. A copy of the appeal memorandum shall be sent to the chair of the committee and the faculty chair. The chair of the committee shall forward the committee report along with all supporting documentation to the Chancellor.

If the respondent’s adjustments are not consistent with the committee’s recommendation and are not satisfactory to the grievant, the committee report along with all supporting documentation shall be forwarded to the Chancellor with the committee’s request that the recommended adjustment be made.

If the grievant appeals or the committee requests the Chancellor to make the recommended adjustment, “the Chancellor shall base his or her decision on the recommendations of the faculty committee and the record from the faculty grievance committee hearing. The Chancellor may, in his or her discretion, consult with the faculty grievance committee before making a decision.” (The University of North Carolina, Board of Governors Policies, Section 101.3.2.IV.g) The Chancellor’s decision shall be communicated in writing within 20 calendar days to the grievant, respondent, Chair of the Faculty, and Faculty Grievance Committee. The Chancellor’s decision shall contain a notice of appeal rights, if any, and, if the decision is appealable, it shall contain the information in Section III.G. Step Seven (Appeal to the Board of Trustees), below and shall be signed, in descending order, by all individuals who contributed to the report.

If the Chancellor’s decision does not support the recommendations of the committee, the grievant may appeal to the Board of Trustees of ECU in accordance with the procedures in Section III.G. Step Seven (Appeal to the Board of Trustees), below. The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.

Dissenting Chancellor’s Report

Should the Chancellor disagree with the committee’s report based on its interpretation of Appendix Y, I. or the Faculty Manual, the Chancellor shall withhold the Chancellor’s decision, and inform the committee, all parties to the grievance, and the faculty chair of those areas of disagreement within the required 20 calendar days. The committee will then request the Chair of the Faculty Governance Committee to begin the normal interpretation process as set forth in the procedures of the Faculty Manual.
Faculty Governance Committee. Faculty Manual. It is expected that the Faculty Governance Committee. Chair of the Faculty will expedite this request. Upon completion of the interpretation process, the Faculty Grievance Committee will make any necessary recommendations. The report will be distributed in accordance with Appendix Y. III.F. with the grievant’s rights to appeal intact.

G. Step Seven (Appeal to Board of Trustees)

I. Decisions which may be appealed.

A. If the committee did not advise that an adjustment in favor of the grievant was appropriate, then the decision of the Chancellor is final and may not be appealed.

B. If neither the relevant administrative official nor the Chancellor makes an adjustment that is advised by the committee in favor of the grievant, then the grievant may appeal to the Board of Trustees. The decision of the Board of Trustees is final.

II. The Board of Trustees may delegate to a designated committee the authority to make procedural decisions and to make final decisions on behalf of the Board concerning appeals of faculty grievances submitted pursuant to section 607 of The Code.

III. Timeline for Appeals

A. A grievant who seeks to appeal the Chancellor's disposition of his/her grievance must file written notice of appeal with the Board of Trustees, by submitting such notice to the Chancellor, with adequate evidence of delivery, within 10 calendar days after the grievant's receipt of the Chancellor's decision. The notice shall contain a brief statement of the basis for the appeal. If the Board agrees to consider the appeal, it will do so on a schedule established by the Chancellor, subject to any instructions received from the Board Chair or from a committee of the Board that has jurisdiction of the subject matter of the grievance. The Board will issue its decision as expeditiously as is practical. If the grievant fails to comply with the schedule established for perfecting and processing the appeal, the Board in its discretion may extend the time for compliance or it may dismiss the appeal.

B. If the Chancellor's decision is appealable, the Chancellor's notice of the disposition of a grievant's case must inform the grievant: (1) of the time limit within which the grievant may file a petition for review by the Board of Trustees, (2) that a written notice of appeal containing a brief statement of the basis for appeal is required within the ten calendar day period and, (3) that, after notice of appeal is received in a timely manner, a detailed schedule for the submission of relevant documents will be established. All such notices of decision are to be conveyed to the grievant by a method that produces adequate evidence of delivery.

IV. Standard of Review: In order to prevail before the Board of Trustees, the faculty member must demonstrate that the Chancellor's decision was clearly erroneous, that it violated applicable federal or state law or university policies or regulations, or that the process used in deciding the grievance was materially flawed.

IV. Grievance Resulting From The Non-conferral Of Early Permanent Tenure When The Non-conferral Decision Is Not Concurrent With A Reappointment Decision.

A. Initiation of Hearing Process
No later than 25 calendar days of receiving written notice from the vice chancellor of non-conferral of early tenure, a faculty member (hereinafter, the grievant) may initiate the process leading to a hearing
before the Faculty Grievance Committee (hereinafter, the committee) by submitting a Petition for Redress to the committee.

Failure to meet the time periods allotted to the grievant constitutes a waiver of the right to a hearing and no further administrative appeals of the grievance are allowed. However, before the expiration of a deadline the faculty member may request an extension, provided that the request is made in writing and presented to the committee. Within 10 calendar days of receiving a request for an extension, the committee will make its decision and communicate to the grievant. The committee will endeavor to complete the review within the time limits specified except under unusual circumstances such as when the time period includes official university breaks and holidays and when, despite reasonable efforts, the Committee cannot be assembled.

A hearing will be granted if the Petition for Redress is timely (above), complete (a., below), and claims an infringement of one or more of the bases (b., below)

    a. The Petition for Redress must include (i) a description that is as complete as possible of the actions or the failures to act which support each specified contention; (ii) the identification of the respondent(s); (iii) an enumeration and description of the information or documents which are to be used to support the contention (copies of the described documents are to be made a part of the Request for Redress); (iv) the identification of persons who may be willing to provide information in support of the contention; and (v) a brief description of the information those persons identified in (iv) may provide; and (vi) a copy of the vice-chancellor’s notice of non-conferral of early permanent tenure.

    b. The basis for the Petition for Redress must be found in one or more of the following reasons: (i) the decision was based on “(a) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (b) the faculty member’s race, color, sex, religion, creed, national origin, age, disability, veteran status, or other forms of discrimination prohibited under policies adopted by campus Boards of Trustees, or (c) personal malice” any ground stated to be impermissible in Section 604B of The Code of The University of North Carolina; or (ii) the decision was attended by a material procedural irregularity; or (iii) ECU’s policy that prohibits discrimination based on sexual orientation.

The impermissible reasons noted in Section 605B of The Code/101.3.1 of the Policy, are: “(a) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (b) the faculty member’s race, color, sex, religion, creed, national origin, age, disability, veteran status, or other forms of discrimination prohibited under policies adopted by campus Boards of Trustees, or (c) personal malice”.

The grievant’s Petition for Redress shall be addressed to the chair of the Grievance Committee and delivered to the Faculty Senate office by a method that provides delivery verification. Upon receipt of the grievant’s Petition for Redress the chair of the committee shall notify each named respondent that he/she has been named a respondent in a grievance based on the non-conferral of early permanent tenure. Accompanying this letter will be a complete copy of the grievant’s Petition for Redress.

B. Procedures for the Hearing.

The committee will review the grievant’s Petition for Redress to determine if the Petition for Redress is timely, complete, and is based on one or more of the bases noted above. If the Petition for Redress fails to meet any one of these requirements, the committee shall not grant a hearing, the grievance will be closed, and this decision will exhaust the administrative appeals process for the grievance. This decision will be communicated to all parties of the dispute (certified mail, return receipt requested for the grievant and respondent(s)). If the Petition for Redress meets all of the above
requirements, but makes claims beyond those noted in b.), above, the committee shall strike those issues from the Petition for Redress and these claims will receive no further attention in the process.

The committee shall set the time, date, and place for the hearing. The date for the hearing must be within 42 calendar days after receipt of the Petition for Redress by the Faculty Senate office, except under unusual circumstances such as when a Petition for Redress is received during official university breaks and holidays and despite reasonable efforts the hearing committee cannot be assembled.

The committee shall notify the grievant, the respondents, the chair of the faculty, and the chancellor, of the time, date, and place of the hearing. The committee’s notification shall call attention to any claims made in the Petition for Redress that have been struck and will not be addressed in the hearing. The notification shall also include the names of all committee members and alternates who may take part in the hearing.

The grievant and respondent are to submit thirteen copies of all information and documents to be used in the presentation (grievant) or to defend (respondent) the grievance. The respondent’s (s’) information must also include: a.) the identification of a witness(es) who may be willing to provide information to counter the contention; and b.) a brief description of the information each witness may provide. This information and documents shall be submitted to the Faculty Senate Office not later than fourteen calendar days prior to the hearing date. One copy of the grievant’s information will be provided to each respondent and one copy of the respondent’s (s’) information will be provided to the grievant.

C. The Hearing

A court reporter must be used to record and transcribe the hearing.

The committee shall limit its investigations to the issues presented in the Petition for Redress that were not struck in the committee’s notification of the time, date, and place for the hearing. During the hearing, the committee may explore issues raised by any party to the grievance that are concretely based on issues raised in the Petition for Redress. The committee’s responsibility is limited to issuing recommendations based on the Petition for Redress, its contained information and documentations, and information developed during the hearing. Except as noted in Appendix Y, II.B. the power of the committee shall be solely to hear the testimony of the grievant, the respondent, and witnesses.

The committee chair shall begin the hearing by briefly reviewing the committee’s authorization and powers. The chair then shall state the conditions necessary for a hearing, the committee’s belief that the issues about to be heard satisfy these conditions, and the procedures to be followed during the hearing.

The chair shall then enter into the hearing record information submitted (above) by the grievant and the respondent. It is expected that the hearing will be limited to this information; however, the grievant, respondent, or a witness may submit information deemed relevant by the committee with its approval during the hearing. All such information must be numbered (Rh_, Gh_, or Wh_) and it becomes a part of the formal record of the hearing.

Only the grievant, the respondent, members of the committee, and the court reporter shall be present for the duration of the hearing. Witnesses, as noted below, will be present only when giving testimony. It shall be the responsibility of the parties to present their respective cases. The grievant’s case will be evaluated on the basis of the preponderance of the evidence.

Committee members may question the grievant, the respondent or witness(es) during the hearing. After each of grievant’s witness has completed his or her testimony and has responded to all questions, the witness will be excused from the hearing unless recalled by the hearing committee. At the end of the grievant’s presentation of his or her case, the respondent(s) may question the grievant.
The respondent’s presentation will follow the procedures noted above for presentation of the grievant’s case. Committee members may question the grievant, the respondent(s), or witnesses at any time during the hearing. When neither the grievant, the respondent, nor the committee has further questions, the grievant is given the opportunity to make a final statement, and then the respondent(s) is given the opportunity to make a final statement.

D. Committee Report
The committee’s report shall be based only on facts, documentation, arguments presented at the hearing. Committee recommendations are to be based on but are not limited to grievant’s requested redress.

A copy of the committee’s report, a copy of the written record of the hearing proceedings, and a copy of all evidence submitted will be placed in the grievance file. This file will be open to the committee and all parties to the grievance until the grievance is closed (See below). Copies of the committee’s report sent to the grievant and respondent are to be by certified mail, return receipt requested. Letters from the Chancellor to the grievant or respondent(s) are to be by certified mail, return receipt requested.

The committee may make recommendations that: a.) do not support the grievant’s contentions; b.) support the grievant’s contentions and are within the respondent’s authority to implement; or c.) support the grievant’s contentions, but are not within the respondent’s authority to implement. The committee’s actions for each of these findings are noted below.

a.) Do Not Support the Grievant’s Contentions
If the committee finds that the grievant’s contentions are not supported or makes no recommendations in favor of the grievant, the committee shall submit its report to the grievant, respondent, chair of the faculty, and Chancellor. Within 20 calendar days the Chancellor shall in writing inform the grievant, respondent, chair of the faculty, and grievance committee of his/her decision. The decision of the Chancellor is final and may not be appealed

b.) Recommendations Support the Grievant’s Contentions and are Within the Respondent’s Authority
If the committee finds that the grievant’s contentions are supported and makes recommendations in favor of the grievant, the committee shall submit its report to the grievant, respondent, and Chair of the Faculty. Within 20 calendar days of receipt of the recommendations, the respondent(s) shall communicate in writing to the committee chair his or her response to the committee’s recommendations. The committee chair will provide the grievant (certified mail, return receipt requested) a copy of the respondent’s response to the committee’s recommendations. Within 15 calendar days of receipt of the respondent’s(s’) response, the grievant will inform the committee if the adjustments are satisfactory or not satisfactory. If the adjustments are satisfactory, the grievance will be closed. If the respondent’s adjustments are not satisfactory to the grievant, the grievant may appeal to the Chancellor. The process for an appeal to the Chancellor is noted below.

c.) Recommendations Support the Grievant’s Contentions, but are not Within the Respondent’s Authority to Implement.
If the committee finds that the grievant’s contentions are supported and makes recommendations in favor of the grievant, but, in the opinion of the committee, these recommendations are not within the authority of the respondent to implement, the committee shall submit its report to the grievant, respondent, and Chair of the Faculty. By memorandum, the committee shall inform the Chancellor that in the opinion of the committee its recommendations are not within the respondent’s authority to implement and request him/her to make the appropriate adjustments. The committee shall forward to the Chancellor a record of the hearing and copies of all documents submitted during the grievance process.
The Chancellor’s decision is to be based solely on a thorough review of the information provided by the committee. The Chancellor may, at his/her discretion, consult with the committee (Policies, Section 101.3.2.IV.g). It is expected that the chancellor will give deference to the advice of the faculty committee, but the final campus-based decision is the chancellor’s.

Within 30 calendar days of receipt of the committee’s request, the chancellor will inform the grievant, respondent, committee chair, and the Chair of the Faculty of his or her decision. If the chancellor does not support the committee’s recommendation, the Chancellor is to inform the grievant that he/she may appeal to the Board of Trustees. This appeal process is described in Section III.G. The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.

E. Dissenting Chancellor’s Report
Should the Chancellor disagree with the committee’s recommendations (from b.) or c.) above) based on its interpretation of Appendix Y or the Faculty Manual, UNC Code or Policies, the Chancellor shall withhold the Chancellor’s decision, and inform the committee, all parties to the grievance, and the faculty chair of those areas of disagreement within the required 30 calendar days. The committee will then request the Faculty Governance Committee to begin the normal interpretation process as set forth in the procedures of the Faculty Governance Committee. It is expected that the Faculty Governance Committee will expedite this request. Upon completion of the interpretation process, the Faculty Grievance Committee will make any necessary recommendations. The report will be distributed in accordance with Appendix Y. III.F., with the grievant’s rights to appeal intact.

F. Appeals to the Chancellor
An appeal to the Chancellor is to be made within 20 calendar days of the receipt of the respondent’s response. By memorandum, the grievant shall inform the Chancellor of his or her appeal and include a detailed explanation of the reason for the appeal. A copy of the appeal memorandum shall be sent to the chair of the committee and the Faculty Chair. Upon receipt of the grievant’s appeal, the chair of the committee shall forward the committee report along with all supporting documentation to the Chancellor.

The chancellor’s decision is to be based solely on a thorough review of the information provided by the committee and may, at his/her discretion consult with the committee (UNC Policies, Section 101.3.2.IV.g). It is expected that the chancellor will give deference to the advice of the faculty committee, but the final campus-based decision is the chancellor’s.

Within 30 calendar days of receipt of the committee’s request recommendations, the chancellor will inform the grievant, respondent, committee chair, and the Chair of the Faculty of his or her decision. If the chancellor does not support the committee’s recommendation, the Chancellor is to inform the grievant that he/she may appeal to the Board of Trustees. This appeal process is described in Section III.G. The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.

V. Annual Report:
The Grievance Committee chair shall report on grievances during the second meeting of the Faculty Senate each academic year. Such reports shall protect the confidentiality of the grievance proceedings and parties. The following form and information shall be used.

Number of Grievants in Grievance Process for Academic Year
Time in Step

Step | Less than One Month | One-Two Months | Two-Three Months | More than Three Months
Number of Grievances Filed (Completed Step One): ___

Fixed Term Faculty ___  Probationary Faculty ___  Tenured Faculty ___

Time in Step Two – Four

<table>
<thead>
<tr>
<th>Step</th>
<th>Less than One Month</th>
<th>One-Two Months</th>
<th>Two-Three Months</th>
<th>More than Three Months</th>
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<tr>
<td>Two</td>
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<td>Four</td>
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Step Five Hearing

Scheduled for Hearing ___
Hearings Completed ___
In Report Stages ___
Reports Issued ___

Reports Issued in Favor of:
Grievant ___
Respondent ___
Both Grievant and Respondent ___

Number Appealed to Chancellor ___
Reports Issued by Chancellor ___
Number at Faculty Governance ___
Reports at Rewrite or Reissued by Faculty Governance Committee ___

Number that went through Mediation ___
Number that went through Chancellor Review ___
Number Terminated by Grievant ___
Number Terminated by Committee ___

VI. Application

This appendix supersedes other grievance provisions except those contained in The Code and other regulations of the University of North Carolina and in other provisions of the East Carolina University Faculty Manual for grievances filed on or after the date of approval of this appendix by the East Carolina University Board of Trustees.

VII. Grievance Committee By-Laws and Procedures

The Faculty Grievance Committee may draft bylaws and detailed procedures that are consistent with the procedures stated above, subject to approval by the Faculty Senate and the Chancellor.
FOOTNOTES

1 A grievant must be a current faculty member of East Carolina University. A grievance may be initiated by multiple grievants. If a faculty member’s employment ends during the grievance process, the grievant may request the Chancellor to allow the grievance to continue. Such a request must be made prior to the end of employment. Copies of such a request must be provided to the grievance committee chair, and the Chancellor is to respond to such a request, with a copy to the committee chair, within 20 calendar days.

2 A named respondent must be a current employee of East Carolina University. If the named respondent was a former administrator, the person who presently occupies the administrative position will be named as the substitute respondent and the former administrator as the named respondent. A grievant may name multiple respondents. A faculty member or a departmental or unit committee and/or its chairperson may be named as a respondent. An administrator who concurred with the actions of the respondent may not be named as a respondent.

3 The committee may be asked by either party to the grievance to evaluate the basis for such privilege and to evaluate the value of such information to the grievance. If the privileged information bears on the grievance, the committee is required to resolve the issue of privilege. If such information bears on the grievance but cannot be obtained, the committee shall decided whether continuing the grievance/granting a hearing would be unfair to the grievant/respondent. If such a decision is made, the committee shall state its reason(s) and terminate the grievance process; thus, ending the administrative hearing process at East Carolina University.

4 The grievance file maintained in the Faculty Senate office under the grievant’s name becomes a part of the grievant’s Personnel File. The grievant’s Personnel File Checklist will indicate that additional Personnel File records are located in the Faculty Senate office.

The grievance file maintained in the Faculty Senate Office under the grievant’s name becomes a part of the Personnel File for both grievant and respondent. A note will be placed in grievant’s and respondent’s Personnel File Checklist regarding the location of this file.

5 In this instance, procedural advice is limited to the nature of the committee, its charge, the options open to the party to the grievance, and the current membership of the committee.

6 The committee may waive the time requirement for the introduction of evidence; the grievant’s requested redress; or both if, in the committee’s opinion, there are extenuating circumstances despite due diligence.

7 If a grievant does not complete Step One, any information collected by the committee chair will be destroyed. If the grievant completes Step One, all information collected by the committee chair in the administration of the grievance will, at the conclusion of the grievance, be placed in the grievance file.

8 Unless requested in writing to the committee chair, the parties to the grievance agree that all communications, including e-mail, will be sent to their university addresses.

9 A list of potential counselors is maintained by the Faculty Senate Office. It is recommended that the counselor be a tenured professor, have extensive experience in faculty governance as evidenced by service on university governance/appellate committees, and not be associated with the grievance in any way. The parties to the grievance may choose eligible ECU current or retired faculty members as their counselors or they may choose to serve as their own counselors.

10 Once all parties to the grievance have accepted mediation, the grievant shall not take his or her grievances to administrative levels higher than that of the respondent. To do so is inconsistent with the mediation process and will result in the termination of the grievance procedures under Appendix Y, ending administrative review of the grievance.
To avoid the appearance of a conflict-of-interest all mediation will be performed by third-party groups/organizations/individuals who have no ties to East Carolina University. A list of such providers will be developed and maintained by the Faculty Chair. The provider must provide evidence to the Faculty Chair that the provider’s mediator(s) are certified by the North Carolina Administrative Office of the Courts.

Procedures for the origination of purchase orders and payment for services of the mediator will be developed and administered by the Chair of the Faculty.

A request for a hearing that continues from another part of the Faculty Manual (e.g. Appendix J, Appendix V, etc.) will be evaluated by the committee. If insufficient information is available, the committee will request that the grievant and respondent choose a counselor and the grievant complete a Petition for Redress. Presentation of the Petition for Redress will allow the committee to evaluate the grievance. If the committee agrees that the grievance is within the scope of Appendix Y, the grievant will be allowed to choose mediation or request a hearing. A Chancellor Review is not an option.

Scheduling a committee hearing during the summer months is complicated by the absence of faculty and teaching schedules. If the committee on its first effort cannot schedule a hearing during the summer, a fall hearing date will be scheduled during the committee’s fall organizational meeting.

If either the grievant or the respondent petitions the committee in writing for a postponement of the hearing for health reasons or due to a personal emergency, the committee chair shall postpone the meeting for a period of time appropriate to the circumstances. If either the grievant or the respondent petitions the committee in writing for a postponement of the hearing for reasons other than health or personal emergency, the committee chair shall determine by telephone or e-mail whether it is the general agreement of the committee to postpone the hearing for one week from the scheduled date.

Such information and documents are not limited to written materials but may include sound recordings, video recordings, photographs as well as other forms of information or documentation.

This statement shall only include information as to the beginning and ending dates of the mediation and whether mediation was successful, partially successful, or unsuccessful. For a grievant requesting a hearing under Footnote 13, who did not choose mediation, this statement is unnecessary.

The department or unit to which a party to a grievance is assigned is responsible for providing access to copy services during the grievance process. These services shall be at no cost to the grievant or respondent.

Required Numbering:

Grievance: Petition for Redress G page 1…..n
Supporting Information G, page 1…n
Respondent: Supporting Information R, page 1…n

Multiple Grievances

Grievant: Petition for Redress:

Grievance I G I page 1…n
Grievance II G page 1…n

Continue for the number of included grievances.
Definition of “personal malice”: As used in The Code, the term “personal malice” means dislike, animosity, ill-will or hatred based on personal characteristics, traits or circumstances of an individual that are not relevant to valid University decision making. For example, personnel decisions based on negative reactions to an employee’s anatomical features, marital status or social acquaintances are intrinsically suspect. If reappointment is withheld, a personnel decision is made because of personal characteristics that cannot be shown to impinge on job performance, a wrong likely has been committed. On the other hand, if personal characteristics can be shown to impede a faculty member’s capacity to relate constructively to his or her peers, in a necessarily collegial environment, withholding advancement the personnel decision may be warranted. For example, the undisputed record evidence might establish that the responsible department chair declined to recommend a probationary faculty member for reappointment with tenure made the personnel decision in question because of the faculty member's "unpleasant personality and negative attitude." Disposition of such a case requires a determination of whether the personality and attitude impeded the faculty member’s job performance. While the terms “ill-will,” “dislike,” “hatred” and “malevolence” may connote different degrees of antipathy, such distinctions make no difference in applying the fundamental rationale of the prohibition. Any significant degree of negative feeling toward a candidate based on irrelevant personal factors, regardless of the intensity of that feeling, is an improper basis for making personnel decisions."

"Material procedural irregularity" means a departure from prescribed procedures and established university policies that is of such significance as to cast reasonable doubt upon the integrity of the original decision. Whether a procedural irregularity occurred, and whether it is material, shall be determined by reference to those procedures, which were in effect when the initial decision was made and communicated. The Grievance Committee shall ask the chancellor to certify what procedures were then in effect if that question is a matter of dispute. (Faculty Senate Resolution #03-49).
Committee meeting minutes of January 18, 2012 and February 1, 2012, which include curricular actions within the Department of Foreign Languages and Literatures, College of Human Ecology, Department of Physics, College of Education, and College of Allied Health Sciences.

Resolution #12-19
Approved by the Faculty Senate: February 21, 2012
Approved by the Chancellor: March 14, 2012

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of January 12, 2012 and January 26, 2012.
Nontraditional Students

Individuals who are at least twenty-four years of age and do not qualify for admission as a freshman or transfer student may apply for admission as a nontraditional student. Applicants should complete an application, submit all academic transcripts, and explain the nature of their academic preparation. Students are reviewed holistically by the Office of Undergraduate Admissions, and must demonstrate the potential for academic success at the university level. Applicants with limited or no college experience are encouraged to complete some classes at a community college to increase the competitiveness of their applications. Please note admission is not guaranteed. Admission to the university does not guarantee admission to individual programs. Please see individual program requirements for enrollment information.

Students enrolling under this policy must

1. comply with all university policies regarding payment of tuition and fees.
2. comply with NC state law concerning health and immunization.
3. meet university retention requirements.
4. follow all university academic regulations as shown in the undergraduate catalog published in the year during which the student enrolls.

Individuals who are at least twenty-four years of age (nontraditional students) or individuals whose high school class graduated three or more years prior to the expected date of entry and who meet UNC minimum course requirements may be permitted to enroll in the university under a performance-based admission policy that specifies retention stipulations provided they meet one of the following conditions. (See General Transfer, Note, above.) The student must

- have had no previous college experience or
- have had previous college experience but have not been matriculated within the past one year and are eligible to return to the previous institution but do not meet all stated university admission requirements or
- have had previous college experience, are not eligible to return to the previous institution, and have not been matriculated at the collegiate level for at least three years prior to the expected date of entry.

Meeting one of the above conditions does not guarantee admission. Admission is not guaranteed and is granted on a capacity available basis as the University must adhere to its enrollment projections. Students are reviewed individually and must demonstrate the potential for academic success at the university level.

Individuals enrolled as degree-seeking students under the performance-based admission policy must achieve a minimum cumulative GPA of 2.2 and meet all retention stipulations by the end of the semester in which the twenty-eighth semester hour of degree-creditable work is attempted. Failure to meet the GPA requirement or to satisfy the retention stipulations will result in the student’s being ineligible to continue enrollment at ECU. (See Section 5, Academic Regulations, Readmission.) Students enrolling under this policy must comply with all university policies regarding the payment of tuition and fees and must comply with NC state law concerning health and immunization.
An individual enrolled under the performance-based admission policy may not declare a major, compete in intercollegiate athletics, or participate in student exchange programs until all retention stipulations specified in his or her admission letter have been satisfied.
Resolution #12-21
Approved by the Faculty Senate: February 21, 2012
Approved by the Chancellor: March 14, 2012

Approval of SOCI 1010 as a Foundation Curriculum Course for Basic Social Sciences.

Resolution #12-22
Approved by the Faculty Senate: February 21, 2012
Approved by the Chancellor: not applicable

Recommendation revising ECU's current Cultural Diversity course credit undergraduate graduation requirement was returned to the Foundations Curriculum and Instructional Effectiveness Committee for further discussion.

Resolution #12-23
Approved by the Faculty Senate: February 21, 2012
Approved by the Chancellor: not applicable

Recommendations establishing a six-hour Global Credit graduation requirement were rejected by the Faculty Senate.

Resolution #12-24
Approved by the Faculty Senate: February 21, 2012
Approved by the Chancellor: March 14, 2012

Revisions to the Student Opinion of Instruction Survey, as follows:

Recommendations are noted in **bold** print.

**Executive Summary**

In Spring of 2009 a six-member SOIS subcommittee was appointed by Associate Provost for Accreditation and Assessment Dr. David Weismiller to review the currently used Student Opinion of Instruction Survey (SOIS). There had been growing faculty concerns about how the SOIS was used in evaluation of faculty teaching as well as the response rate following the University’s switch from a paper-and-pencil survey to an online survey. This Committee (the “SOIS I Committee”) recommended that the University revise the current SOIS.

The present committee (the “SOIS II Committee”) was appointed following the report of the SOIS I Committee. The Committee’s charge was to develop a “home grown” student opinion of instruction survey to replace the SOIS instrument currently in use. This committee met 16 times over a period of two academic years. The Committee reviewed the SOIS I Report and the criticism of the currently used SOIS that has centered on the misuse of the survey in evaluation (e.g. using small and statistically insignificant differences in scores to make merit pay and other personnel decisions and overreliance on the use of a single item [item 19] in critical decisions). The Committee made a recommendation to Faculty Senate on the interim use of the current SOIS survey in October, 2009 which was adopted.
The Committee reviewed the literature on effective teaching and developed a series of potential questions to ask on a student opinion of instruction survey. After developing several drafts of potential questions the committee held two on-campus open discussions on student opinion of instruction and requested that a group of faculty and students provide feedback on the potential questions. There was significant agreement between student respondents and faculty respondents on the importance and relevance of the proposed questions. The committee reviewed each of the recommended items in light of the feedback received from the two open forums and the student and faculty surveys. Final adjustments were made in the wording of the items and the number of items and the Committee recommended 22 items for the Student Perception of Teaching Survey. In addition to the 22 items the Student Perception of Teaching Survey will include space for students to make open-ended comments about the course. The Committee strongly believes in the value of providing the opportunity for students to make written comments as part of the process.

The Committee makes a number of recommendations that aim to improve the evaluation of teaching effectiveness. These recommendations include:

1. The use of the Student Perception of Teaching Survey (see Appendix E) to replace the Student Opinion of Instruction Survey currently in use;
2. The university policies on faculty evaluation should emphasize the necessity of collecting a variety of data about teaching when unit administrators evaluate teaching (such as classroom visitation/observation, self-evaluation, and the review of teaching materials);
3. Unit administrators and personnel committee members in units should have training;
4. More attention to the use of information about teaching effectiveness in improving teaching (i.e. use of results for formative rather than only summative evaluation);
5. Faculty members should affirm their responsibility to provide multiple sources of information about their teaching in their annual reviews and during promotion and tenure reviews and use feedback resulting from evaluations to improve instruction;
6. Unit administrators and personnel committee members should affirm their obligation to utilize information in a fashion that provides useful feedback to instructors about their teaching;
7. Faculty members should have access to colleagues (i.e. department colleagues, mentors, and/or programs through the Office of Faculty Excellence) to assist in interpreting and improving instruction as necessary;
8. The university should ensure periodic review of the process of evaluation of teaching, including review and updating of instruments used in evaluation of teaching.

The SOIS II Committee will continue to meet to make a recommendation for an opinion survey for use in laboratory and distance education courses. In addition, the committee will address student response rates to the online survey and issue a report with recommendations to improve student participation and response rates.

DRAFT

Student Perception of Teaching Survey (face-to-face courses)

1. The instructor cancelled class fewer than 3 times. Y/N/NA
2. The instructor consistently started and ended class on time. Y/N/NA
3. The course was well organized. Y/N/NA
4. The instructor showed enthusiasm for the course content and student learning. Y/N/NA
5. Presentations and other activities were usually engaging. Y/N/NA
6. The instructor stimulated my interest in the course topics. Y/N/NA
7. Instructional technology used in this course contributed to my Y/N/NA
understanding of the course material.

8. The instructor's speech was understandable.  Y/N/NA
9. The pace of instruction allowed me time to take notes.  Y/N/NA
10. The instructor encouraged questions during class sessions.  Y/N/NA
11. The instructor was available to help if I asked for assistance.  Y/N/NA
12. The instructor was encouraging about my ability to learn course material.  Y/N/NA
13. The instructor treated students respectfully.  Y/N/NA
14. The instructor made it clear what was expected on graded assignments.  Y/N/NA
15. Tests and graded assignments were on material covered in the course.  Y/N/NA
16. Tests and assignments were evaluated and returned in time to be useful to me for future assignments.  Y/N/NA
17. The topics presented in course were covered as stated in the syllabus.  Y/N/NA
18. The readings and assignments covered the course content.  Y/N/NA
19. The instructor's explanation of course content was clear.  Y/N/NA

20. Compared to other courses I've taken at ECU the amount of work in this course was:

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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Not Demanding</td>
<td></td>
<td></td>
<td></td>
<td>Very Demanding</td>
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</table>

What do you feel are the strengths of this course?

What would you change to improve the course?

Additional Comments.

DRAFT
Student Perception of Teaching Survey (face-to-face courses)*
Item Correspondence to Peer Evaluation Categories

Organization
1. The instructor cancelled class fewer than 3 times.
2. The instructor consistently started and ended class on time.
3. The course was well organized.

Presentation
4. The instructor showed enthusiasm for the course content and student learning.
5. Presentations and other activities were usually engaging.
6. The instructor stimulated my interest in the course topics.
7. Instructional technology used in this course contributed to my understanding of the course material.
8. The instructor's speech was understandable.
9. The pace of instruction allowed me time to take notes.

Respect/Rapport
10. The instructor encouraged questions during class sessions.
11. The instructor was available to help if I asked for assistance.
12. The instructor was encouraging about my ability to learn course material.
13. The instructor treated students respectfully.

Evaluation Methods
14. The instructor made it clear what was expected on graded assignments.
15. Tests and graded assignments were on material covered in the course.
16. Tests and assignments were evaluated and returned in time to be useful to me for future assignments.

Class Content
17. The topics presented in course were covered as stated in the syllabus
18. The readings and assignments covered the course content.
19. The instructor’s explanation of course content was clear.

Resolution #12-25
Approved by the Faculty Senate: February 21, 2012
Approved by the Chancellor: March 14, 2012

Revisions to the standing University academic Faculty Governance Committee charge.

Resolution #12-26
Approved by the Faculty Senate: February 21, 2012
Approved by the Chancellor: March 14, 2012

Curriculum and academic program matters included in the February 10, 2012 Educational Policies and Planning Committee meeting minutes, including:
1. Request for Authorization to Discontinue the Pre-school Add-on licensure in the Birth through Kindergarten (BK) Teacher Education Program in the Department of Child Development and Family Relations within the College of Human Ecology.
2. Request to add an Infrastructure Concentration in Construction Management Program in the Department of Construction Management within the College of Technology and Computer Science.
3. Request to discontinue the Occupational Safety and Health Minor in Department of Technology Systems within the College of Technology and Computer Science.
4. Request for Notification of Intent to Plan a Bachelor of Science in University Studies within the Office of Undergraduate Studies.
5. Unit Academic Program Review of the Department of Anatomy and Cell Biology within the School of Medicine.

Resolution #12-27
Approved by the Faculty Senate: February 21, 2012
Accepted by the Chancellor: March 14, 2012

Formal faculty advice to move the administrator survey from paper-based to online administration in Spring 2012.

Resolution #12-28
Approved by the Faculty Senate: February 21, 2012
Approved by the Chancellor: not applicable

Faculty Welfare Committee is authorized when appropriate to send out safety emails to faculty.
Resolution #12-29
Approved by the Faculty Senate: February 21, 2012
Accepted by the Chancellor: March 14, 2012

Formal faculty advice on the proposed Faculty Scholarly Reassignment Policy as follows:

Proposed additions are noted in bold print and deletions in strikethrough.

Faculty Scholarly Reassignment
REG # (To be done by Legal)
PRR General Subject Matter (Leave blank. To be done by Legal)
Authority: Academic Council
History: First Issued: month, year
Related Policies: UNC Policy Manual, §300.2.6 [G]
Additional References: ECU Faculty Manual: Part VI, Sections I, D. “Leaves of Absence”; Appendix C, Part III “Evaluation”; and Appendix I, East Carolina University Policy on Conflicts of Interest and Commitment and External Activities of Faculty and Other Professional Staff
Contact for Info: Associate Vice Chancellor for Personnel Administration in the Division of Academic and Student Affairs (328-1888); Assistant Vice Chancellor for Health Sciences Personnel (744-1910); Director of Benefits, Human Resources (328-9825)

1. Purpose
Faculty members are expected to remain highly competent in their disciplines and to maintain familiarity with recent scholarship. In pursuit of their scholarly interests, faculty often need sustained and dedicated periods devoted to a project involving research or creative activity. The purpose of this regulation is to provide for equity in submitting and consistency in approving requests for reassignment of faculty time for scholarly activities.

2. Definition
2.1. Faculty Scholarly Reassignment – an approved reassignment for a defined period of time in order for a faculty member to pursue full-time a project involving research or creative activity.

3. Eligibility
3.1. Full-time tenured faculty members are eligible to apply for a faculty scholarly reassignment.

3.2. Full-time tenured faculty holding an administrative appointment as a director or department chair, with the support of the dean, are eligible to apply for a scholarly reassignment. If awarded, the faculty member’s administrative duties will be reassigned, along with other campus responsibilities, and the faculty member will forgo all administrative stipends for the period of the scholarly reassignment.

3.3. A probationary term (tenure-track) faculty member is normally ineligible to apply for these scholarly reassignments. An exception may be made only if the proposed research or creative activity is of truly exceptional merit. The faculty member must be in his/her last probationary year, and if awarded, the reassignment is contingent upon receiving tenure prior to beginning the scholarly reassignment.

3.4. Faculty will be expected to either maintain contact with graduate advisees or to make other arrangements to ensure that students’ progress will not be disrupted. This expectation must be clearly stated in the reassignment agreement.
3.5. Faculty members selected for scholarly reassignments will undergo the annual evaluation process as prescribed by Appendix C, *Personnel Policies and Procedures for the Faculty* Part III of the *ECU Faculty Manual*.

3.6. The reassignment period will count as time toward promotion and post-tenure review.

3.7. The faculty member will continue to have the general obligations of a University employee other than teaching and service during the reassignment period, including but not limited to remaining accessible through a reliable means of communication with supervisory personnel, complying with reasonable directives of supervisors and officers of the University, responding in a timely and cooperative manner to requests for information, and taking such actions as may be required to comply with any applicable law or University policy or process.

3.8. Faculty on a scholarly reassignment are eligible for consideration for merit salary increases, promotion, and one-time payments or any other salary adjustments approved by the General Assembly, the Board of Governors, or East Carolina University.

3.9. During the reassigned period, the faculty member is expected to devote full time to a project *(in addition to duties noted in 3.4 and 3.7 above)* that is expected to result in a tangible creative or scholarly product, e.g., the submission and/or publication of one or more peer reviewed articles, a book or book chapters, a patent, or other creative or scholarly product.

3.10. A faculty scholarly reassignment is not an entitlement nor is it based on length of service. Decisions will be based on the merits of the proposal, productivity appropriate for the discipline and the faculty member’s stage of career development, and the availability of funds.

3.11. A recipient of a faculty scholarly reassignment pursuant to this regulation is not eligible to receive another scholarly reassignment during a period of seven years following the start of the initial reassignment.

4. Terms and Conditions

4.1. The terms and conditions of the scholarly reassignment will be documented in an appointment letter from the appropriate Vice Chancellor.

4.2. A faculty member on a 9-month contract may be awarded a scholarly reassignment for one semester (either fall semester or spring semester) at full salary or for one academic year (excluding any summer sessions) at half salary.

4.2.1. The faculty member agrees to return to full-time employment at East Carolina University for two semesters following the reassignment.

4.3. A faculty member on a 12-month contract may be awarded a scholarly reassignment for 6 months at full salary or 12 months at half salary.

4.3.1. The faculty member agrees to return to full-time employment at East Carolina University for 12 calendar months following the reassignment.

4.4. During the reassigned period, the faculty member’s salary may not exceed his/her regular full-time salary. Funds obtained by the faculty member for travel, per diem, housing, and similar expenses are not considered salary. Exceptions to the cap on salary may be approved by the
appropriate Vice Chancellor in cases where a scholarship or fellowship program provides a salary exceeding the faculty member’s regular full time salary.

4.5. A faculty member on a faculty scholarly reassignment who accepts a position at another post-secondary institution or any other paid employment that was not included in the proposal or approved through the East Carolina University Policy on Conflicts of Interest and Commitment and External Activities of Faculty and Other Professional Staff policy (see Appendix I of the ECU Faculty Manual) will be considered to have failed to comply with the conditions of this regulation and voluntarily resigned from his or her employment at East Carolina University.

4.6. The faculty member agrees to return to full-time employment at East Carolina University for the period specified in sections 4.2.1 and 4.3.1 above. Should the faculty member fail to do so, he or she must repay the salary received during the period of reassignment by a date specified by the University. Prior to the beginning of and as a condition for receipt of any reassignment, the faculty member must execute the University’s contract acknowledging the obligations contained within this regulation including, but not limited to, returning to full-time employment or repaying the salary.

4.7. Within three months after the conclusion of the reassigned period, the faculty member will submit a report of accomplishments to the unit administrator and to the dean of their college or school.

4.8. Within a year after the conclusion of the reassigned period, the faculty member will be required to provide a formal presentation of the work accomplished during the reassignment to unit colleagues and/or the university community at large.

4.9. Failure to comply with the terms and conditions set forth in this regulation may affect, among others, future eligibility for future faculty scholarly reassignments, annual evaluations, and may subject the recipient to repayment of the salary received during the reassigned period.

4.10. If circumstances require that a substantial change be made in the project after it has been approved, the faculty member should obtain approval of the changes from the appropriate unit administrator and dean.

5. Continuation of Benefits

5.1. Continuation of Retirement Contributions
5.1.1. For faculty on a scholarly reassignment, the period is considered an approved leave of absence for educational purposes.

5.1.2. The maximum allowable credit for educational leave or interrupted service for education purposes is six years over the course of one’s career within the UNC system.

5.1.3. NC Teachers’ and State Employees’ Retirement System (TSERS) – Full Pay
5.1.3.1. The University will continue making the employer contribution to TSERS and the faculty member will continue making his or her pre-tax contribution through payroll deduction.

5.1.4. NC Teachers’ and State Employees’ Retirement System (TSERS) – Partial Pay
5.1.4.1. If the faculty member wishes to continue making his/her contribution, the University will continue making the employer contribution. The contributions are based on the faculty member’s base rate of pay in effect immediately preceding the reassignment. The faculty member’s contribution shall be on an after-tax basis and must be submitted by the faculty member to the Benefits Unit of
Human Resources by the payroll deadline for transmission to the State Retirement System. In addition, unless the faculty member returns to service as a contributing member within 12 months after completion of his or her scholarly reassignment and contributes to the Retirement System for at least three more years (except in the event of death or disability), TSERS will cancel the service credits and refund contributions to the employee.

5.1.4.2. In advance of the reassigned period, and after determining whether or not the faculty member wishes to continue making his/her retirement contributions, a letter and other appropriate forms will be submitted by the appropriate Vice Chancellor to the NC Teachers’ and State Employees’ Retirement System requesting permission for the faculty member to continue his/her retirement contributions.

5.1.5. UNC Optional Retirement Program – Full or Partial Pay

5.1.5.1. If a faculty member participates in the UNC Optional Retirement Program (ORP) the same procedures, except provision 5.1.4.2, as outlined above for TSERS members apply, including the six year maximum allowable credit limit.

5.1.5.2. Employer and employee contributions are payable to the appropriate ORP carrier.

5.2. Other Benefits

5.2.1. Coverage under the State’s Disability Income Plan and the Death Benefit will continue for eligible members during the reassigned period.

5.2.1.1. TSERS participants are eligible for the Death Benefit and the Disability Income Plan.

5.2.1.2. ORP participants are only eligible for the Disability Income Plan.

5.2.2. A faculty member who is on reassigned time is eligible and should continue to receive the University’s contribution for State Health Plan coverage, whether on full pay or partial pay. The employee’s contributions for dependents’ coverage will continue to be payroll deducted from the faculty member’s paycheck on a before-tax basis.

5.2.3. Continuation or eligibility for all other benefit programs is subject to each plan’s policies or provisions.

6. Application Process

6.1. The application process takes place in the academic year prior to the academic year of the reassigned period.

6.2. By September 15 the applicant must submit a completed application to the unit administrator.

6.3. The application must include the following:

6.3.1. An abstract of the proposed project (maximum 200 words) including expectations, if any, for supplemental funding for expenses and/or salary

6.3.2. A current curriculum vitae
6.3.3. A narrative (maximum 1500 words, excluding references), which shall include all of the following:

6.3.3.1. a detailed description of the research or creative project

6.3.3.2. potential enhancement of the faculty member's teaching, scholarship, or service and the potential value to the teaching, scholarship or service program of the unit

6.3.3.3. contribution to knowledge in the field of study

6.3.3.4. expected outcomes (e.g., the submission and/or publication of one or more peer reviewed articles, a book or book chapters, a patent, or other creative or scholarly product)

6.3.4. Invitations to other institutions, award letters for fellowships, or other supporting documentation

6.4. The unit administrator will submit all applications to the appropriate departmental or school committee, consisting of no fewer than three persons, for review. The committee will submit a ranked order recommendation to the department chair or director.

6.5. By October 15, the department chair or director will forward to the dean the ranked order recommendation and will indicate how many reassignments can be supported with current resources, and if replacing the duties and responsibilities of any of the applicants presents an extraordinary challenge.

6.6. The dean will convene a college committee to review all the applications and the recommendations forwarded by the chair or director.

6.7. The college committee will submit a ranked order recommendation to the dean, who makes the final decision in consultation with the appropriate Vice Chancellor.

6.8. By November 15, the dean will announce the recipients, if any, for the following academic year.

6.9. Deans are responsible for providing the appropriate Vice Chancellor with a list of applicants and results of the process annually.

6.10. Decisions at the unit administrator level and above about granting scholarly reassignments must be made with a clear understanding of the source of funds to maintain the instructional expectations of the department.

6.11. A faculty member may appeal a denied request for a scholarly reassignment. The written appeal must be submitted to the appropriate Vice Chancellor within 14 calendar days of the announcement of the awards. The appeal must include a copy of the original application, a rationale for the appeal and any supporting documents. The Vice Chancellor's decision is final.

Resolution #12-30
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 8, 2012

Approval of the Spring 2012 Graduation Roster, including honors program graduates, subject to the complete of degree requirements.
Resolution #12-31
Approved by the Faculty Senate: March 27, 2012
Accepted by the Chancellor: May 2, 2012

Formal faculty advice on curriculum and academic matters contained in the Graduate Curriculum Committee meeting minutes of February 15, 2012 which include curricular actions within the College of Nursing and Department of Geological Sciences.

Resolution #12-32
Approved by the Faculty Senate: March 27, 2012
Accepted by the Chancellor: May 2, 2012

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of February 9, 2012 and February 23, 2012 which include curricular actions within Colleges of Allied Health Sciences, Health and Human Performance, Education, School of Theatre and Dance, and Departments of Mathematics, Anthropology, and Interior Design and Merchandising.

Resolution #12-33
Approved by the Faculty Senate: March 27, 2012
Accepted by the Chancellor: May 2, 2012

Curriculum matters contained in the Writing Across the Curriculum Committee meeting minutes of February 13, 2012 and March 12, 2012 which relate to writing intensive designation (WI).

Resolution #12-34
Approved by the Faculty Senate: March 27, 2012
Accepted by the Chancellor: May 2, 2012

Humanities Foundation Curriculum Course credit for CLAS 3300, CLAS 3400, CLAS 3405 and Social Science Foundation Curriculum Course credit for HIST 3680 and ANTH 1001.

Resolution #12-35
Approved by the Faculty Senate: March 27, 2012
Accepted by the Chancellor: May 2, 2012

Removal of Foundation Curriculum Course Credit for GEOG 4325, GEOG 4330, and GEOG 4335 and Removal of Foundation Curriculum Course Credit for PSYC 4335, PSYC 4375, PSYC 3310, PSYC 3311, PSYC 3225, PSYC 3226, and PSYC 2250.
Recommendations to Increase Response Rate to Student Perception of Teaching Survey, as follows: Increasing the student response rate will likely involve implementing multiple strategies to encourage student response. The FCIE Committee recommends the adoption of the following recommendations from the SOIS II Committee. The purpose of adopting these strategies is to increase student participation in the Student Perception of Teaching Survey (SPOTS) process.

1. Provide enhanced incentives for student response.
   - Consider a university-wide incentive process similar to that used in the past to increase student participation in other surveys. For example, students who complete the survey are entered into a drawing for prizes or bookstore gift/book certificates, awarded Pirate Bucks, or given coupons from local restaurants, etc.

2. Reduce the burden of completing the survey.
   - Utilize a smart phone “app” to complete survey and/or make the survey interface accessible on mobile platforms.
   - Have faculty members set aside time in class for students to complete the surveys on their laptops.
   - Link to the survey site from Blackboard, Onestop, and the ECU mobile app.

3. Increase the personalized communication to students about the value and importance of completing the surveys.
   - Stress the anonymity of student ratings in all discussions of student ratings.
   - Ask the Provost and the Chancellor to include a discussion of the importance of completing the surveys in their interactions with students and student groups at the end of the semester.
   - Ask faculty members to discuss the importance of completing the survey repeatedly during the time of the survey window. This should include a discussion of the importance of the survey, how the university uses the results, and how the faculty member utilizes the results for improvement.
   - Encourage faculty members to discuss with students how they have used student feedback in the past to enhance teaching and learning.
   - Faculty members should include information on when the student rating window is and how to complete the survey on their course syllabus.
   - Faculty members can use the Announcements page on course management systems to remind students when/how to complete the surveys.
   - Provide pop-up announcements about student ratings during survey period.
   - Enhance the messaging on the email reminders to students. Include why the surveys are important, how the information will be used, and that giving feedback is a part of being a good university citizen. Stress that students who do not complete the surveys lose their opportunity to provide feedback to the university and their faculty members.
   - Notices regarding the importance of course evaluations should be advertised in The East Carolinian.
   - Indicate in the University Calendar each semester the dates that the SPOTS surveys are “live” for use by students.

4. Develop resource materials for on how to increase survey response rates. These materials should be distributed to each unit administrator and at faculty orientation.
5. Promote the informal use of the survey items at mid-term to allow faculty members to use the feedback in the current semester and provide a demonstration to students that their feedback is being utilized.

6. Increase administrative commitment to appropriate use of SPOTS information.
   - Have the Provost, Chancellor, Chair of the Faculty, and Deans discuss the importance of the student ratings and the importance of having faculty members encourage students to complete the surveys.
   - Provide training to unit administrators on how to evaluate teaching and the proper use of student ratings in the evaluation of teaching.
   - Unit administrators should communicate the value of course evaluations to all their faculty members. Unit administrators should persuade faculty members to encourage share with students how they have used student feedback in the past to improve teaching and learning.
   - Use some portion of IPAR’s Assessment Day to involve students in a discussion of the importance of completing the SPOTS.

Increasing the student response rate will likely involve implementing multiple strategies to encourage student response. The FCIE Committee recommends the adoption of the following recommendations from the SOIS II Committee. The purpose of adopting these strategies is to increase student participation in the Student Perception of Teaching Survey (SPOTS) process.

7. Provide enhanced incentives for student response.
   - Consider a university-wide incentive process similar to that used in the past to increase student participation in other surveys. For example, students who complete the survey are entered into a drawing for prizes or bookstore gift/book certificates, awarded Pirate Bucks, or given coupons from local restaurants, etc.

8. Reduce the burden of completing the survey.
   - Utilize a smart phone “app” to complete survey and/or make the survey interface accessible on mobile platforms.
   - Have faculty members set aside time in class for students to complete the surveys on their laptops.
   - Link to the survey site from Blackboard, Onestop, and the ECU mobile app.

9. Increase the personalized communication to students about the value and importance of completing the surveys.
   - Stress the anonymity of student ratings in all discussions of student ratings.
   - Ask the Provost and the Chancellor to include a discussion of the importance of completing the surveys in their interactions with students and student groups at the end of the semester.
   - Ask faculty members to discuss the importance of completing the survey repeatedly during the time of the survey window. This should include a discussion of the importance of the survey, how the university uses the results, and how the faculty member utilizes the results for improvement.
   - Encourage faculty members to discuss with students how they have used student feedback in the past to enhance teaching and learning.
   - Faculty members should include information on when the student rating window is and how to complete the survey on their course syllabus.
   - Faculty members can use the Announcements page on course management systems to remind students when/how to complete the surveys.
   - Provide pop-up announcements about student ratings during survey period.
• Enhance the messaging on the email reminders to students. Include why the surveys are important, how the information will be used, and that giving feedback is a part of being a good university citizen. Stress that students who do not complete the surveys lose their opportunity to provide feedback to the university and their faculty members.

• Notices regarding the importance of course evaluations should be advertised in The East Carolinian.

• Indicate in the University Calendar each semester the dates that the SPOTS surveys are “live” for use by students.

10. Develop resource materials for on how to increase survey response rates. These materials should be distributed to each unit administrator and at faculty orientation.

11. Promote the informal use of the survey items at mid-term to allow faculty members to use the feedback in the current semester and provide a demonstration to students that their feedback is being utilized.

12. Increase administrative commitment to appropriate use of SPOTS information.

• Have the Provost, Chancellor, Chair of the Faculty, and Deans discuss the importance of the student ratings and the importance of having faculty members encourage students to complete the surveys.

• Provide training to unit administrators on how to evaluate teaching and the proper use of student ratings in the evaluation of teaching.

• Unit administrators should communicate the value of course evaluations to all their faculty members. Unit administrators should persuade faculty members to encourage share with students how they have used student feedback in the past to improve teaching and learning.

• Use some portion of IPAR’s Assessment Day to involve students in a discussion of the importance of completing the SPOTS.

Resolution #12-37
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012

Revisions to the ECU Faculty Manual, Part V. Academic Information, Section I.H. Faculty Load, as follows:

Revise and keep in the Faculty Manual.

H. Faculty Workload
A. Faculty Workload is defined by the Faculty Workload Administrative Regulation. This regulation describes how workloads are determined at the university, college, and departmental levels. The Brody School of Medicine and the School of Dental Medicine are governed by separate workload regulations. Refer to the University Regulation on Faculty Workload for more information.

B. The individual faculty workload is discussed in Appendix C - Personnel Policies and Procedures for the Faculty, ECU Faculty Manual.

C. Course reduction and reassigned time – Faculty members may apply for and be granted course reductions for the relevant period. Faculty who are granted a course reduction, shall be informed in writing by the unit administrator or department chair, including the purpose for the reduction.

A faculty member may apply for and receive 100 percent reassigned time for the relevant period, according to the Faculty Scholarly Reassignment Regulation (link to PRR) and upon the
recommendation of the faculty member's department, school, or college personnel committee, the unit administrator and the next higher administrator, and upon the final approval of the appropriate vice chancellor.

D. 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 (full time and part time) 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 (including fixed term faculty) in the unit have had an opportunity to teach one term or in case of curriculum necessity.

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.

Resolution #12-38
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012

New section to the ECU Faculty Manual, Part V. Academic Information, Section I. Use of Copyrighted Works, as follows:

**Add new section in the Faculty Manual.**

Use of Copyrighted Works
1. Appropriate Use of Copyrighted Works
The Copyright Act of 1976, as amended (Title 17, U.S. Code), generally protects certain rights and privileges of the copyright owner to exclude others from the right to reproduce and publicly distribute, display or perform a work, as well as revise or prepare a derivative work based upon a copyrighted work, without obtaining permission from the copyright owner. As an institution devoted to the creation, discovery and dissemination of knowledge, the University supports the responsible, good faith exercise of full fair use rights contained in the Copyright Act.
2. Fair Use
The “fair use doctrine” of the Copyright Act allows certain statutory exemptions applicable to academia, recognizing the fundamental non-profit mission of universities to advance and disseminate knowledge for public benefit.

a. Elements of Fair Use
Individuals from the University community who wish to make fair use of a copyright work must consider in advance four statutory factors:

i. Purpose and Character of the Use
   The purpose and character of the use, including whether the use is of a commercial nature or for non-profit educational purposes.

ii. Nature of the Work
   The characteristics of the work being used, including whether it has been previously published and whether it is factual or fictional.

iii. Amount of Work to be Used
   The amount, substantiality and qualitative nature of the portion used in relation to the entire copyrighted work.

iv. Effect on the Market
   The effect of the use on the potential market for or value of the work.

b. Procedure for Making Fair Use Determinations
The University Copyright Committee, together with the Office of the University Attorney, shall issue and, as necessary, revise guidelines to assist University faculty, EPA non-faculty employees, SPA staff employees, and students in making fair use evaluations. The Chancellor shall also maintain copyright and fair use resources at the ECU libraries. The Copyright Management Officer shall advise faculty, EPA-non-faculty employees, SPA employees and students regarding fair use determinations pursuant to Section 2 of this policy as well as Research Information found in the ECU Faculty Manual.

Resolution #12-39
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012 (with changes noted in highlight)

Revisions to the ECU Faculty Manual, Part VII. Research Information, as follows:

Link to current Part VII. located in the ECU Faculty Manual.

Revise and keep in the Faculty Manual.

Part VII. Faculty Research and Scholarship

CONTENTS
I. Faculty Research, Creative Activity, Scholarship, Innovation, Engagement, and Outreach

II. Scholarship/Research/Creative Activity Guidelines
   A. Funded Research
   B. Principles and Policy for the Protection of Human(s) in Research
      a. Statement of Ethical Principles
      b. Institutional Policy
      c. Implementation of Policy
   C. Animal Welfare Regulations
D. Research Data and Records
E. Patents
F. Copyrights (created work)

III. Ethics in Research and Creative Activity

I. Faculty Research, Creative Activity, Scholarship, Innovation, Engagement, and Outreach

Faculty scholarship includes the scholarship of research, the scholarship of creative activity/innovation, and the scholarship of engagement and/or outreach. Scholarship is a fundamental faculty activity, and faculty have freedom to pursue scholarship on the subjects of their choosing. The quality of the scholarly works that faculty produce should be based on the standards of the profession as determined by the community of scholars with the expertise and training to establish these standards. Appendix C of the ECU Faculty Manual establishes general criteria for the evaluation of scholarship in the appointment and promotion of faculty members and requires that the relative importance of each type of scholarly activity be clearly defined in the unit code. Faculty have the obligation to adhere to the research and scholarship guidelines established by East Carolina University, the federal government, and the community of scholars. This document provides guidelines for research and scholarship established by the ECU faculty and references to research and scholarship policies, rules, and regulations (PRRs) as well as research- and scholarship-related standard operating procedures established by East Carolina University.

Research and scholarship also form a basic part and are integrally linked to the faculty members’ teaching responsibility. Original results of research and scholarship inform faculty members’ interactions with students at all levels. Deeper understanding of research and scholarship is conveyed when faculty develop students so that they may participate in research and scholarly activities. Effective mentoring of students is critical to their transition to independent research and scholarship. While this document focuses on faculty research and scholarship, it also provides references to research- and scholarship-related PRRs relevant to collaborative scholarly work involving faculty and students.

II. Scholarship/Research/Creative Activity Guidelines

This section and the related policies and regulations referenced within the section, contain guidelines for ECU researchers and scholars. Many of these guidelines are dictated by federal law and institutional policies and procedures. Guidelines within this section include those for externally funded research and scholarship, protection of humans in research, animal welfare in research, retention of research data and records, patents that arise from scholarly activity, and copyright of scholarly material produced by faculty. Faculty members are expected to be familiar with and to follow the guidelines that apply to their research and scholarly activities.

A. Funded Research

As a constituent institution of The University of North Carolina, East Carolina University receives its basic financial support from appropriations by the North Carolina General Assembly and from tuition and fees paid by students. However, to achieve and maintain a higher level of excellence than is possible with those funds and in accordance with the mission and strategic plan of ECU, grants and contracts are sought from governmental and other sources as well as gifts from alumni, friends, corporate entities, and foundations.

1. Definitions

Gift - A gift is an item of value, ownership of which is voluntarily transferred from one party to East Carolina University or one of ECU’s foundations without direct compensation to the first party. Gifts may be in the form of cash or in kind (e.g., art objects, equipment, securities, real estate, services, insurance, etc.). Gifts may be solicited (given in response to a request from ECU) or
unsolicited (given at the donor's own initiative). Gifts are generally classified as unrestricted, i.e., use or disposition of the gift is at the discretion of the university. Visit http://www.ecu.edu/cs- acad/grants/Policies.cfm, “Gifts vs. Grants” for more information.

Contract – The principal purpose of a contract is the acquisition of property or services for the direct benefit or use by the Government or other sponsor. The sponsor may select from several candidates to carry out the project and typically exerts fairly strict management control over the contract recipient. Contracts are typically awarded by the federal government in response to requests for proposals (RFP's), by state and local government agencies, and by for-profit commercial entities (single owner companies, partnerships, and corporations).

Grant – The purpose of a grant is to transfer money, property, services or anything of value from the government or other sponsor to the recipient in order to accomplish a public purpose. A grant is typically awarded for projects where most or all of the factors outlined above have not yet been determined. Grants are frequently awarded for experimental projects or for projects where the idea and purpose of the award have been suggested by the grantee. The grantee works independently and has considerable latitude in accomplishing the aims and goals of the project. Grants are typically awarded by the federal government and by private nonprofit foundations and organizations. The outcomes of the project are typically not of direct benefit to the sponsor of a grant.

Cooperative Agreement –A cooperative agreement is like a grant; however, the government or sponsor expects to be more involved in project planning and implementation. The funding agency retains an interest in procedures, timetables, etc. and works cooperatively with the awardee in order to share responsibility for achievement, changes in methods, delays, etc. A cooperative agreement is most likely to be used by certain agencies of the federal government, again to accomplish a public purpose.

2. Fundraising and Gifts
While all members of the university community are encouraged to participate in the process of identifying and qualifying prospective funding sources, the vice chancellor for institutional advancement is responsible for the coordination of all fund raising activities at the university which are direct gift solicitations. No solicitation or acceptance of gifts shall be made by any faculty member in the name of or for the benefit of the university without prior clearance through the Office of Institutional Advancement. Exceptions to this restriction may be documented in the PRRs for Institutional Advancement. Procedures for fundraising and the solicitation and acceptance of gifts are included in the Institutional Advancement PRRs.

ECU REG04.05.01. Gifts Affecting the Curriculum
ECU REG04.05.02. Coordination of Private Gift Fund-Raising Activities at East Carolina University

3. Contracts, Grants, and Cooperative Agreements
All proposals to governmental, private nonprofit, or corporate agencies or organizations for a contract, grant, or cooperative agreement to support research (including clinical research), instruction, public service, or other creative activities to be conducted by any faculty or staff member or other person associated with the university shall be coordinated, reviewed and approved in advance of submission to the sponsor with the Office of Sponsored Programs.

B. Principles and Policy for the Protection of Humans in Research
East Carolina University acknowledges and accepts its responsibilities for protecting the rights and welfare of individuals who act as participants in research conducted by its faculty, staff and students.
The protection of humans in research activities was dealt within a president’s (chancellor’s) policy memorandum dated May 22, 1970. This earlier memorandum is hereby amplified and superseded.

1. Statement of Ethical Principles
East Carolina University has adopted as a guiding statement of ethical principles the three principles as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research dated April 18, 1979, and entitled The Belmont Report:

- Ethical Principles and Guidelines for the Protection of Human Subjects of Research include respect for persons, as implemented through the informed consent process and documents,
- beneficence which is applied through the analysis of known risks versus potential benefits, and
- justice which ensure that the burden of research is not placed on any one population and the benefits of research are open to all who might gain from their participation.

In addition, East Carolina University acknowledges and accepts the requirements set forth in the Department of Health and Human Services Title 45 Code of Federal Regulations Part 46 (45 CFR 46) for all research involving humans regardless of funding source. ECU also applies the Food and Drug Administration regulations found at Title 21 CFR Parts 11, 50, 56, 312, 600, and 812 to all human research classified as a “clinical investigation” or that involves an article that falls within FDA’s purview. ECU also applies, as applicable, regulations from the Department of Defense, Department of Education, and other DHHS agencies. With international human research, ECU applies regulations set forth by the International Council on Harmonization.

2. Institutional Policy
It is the policy of East Carolina University that all research activities involving humans, through direct intervention or interaction or the use of private, identifiable information about humans, and that are conducted by its faculty, staff or students must be submitted, reviewed, and approved by an appropriately established peer-review committee known as an Institutional Review Board. At ECU, there are three such committees, the Biomedical University Medical Center Institutional Review Board (UMCIRB), the Social and Behavioral Institutional Review Board (BSS IRB) and the Summer Social and Behavioral Institutional Review Board (SBSS IRB). These committees consist of scientists, non-scientists and community members. The committee must meet federally mandated membership requirements. Committee members serve four year terms, as appointed by the Vice Chancellor of Research.

The Office for Human Research Integrity (OHRI) is responsible for providing support to ECU’s IRBs, the Vice Chancellor for Research, and faculty, staff and students who wish to engage in human research activities. OHRI also is responsible for providing education, quality improvement reviews, and orientation activities to IRB members, investigators and research personnel. It is the responsibility of this Office to make recommendations for IRB membership to the Vice Chancellor of Research to ensure compliance with federal regulatory requirements.

It is the responsibility of the OHRI staff, with consultation from IRB Chairs and Vice Chairs, to determine whether a research activity meets the definition of human research. This determination cannot be made by investigators, research personnel, or other bodies within ECU.

The type of review mechanism that a proposed research activity may receive is based upon criteria set forth in the federal regulations.

Researchers wishing to conduct human research activities must first complete training in human research protections. This training is offered through the Office of Human Research Integrity and can be accessed through its website at www.ecu.edu/irb.
It is the responsibility of Faculty acting as mentors to students conducting human research activities to ensure that the students complete the necessary training before submitting their applications through e-PIRATE, the electronic submission and review system found on the OHRI website.

East Carolina University requires all principal investigators and their research teams to comply fully with the appropriate federal regulations, institutional policies, and the UMCIRB Standard Operating Procedures.

3. Implementation of Policy
In all activities involving human research participants, the chairperson of the pertinent department or head of the academic unit is responsible for ensuring that the proposed research activities are scientifically sound, that the methods and procedures will adequately address the research question, and that the proposed research fits with the mission of the department or academic unit as well as the university.

The principal investigator is responsible for conducting the research according to the ethical principles of the discipline, the ethical principles of the Belmont Report, university policies and procedures, and the methods and procedures approved by the Institutional Review Board.

The IRB has the federally mandated authority to approve, modify or disapprove proposed research. It also has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB’s requirements or that has been associated with unexpected serious harm to participants. The IRB is obligated to report suspension and terminations through a report to the investigator, institutional officials, and sponsoring agency, if any. Principal investigators of research studies involving humans must submit a complete protocol and address all applicable questions in e-PIRATE, upload appropriate informed consent and assent documents, and any other study related materials. Access to the electronic system, e-PIRATE, requires completion of human research protections training, registering with OHRI through e-PIRATE, and completing an Investigator Profile. A copy of all research study materials including signed informed consent and study related correspondence must be maintained by the principal investigator for at least 3 years, or longer if required by the research sponsoring agency.

If the research involves Protected Health Information or storage of data outside of ECU’s maintained servers, additional requirements must be met. More information on those requirements can be found at www.ecu.edu/hippa or on the IRB website. Research documents that involve protected health information must be maintained for a minimum of 6 years beyond the end of the project.

Investigators are responsible for reporting the progress of UMCIRB-approved research to the Office for Human Research Integrity, through the use of a renewal or continuation review accessed through e-PIRATE. Federal regulations require that IRB approval be issued no less often than once per year as set forth in 45 CFR 46.109. In addition, research investigators are responsible for reporting promptly to their department chair and to the OHRI, any unanticipated problems which involve risks to the research participants or others.

C. Animal Welfare Regulations
The ECU Institutional Animal Care and Use Committee (IACUC), in conjunction with the University Attending Veterinarian (AV) and the Institutional Official (IO- vice chancellor for research and graduate studies), are charged with oversight of vertebrate animal care and use activities. Federal regulations require that anyone (faculty, staff, students) using vertebrate animals in research,
teaching, and testing must obtain approval from the ECU IACUC prior to initiation of the activity. Animal Use Protocol (AUP) forms and additional information such as training requirements, occupational health and safety requirements, mechanisms for reporting animal welfare concerns, IACUC operations, rules and guidelines, and links to other relevant websites (e.g., the Department of Comparative Medicine home page: http://www.ecu.edu/comparativemedicine/, and the Prospective Health home page: http://www.ecu.edu/cs-dhs/prospectivehealth/index.cfm are located on the IACUC website (https://www.ecu.edu/iacuc/). The ECU IACUC regulations must comply with all relevant Federal regulations (for more information see: USDA Animal Welfare Act and Regulations (http://www.aphis.usda.gov/animal_welfare/), PHS Policy on Humane Care and Use of Laboratory Animals and Guide to the Care and Use of Laboratory Animals (http://grants.nih.gov/grants/olaw/olaw.htm).

D. Research Data and Records

1. Purpose
The preparation and retention, of accurate and appropriate records are essential components of a credible research endeavor. East Carolina University, its faculty, staff, and students have a common interest and a shared responsibility to assure that research data and records are recorded appropriately, archived for a reasonable length of time, and available for review by scholars and others under appropriate circumstances. Original research records are also essential to protect intellectual property rights, to answer ongoing questions regarding the propriety of research conduct and methods. This policy defines the nature of research data and its associated records. It also describes the importance of good data and record keeping for obtaining and defending intellectual property rights, and the procedures to be used for the custody, retention, access, and transfer of research data and records.

This policy shall apply to all faculty, staff, and students of East Carolina University who are involved in the design, conduct, and/or reporting of research at or under the auspices of East Carolina University, regardless of source of funding.

2. Definition of Research Data and Records
Research data and records refers to recorded information, regardless of its form or the media on which it may be recorded, which is necessary for the reconstruction and evaluation of the reported results of a research project. Research data and records include more than just primary data (e.g., raw numbers generated by a measuring instrument; audiotapes or transcripts of survey interviews). They also include documentation or citation of a) the experimental methods for data collection, and b) the methods used for data processing and interpretation. In practice, they include, but are not limited to, the material contained in laboratory notebooks or other media such as computer disks and machine printouts. The term does not include the intellectual property generated by a research project; administrative information, such as financial data; or the tangible products of research, e.g., tissue banks, specialized tools or chemicals produced by the project. (Ownership and disposition of intellectual property or the tangible products of research are covered by other ECU policies.)

Retention of maximum intellectual property rights places additional importance on the preparation and retention of research data and records. Documented research records are important in determining priority of research data, such as identifying who first conceived an invention or in defending against patent infringement. In order to protect the rights of investigators and the university to the intellectual property generated by their research programs, university technology transfer managers recommend specific record keeping and retention practices such as the use of bound laboratory notebooks. Maintaining good data records is recommended for all university
laboratories, but is essential for any patentable or licensable research activity. Responsible faculty should be aware of and follow, as closely as possible, the record-keeping recommendations described in Addendum B. Section II of the OPERATIONAL PROCEDURES FOR IMPLEMENTATION OF FACULTY MANUAL PART VII, SECTION II http://www.research2.ecu.edu/ott/operating.html. The data management approaches above will also help defend an investigator and his/her work if there is an allegation of misconduct regarding this research.

4. Custody of Research Data and Records
Custody of original research data and records is the responsibility of the senior investigator of a project, usually a faculty member. This senior investigator (the responsible investigator) must ensure the integrity, preservation and security of the original research data and records. Expenses of data and record preservation and security are allowable costs to sponsored programs. As an aid to scholars and other appropriate individuals who may wish to review the research data and records, all research records must be appropriately organized and labeled to allow the identification of specific information within the records by someone who was not involved with the original project.

In situations where the vice chancellor for research and graduate studies (the designated ECU Integrity Officer) has received an allegation of research misconduct pursuant to ECU policy (Faculty Manual Part VII Section VI) or when patent litigation is imminent, the university may take immediate and preemptory custody of the original research data and records relating to the allegation or the patent. In this circumstance the university shall provide needed copies of data and records to the investigator that will allow active research projects to continue.

In multi-institutional studies, contractual agreements often stipulate that the home institution of the primary study director shall have custody of original primary data from all participating institutions. In situations where ECU is not the site of the home institution and will need to transfer the original data to the institution of the study director, ECU shall retain a true copy of all data and records generated for the multi-institutional study.

Senior members of research teams have obligations and are held responsible for discussing the responsibilities of data management and retention with other members of the research team. The senior member of the research team must directly oversee the data and record management of the technicians, post-doctoral fellows, students, and others working under his/her direct supervision.

5. Access to Research Data and Records
The university ultimately owns data and support records generated by its faculty, staff and students. Therefore the university has the right of access to (and to make copies of) the data and records for all research performed at the university or under university auspices provided such access to the records shall be for reasonable cause, at reasonable times and after reasonable notice (except in cases of misconduct allegations, see below). For example, the University Medical Center Institutional Review Board, the office for Human Research Integrity staff, and the Brody School of Medicine Compliance office, and office for Research Compliance Administration acting for the university, may review records and study data of projects that use human participants to assure compliance with regulatory human research protections. In cases involving an allegation of research misconduct, the university through the vice chancellor for research and graduate studies may request immediate, preemptory access and custody of original research records. When such records contain confidential information about human participants in research, the vice chancellor shall institute appropriate procedures to assure that participant confidentiality is maintained while the research records are in his custody.
Extramural sponsors providing support for East Carolina University and appropriate governmental officials also have the right to review the data and records resulting from that extramural support. In addition, investigators, co-investigators, students, visiting researchers, and students who are or were an integral part of a research project team have the right to review all records and data which are part of that project or support publications for which they are named authors. Similarly, investigators, co-investigators, students, visiting researchers, and students have a right to a copy of data that they personally generated or substantially analyzed unless prohibited by law, regulation, or contractual agreements. The responsible investigator in addition has the right to distribute to other scholars or individuals copies of any part the research records in his custody per the general practices of his/her field of study unless prohibited by law, regulation, or contractual agreements.

6. Retention of Research Data and Records

Research data and records, including the primary experimental results, should be retained for a sufficient period to allow evaluation and repetition by others of published results emanating from those data. In general, five years from the first publication date of the research results is specified as the minimum period of retention for research published in peer-reviewed journals. For sponsored research that is not published, the minimum retention period is five years from the date of the issuance of the final report to the research sponsor, unless the sponsor specifies a longer retention period. However, if an investigation, legal action or an official inquiry concerning a research project is underway, all data and records related to the project must be retained and made accessible until all issues are resolved. In addition, the records should be kept for as long as may be required to protect any patents or other intellectual property resulting from this work. If a research project is not funded with external or designated internal funds (e.g., an internal university grant), the above retention policy shall apply to these research data and records only when the project results in a publication, its data is used to support a grant or contract application, or it involves the use of animals or human participants. If research involves the generation, use, or disclosure of protected health information (PHI), the minimum retention of those records including consent and authorization agreements must be maintained for a minimum of six years beyond the end of the project. If a participant withdraws authorization of use of PHI, the researcher must consider that request to constitute the end of the project and Day 1 of the six year retention period for that sample.

7. Transfer of Research Data and Records that Support University Patents or Were Funded by Federal Grants and Contracts

Pursuant to federal regulations (OMB Circular A-110, section 53) and the need of the university to protect its patent rights, original research data and records that support university patents or were funded by federal grants and contracts must remain in the custody of the university for the required retention period as discussed above. In the event the responsible investigator transfers to another institution or leaves the university for any reason the responsible investigator shall transfer custody of these original research data and records to the university. Exceptions to this policy are discussed at the end of this section. The responsible investigator, however, may make a copy of the data and research records at university expense for his/her personal use at a new institution unless prohibited by law, regulations or contractual agreements. Before his/her departure, the responsible investigator shall transfer custody of the original research data and records to his/her department chair or supervisor as required by this policy. These records shall be retained in the University Archives of Joyner Library pursuant to the retention paragraph above. These data and records shall be organized in a format to permit reasonable identification of specific experiments and data by individuals not involved with the original research.
These research data and records shall be used by the university only for patent litigation, misconduct inquiries and investigations, or for other purposes required by federal regulations for US government funded research.

Exceptions:
1) Currently Active Federal Grants and Contracts: If the responsible federal agency allows the transfer of an active grant or contract to the new institution of the principal investigator, and the new institution accepts the administrative responsibility for the federal award, the original research data and records may be transferred to the new institution upon the request of that institution. The university, however, shall retain a true copy, made at university expense, of all research records produced while the research project was active and under ECU jurisdiction.

2) Faculty Request for Transfer of Original Records: Per OMB Circular A-110 section 53c, a faculty member may request authorization from the responsible federal agency to substitute true copies of the research data and records in the University Archives in place of the originals. If so authorized, the investigator may then transfer his/her original data and records to the new institution.

3) Multi-Institutional Federal Grants and Contracts: If such federal awards designate a specific institution as the depository of original data and records for a multi-institutional project, the university shall comply with this requirement. However, the university shall retain a true copy of the original records produced at university expense.

8. Transfer of other Research Data and Records
In the event the responsible investigator transfers to another institution or leaves the university for any reason, the responsible investigator shall provide a true copy at university expense of his/her research data and records that have been retained less than five years in the investigator’s possession per the retention paragraph above. Before his/her departure, the responsible investigator shall provide these true copies of the research data and records to his/her department chair or supervisor. These data and records shall be organized in a format to permit reasonable identification of specific experiments by individuals not involved with the original research. These research data and records shall be used by the university only for misconduct inquiries and investigations.

9. Resolution of Disputes Involving Research Data and Records
The vice chancellor for research and graduate studies or his designee shall arbitrate all disputes involving research data ownership, retention, and access. Whenever possible, the Vice Chancellor or designee shall first attempt to mediate a resolution to the dispute acceptable to all parties. When the dispute involves faculty from the School of Medicine or the College of Arts and Sciences, the Vice Chancellor or designee shall consult with the designated Associate Deans for Research in those units.

E. Patents
East Carolina University is dedicated to the pursuit of instruction, research and scholarship, as well as engagement and innovation development activities, in an environment that is open to collaboration and publication. Inventions, discoveries and other intellectual assets sometimes arise as a result of these activities. These assets may qualify for intellectual property protection in the form of patents, copyrights, trademarks, and trade secrets. The Board of Governors of the University of North Carolina has determined that patenting and commercialization of these intellectual assets are consistent with the mission of the university.

The patent policy of the University of North Carolina is contained in Part 500.2 of the University of North Carolina Policy Manual. The patent policy of East Carolina University is contained in PRR (add...
These policies address ownership of university inventions, distribution of income derived from licensing, assignment, or commercialization activities related to university inventions, and management of disputes. The patent policies also recognize limited circumstances in which publication of scholarly works may be delayed for short periods of time to allow for filing of patent applications. Premature publication or public use of an invention can constitute a statutory bar to the granting of a patent. In most cases, inventors may publish, present, and discuss their inventions freely once a patent application has been filed.

F. Copyrights (created work)

1. Introduction
   East Carolina University (hereinafter referred to as “the university”) has among its primary purposes teaching, research, and the expansion and dissemination of knowledge. Products of these endeavors include development and use of copyrightable materials. The creation of copyrightable materials in the form of literary, dramatic, and other intellectual works by the university community is encouraged as a measure of productivity and commitment to the dissemination of knowledge and creative activity for public benefit. It is the policy of this university that its faculty, staff, and students carry out their scholarly work in an open and free atmosphere that encourages publication without constraint, consistent with applicable laws and university policy. The Copyright Policy contained herein is consistent with the Copyright Use and Ownership Policy of the University of North Carolina, enacted by the Board of Governors on November 10, 2000.

2. Scope and Coverage
   This policy applies to the faculty, staff, and students of the university. Compliance with the terms of this policy is a condition of employment for university faculty and staff, and of enrollment for university students. This policy is supplemental to the Copyright Use and Ownership Policy of the University of North Carolina, and is subject to any applicable laws and regulations and to specific provisions in grants or contracts that govern rights in copyrighted works created in connection with sponsored research.

3. Definitions
   Assign: The transfer of one or more of the ownership rights in a work from the copyright owner to another person or organization.

   Author or Creator: Someone who originates or contributes copyrightable expression such as poetry, prose, computer programming, artwork, musical composition/work, recorded music, animations, video footage, web pages, architectural drawing, and photographs.

   Copyright License: Written permission to use copyrighted material that is usually limited to a period of time and/or for a particular use.

   Directed Works: Works that are specifically funded or created at the direction of the university, and which may or may not include exceptional use of university resources.

   Derivative Works: Works based upon and substantially similar to a pre-existing work, that would infringe the pre-existing work without a license from the author of the pre-existing work.

   EPA Non-Faculty Employee: Employees designated as exempt from the North Carolina State Personnel Act who hold an approved administrative or non-teaching position.

   Exceptional Use of University Resources: Resources/Support provided by the university for the creation of a work that is of a degree or nature not routinely made available to university
employees. An example of exceptional use would be the use of support staff for graphics design, or computer programming, that is not normally provided to university employees. Ordinary use of computers, FAX machines, laboratory space, libraries, office space or equipment, secretarial services at routine levels, telephones, and other informational resources, such as the virtual reality system or other special computing equipment, shall not be considered exceptional use of university resources. Whether an individual work has been created through exceptional university resources shall be determined initially by the chair or director of the department in which the creator has principally been involved or from which he or she has received resources to fund the work, taking into account the nature and amount of resources customarily made available to faculty or staff in that department. At the time that exceptional resources are approved, the unit administrator of that particular area of research shall inform that faculty member.

Faculty: Employees designated as exempt from the North Carolina State Personnel Act (EPA Employee) who hold one of the professorial ranks of instructor, assistant professor, associate professor, or professor, or whose title is lecturer, visiting professor, clinical professor, adjunct professor, research associate professor, post doctoral fellow or the like.

Fair Use: A use of copyrighted material for purposes of criticism, comment, news reporting, teaching, scholarship, or research, which is not an infringement of a copyright. Fair Use is further discussed in Section IV of this document.

Publication: The public distribution of copies of a work or the original work by sale or other transfer of ownership, including rental, lease or loan.

Royalty: A payment made to the owner of a copyrightable work for use of the work.

SPA Staff (to include CSS employees): Employees designated by the North Carolina State Personnel Act who generally perform a support role for the university.

Shop Right: A non-exclusive, non-transferable, royalty-free right to use a copyrightable work for educational or research purposes.

Sponsored Work: Funds supplied under a contract, grant, or other arrangement between the university and a third party, including a sponsored research agreement.

Student: Any individual currently enrolled in the university or its extension programs in undergraduate, graduate or other academic classes. Teaching, research and graduate assistants are included for the purposes of this Copyright Policy.

Student Works: Papers, computer programs, theses, dissertations, artistic and musical works, and other creative works made by students.

Traditional or Non-Directed Works: Pedagogical, scholarly, literary, or aesthetic (artistic) works originated by faculty or EPA non-faculty employees who maintain creative control over the work.

Works for Hire: A work prepared by an employee within the scope of his or her employment or a work specifically commissioned where the contractual agreement clearly specifies the work shall be considered a work made for hire.

4. Copyright Ownership
Ownership of copyright in copyrighted works shall depend on the category of the work in question and its creator.

Works by Faculty and EPA Non-Faculty Employees
The ownership of traditional or non-directed works shall remain with the creator except in the following circumstances:

a. Directed Works
Ownership of directed works shall remain with the creator and the university shall retain a shop right for use of the work. Upon written agreement between the university and the creator, the university may release or transfer its rights in the work to the creator provided, however, the university maintains a shop right to use of the work. Expense reimbursement and income sharing with the university shall be considered.

b. Works Involving Exceptional Use of Institutional Resources
Ownership shall remain with the university except, upon written agreement between the university and the creator, the university may release or transfer its rights in the work to the creator provided, however, the university maintains a shop right for use of the work. Expense reimbursement and income sharing with the university shall be considered.

c. Sponsored Works Requiring the University's Ownership
Ownership shall be decided in accordance with the terms of the sponsored programs agreement with the university:

i) Institutional Ownership: In the case of institutional ownership, provided there is no conflict with a sponsored agreement, the university may:
   a) Release or transfer its right to the creator under an agreement with the creator;
   b) Negotiate with the creator for joint ownership of the work;
   c) Require a shop right for the university's use of the work;
   d) Require expense reimbursement upon commercialization of the work; and/or
   e) Require income sharing upon commercialization of the work.

ii) Ownership Not Addressed in Agreement: Provided the sponsored agreement does not expressly require copyright ownership by the university or a third party, ownership shall remain with the creator subject to disclosure to the university provided, however, the university shall, if practical, be assigned a shop right for use of the work.

d. Works by SPA Staff
Works for hire made by SPA staff, working within the scope of their employment, shall be owned by the university except the university may enter into a written agreement in advance to transfer copyright ownership to the SPA staff employee.

e. Works by Independent Contractors
Works developed by independent contractors shall be owned in accordance with the contract under which the work was created. The university unit entering into arrangements for work to be produced by an independent contractor shall insure that the written contract specifies institutional ownership. Any exceptions shall be approved by the appropriate Vice Chancellor or designee.

f. Works by Students
Students may produce works while carrying out activities related to their enrollment at the institution or while employed by the institution. Examples of student works are papers, computer programs, theses, dissertations, artistic works, and musical works. Copyright ownership of student works shall remain with the student except in the following circumstances:

i) Sponsored or Externally Contracted Works
Ownership shall be in accordance with Section 4.iii of this Copyright Policy,
Sponsored Works Requiring the University’s Ownership, hereinabove.

ii) Works for Hire
Student works created in the course of employment with the university shall be considered
Works for Hire and shall be owned by the university.

iii) Derivative Works
The sale or commercial use of derivative works without the express written permission of the
author may violate the copyright rights of the author. Commercial exploitation of these
materials (which may include faculty lectures, notes from faculty lectures, syllabi, and other
course materials) without express written permission of the instructor may result in
disciplinary action in accordance with university policies.

5. Joint Ownership
Copyright holders, including faculty, EPA non-faculty employees, SPA staff employees and
students may enter into written joint ownership agreements with one another at their discretion,
with the approval of the Chancellor or his designee.

6. Administration
University Committee on Copyrights
The University Committee on Copyrights is hereby established and shall have such
responsibilities as the Chancellor may specify, including but not limited to the following:

a. Monitor trends in such areas as institutional copyright use policies, changes in copyright
   ownership models, and guidelines for fair use information;

b. Identify areas in which policy and guideline development or revisions are required, and make
   recommendations to the Chancellor;

c. Cooperate with the administration to propose university policies and guidelines regarding
   ownership and use of copyrighted or licensed scholarly works;

d. Assist in identifying educational needs of the faculty and others related to compliance with
   copyright policies and guidelines, and advising on appropriate ways to address those needs;

and

e. Under procedures specified herein, hear and recommend resolution of disputes involving
   copyright ownership.

The committee shall consist of 13 members: representatives of the student body, EPA-non-teaching
employees, SPA employees, the libraries, the Office of the University Attorney, the Office of
Technology Transfer, the Copyright Management Officer, the Vice Chancellor for Research and
Graduate Studies or designee who shall chair the Copyright Committee, and five faculty members
who will be elected by the Faculty Senate. Student representatives shall serve for one-year
renewable terms. Other representatives shall serve for three-year renewable terms.

7. Copyright Management Officer
The position of Copyright Management Officer is hereby established to advise faculty, EPA-non-
faculty employees, SPA employees, and students who have fair use and copyright permission
questions related to university business or student works.

The Copyright Management Officer's duties shall also include the following:

a. Assist in identifying educational needs of the campus community related to compliance with
   copyright policies and guidelines, and advising on appropriate ways to address those needs;

b. Serve as a member of the University Committee on Copyrights.

8. Works Subject to Both Copyright and Patent Protection
Works subject to protection under both patent law and copyright law shall be reviewed by the Office
of Technology Transfer and the University Committee on Intellectual Property/Patents. If the
university elects to retain title to its patent rights, the inventor/creator shall assign copyright and
patent rights to the university. The inventor/creator shall be compensated in accordance with
university policy.
9. Disclosure to the University Committee on Intellectual Property/Patents
Whenever faculty, EPA non-faculty employees, SPA staff or students of the university create copyrightable material which is or may be owned by the university or a third party and which may also have commercial application, a disclosure of the existence of the material should be made, in writing, to the University Committee on Intellectual Property/Patents. The written disclosure should be made as soon as practical prior to or after creation of the work.

10. Dispute Resolution

a. Jurisdiction
   Any university faculty, EPA non-faculty employee, SPA staff employee, or student may seek resolution of a dispute regarding fair use or copyright ownership of a work governed by this Copyright Policy, including a dispute over whether use of university resources is an exceptional use, by filing a written request with the Chair of the University Committee on Copyrights. The chair shall appoint a 5-member panel to hear the dispute with 3 panel members being selected from the elected faculty members of the committee. Review of all matters related to copyright shall fall under the exclusive jurisdiction of the University Committee on Copyrights, subject to the normal appeal processes.

b. Conduct of the Hearing
   At its discretion, the panel may elect to conduct a hearing into the matters or may make a recommendation based upon the written record, provided that all parties to the dispute are given an opportunity to present evidence and arguments in support of their respective positions. The panel will make every effort to mediate these matters prior to any hearing. Each party shall provide the other party with a copy of any written materials submitted to the panel simultaneously with submission of such materials to the panel. Any hearing will be conducted following procedures set forth in writing by the panel or promulgated by the University Committee on Copyrights. No party shall have the right to be represented by counsel before the panel, but any party may be accompanied at a panel hearing by an advisor of his or her choosing, who shall not participate in the hearing.

c. Disposition
   Each panel shall report its written findings, conclusions and recommendations for disposition of the matter to the appropriate Vice Chancellor(s) on behalf of the Chancellor, within forty-five days of appointment of the panel by the Chair of the University Committee on Copyrights. The Chair of the Committee may extend the time period of such report by not more than thirty days for good and reasonable cause. Copies of such findings, conclusions, and recommendations shall be provided to all parties. Upon receipt of such findings, conclusions, and recommendations, the appropriate Vice Chancellor(s) shall issue a written decision in the matter. The decision shall be final, subject to appeal rights under The Code of the University of North Carolina.

III. Ethics in Research and Creative Activity

A. Policy
   Faculty, staff, post doctoral fellows and students of East Carolina University have the responsibility to seek honestly and to promulgate ethically the truth in all phases of work. This responsibility governs not only the production and dissemination of research and creative activities, but also all applications for funding, reports to funding agencies, and teaching and publication of teaching materials.

   East Carolina University subscribes to the following principles in its research and creative activities:
   1. Honesty and truth must underlie all professional relationships of faculty, staff, post doctoral fellows and students with those in their profession, the academic community, and the public.
   2. Fabrication and falsification of information that a researcher claims is based on experimentation or observation are unethical.
3. Intentionally selecting data or the treatment of data to present views known by the researcher to be false is unethical.

4. Plagiarism, defined here below to include, without limitation, dissemination under one's own name of the tangible products of another person's work without due credit to that person, is not acceptable.

5. Other practices that seriously deviate from those that are commonly accepted within the scientific or academic community for proposing, conducting, or reporting research are not acceptable.

6. Publication of essentially the same article in more than one journal of a study without citing the duplication is unethical, as is any equivalent duplicity.

7. Faculty and staff members must be fully conversant with and able to defend their part in any work disseminated with their permission under their names and should be generally conversant with the said work as a whole. The guidelines of the International Committee of Medical Journal Editors are, in part, that "authorship should be based only on substantial contributions to (a) the conception and design, or analysis and interpretation of data; (b) drafting the article or revising it critically for important intellectual content; and on (c) final approval of the version to be published. Conditions (a), (b) and (c) must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is also not sufficient for authorship.

8. Faculty and staff members must list co-authors of a work, disseminated in any form, but only with those persons' expressed consent. The unwarranted inclusion of co-authors who have not been substantially involved in the work is unethical and may lead to violations of item 7., above.

9. Students completing theses or taking research courses for credit should not be relegated to purely routine work without training or participating in the design of the project or the analysis of the data. Therefore, the involvement of unpaid student assistants in research must be structured to enhance students' education and creative activities. Graduate students must be authors on publications that contain substantial parts of their thesis and/or dissertation. The chair and/or members of graduate student's thesis or dissertation committee should encourage the student to prepare a manuscript(s) for publication based on his or her thesis or dissertation research. If a student prepares a manuscript for publication based on a thesis or dissertation, he or she should be the first author on the resulting publication. Service on a thesis and/or dissertation committee does not in itself entitle a faculty member to co-authorship of a manuscript or an abstract unless the provisions of this section (Section V.A.7 above) are met.

10. When it is appropriate for students to participate as subjects in research, faculty and staff must assure potential subjects that participation is absolutely voluntary, that participation as a research subject shall not be a course requirement, that participation shall have educational value, that students shall be told at the beginning of the course if there are to be opportunities for extra credit, that alternative opportunities for extra credit shall be available for students not wishing to participate as subjects in research, and that students may withdraw from participation for extra credit at any time without penalty. (See Principles and Policy for the Protection of Human in Research above.)

11. In all cases of research involving human beings or animals, faculty and staff members must be familiar with and adhere to special regulations and issues of ethics and humane treatment associated with research on these subjects. (See Animal Welfare Regulations above.)

12. Faculty and staff members must comply with all regulations and laws affecting research and publication (including fiscal management, the use of hazardous materials and patents, licensing, technology transfer), whether these be derived from the grantor, the local community, the university, or the state or federal government. An intentional violation of copyright laws or the intentional use of materials, developed by others without permission, is prohibited. All members of the university community have a personal responsibility for implementing this policy in their
B. Procedures for Reporting, Investigating, and Determining Penalties for Unethical Activities

The university shall investigate substantive allegations of research misconduct in the proposing, conducting, or reporting of research and creative activities with all practical dispatch, with fairness, and with consideration for the rights of the accused and the accuser. The university is obligated to notify all parties affected by such acts, where proven, at appropriate times.

1. Definitions

a. Allegation: An allegation is any means, any written or oral statement, or other indication of possible research misconduct made to an institutional official.
b. Claimant: A person or organization alleging that research misconduct has occurred. An individual claimant is also commonly referred to as a “whistleblower”, a term preferred by the federal government.
c. Conflict of Interest: Faculty selected for service on a panel or a committee must be free from conflict of interest due to associations with either a claimant, if an individual, or a respondent. Examples of such associations include, but are not limited to, collaborations, co-authorships or manuscripts, and co-investigation on any grants or contracts.
d. Deciding Officer: This office is the institutional official who makes final determinations on allegations of research misconduct and any responsive institutional action. This individual is the Chancellor or his/her delegate, who may carry out any responsibility of the Chancellor under this policy to the extent consistent with the Chancellor’s delegation.
e. Finding of Research Misconduct: A finding that:
   i) There is a significant departure from accepted practices of the relevant research community;
   ii) The misconduct is committed intentionally, or knowingly, or recklessly; and
   iii) The allegation is proven by a preponderance of evidence.
f. Inquiry: The inquiry is an assessment of supporting materials and information from witnesses and respondent by a faculty panel to determine whether an research investigation is warranted. This may be known as an "allegation assessment" or an "informal inquiry" in some government documents.
g. Investigation: The investigation is a formal examination and evaluation of all relevant facts to determine if misconduct has occurred, and, if so, to determine the responsible person(s) and the seriousness of the misconduct. The investigation is conducted by a committee of faculty to include at least one member from outside the unit and when deemed necessary by the Vice Chancellor for Research (VCR), from outside the university. Hearings and testimony are to be recorded.
h. Preponderance of the evidence: This refers to proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.
i. Research: Research is defined as a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. For the purposes of this policy, research includes all basic, applied, and demonstration research in all academic and scholarly fields. Research fields include, but are not limited to, the arts, the sciences, liberal arts, applied sciences, social sciences, the professions, and research involving human subjects or animals.
j. Research Integrity Officer: This officer is the institutional official responsible for assessing allegations of research misconduct and determining when such allegations warrant inquiries and for overseeing inquiries and investigations. This individual is the VCR or his/her delegate, who may carry out any responsibility of the VCR under this policy to the extent consistent with the VCR’s delegation.
k. Research Misconduct: Misconduct that is defined as fabrication, falsification, or plagiarism
Research misconduct includes:

i) Fabrication is making up data or results and recording or reporting them.
ii) Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from the research inquiry and includes, but is not limited to research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, books, dissertations, and journal articles.
iii) Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.
iv) Research Misconduct does not include honest error or differences of opinion.

Research Record: This record is defined as any data, document, computer file, computer diskette, or any other written or non-written account or object that reasonably may be expected to provide evidence or information regarding the proposed, conducted, or reported research that constitutes the subject of an allegation of research misconduct. A research record includes, but is not limited to grant or contract applications, whether funded or unfunded; grant or contract progress and other reports; laboratory notebooks; notes; correspondence; videos; photographs; X-ray film; slides; biological materials; computer files and printouts; manuscripts and publications; equipment use logs; laboratory procurement records; animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.

Respondent: A respondent is the person against whom an allegation of scientific misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigation.

Retaliation: This refers to any action that adversely affects the employment or other institutional status of an individual that is taken by an institution or an employee because the individual has in good faith made an allegation of research misconduct or of inadequate institutional response thereto or has cooperated in good faith with an investigation of such allegation.

2. Procedures
   a. Principle of Procedure--Every effort will be made to protect the privacy and reputations of those whose allegations of misconduct are made in good faith and of those against whom allegations of misconduct are not confirmed.
   b. Policies and Regulations-Federal and State policies pertaining to the institution's responsibilities for responding to allegations of research misconduct are on file in the office of Sponsored Research and are available for review.
   c. Initiation by an Allegation--If a member of the faculty or other employee of ECU or student is suspected of Research Misconduct, as defined in the ECU Faculty Manual, Policy and Procedures on Ethics in Research and Creative Activities, that person will be reported to the unit's senior administrator unless there is a potential conflict of interest. (Policy and procedures regarding students are described in the ECU Faculty Manual, Academic Integrity Policy may also apply.) Either documentation or the location of documentation and information pertaining to the allegation will be provided. If claimant brings the allegation to the respondent's supervisor and if the supervisor is neither a chair nor a dean, the supervisor will bring the information to the chair or dean for that unit if considered to be substantive. Thus, if discussions between a supervisor and a claimant suggest that the allegation(s) is(are) serious, and neither frivolous nor malicious, the allegations and supporting information will be presented in a timely manner to the chair or dean, not the respondent.
   d. Determination of Procedure--The chair or dean should consult with the Research Integrity Officer before determining whether the allegations may be dealt with informally or require proceeding with the formal steps for making an Inquiry because the allegations are neither
frivolous nor malicious and are deemed substantive. The chair or dean will determine whether and what form of misconduct is alleged to have occurred, what parties are involved or may be affected by the allegations (i.e., co-authors, collaborators, funding agencies, etc.) and what documentation is needed to pursue the allegation. The chair or dean shall notify the VCR of their course of action (i.e., informal solution or recommendation for an Inquiry) regarding all allegations. If the evidence suggests that an Inquiry is warranted, the VCR will be notified immediately. Only the Vice Chancellor for Research has the authority to convene an Inquiry panel or an Investigation Committee. If human or animal subjects are involved, the chair or dean may ask the Administrative University and Medical Center Institutional Review Board or the Animal Care and Use Committee, respectively, to conduct an audit.

e. If the allegations meet any of the following conditions, the office of Research Integrity of the Department of Health and Human Services or any other appropriate federal agency, should be notified immediately by the VCR.
   i) there is an immediate health hazard involved;
   ii) there is an immediate need to protect Federal funds or equipment;
   iii) it is probable that the alleged incident is going to be reported publicly;
   iv) the allegation involves a public health sensitive issue such as a clinical trial;
   v) there is reasonable indication of a possible Federal criminal violation.

f. If the allegation is not judged to be frivolous, interim administrative actions will be taken, as appropriate, to protect any Federal funds and the public health, and to ensure that the purpose of any Federal financial assistance is carried out. Such actions may include but not be limited to freezing grant or contract accounts, suspending clinical trials or appointing an interim project director.

g. Protecting the whistleblower - The VCR will monitor the treatment of individuals who bring allegations of misconduct or of inadequate institutional response thereto, and those who cooperate in inquiries or investigations. The VCR will ensure that these persons will not be retaliated against in the terms and conditions of their employment or other status at the institution and will review instances of alleged retaliation for appropriate action. Employees should immediately report any alleged or apparent retaliation to the VCR. Also the institution will protect to the maximum extent possible the privacy of those who report misconduct in good faith. For example, if the whistleblower requests anonymity, the institution will make an effort to honor the request during the allegation assessment or inquiry within applicable policies and regulations and state and local laws, if any. The whistleblower will be advised that if the matter is referred to an Investigation Committee and the whistleblower's testimony is required, anonymity may no longer be guaranteed.

h. Protecting the Respondent - Inquiries and investigations will be conducted in a manner that will ensure fair treatment to the respondent(s) in the inquiry or investigation and confidentiality to the extent possible without compromising public health and safety or thoroughly carrying out the inquiry or investigation. Institutional employees accused of research misconduct may consult with legal counsel or a non-lawyer personal adviser (who is not a principal or witness in the case) at their own expense to seek advice and may bring the counsel or personal advisor to interviews or meetings on the case.

i. The Inquiry -
   i) The VCR will present to the respondent, in writing, the allegations and a copy to respondent's supervisor or chair. If it is necessary to secure notes, data books, computer data, specimens, drafts of manuscripts, grants, contracts or other materials, these will be collected at the time the letter of notice is given to the respondent. Either the VCR or his/her designee will be responsible for securing these items. All materials will be cataloged, receipts provided to respondent, and secured in a locked storage container appropriate for the materials. The Inquiry will be completed within 60 calendar days from the date of delivery of the letter of notice. If the inquiry cannot be completed in 60 days and Federal funds are
involved, then the VCR will submit to the appropriate agency a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report, and describes any other necessary steps to be taken.

ii) The Inquiry Panel shall consist of three faculty without administrative appointment or conflict of interest. At least one person shall be from outside the department of the respondent. If respondent is a member of the School of Medicine, the Associate Dean for Research will be consulted by the VCR prior to selecting faculty for an Inquiry panel. All will have sufficient expertise to review the materials and interview witnesses and respondent. The VCR will present the allegations to the panel, review ECU policy and procedures, any special requirements for an affected awarding agency, and establish a time line for conducting the inquiry. The panel will decide for itself which materials to review, which individuals to interview and their order. The Inquiry panel will not receive unsolicited input from faculty or staff except through the VCR. Questions regarding the Inquiry will be referred to the VCR. Refusal to answer questions or otherwise cooperate with an Inquiry or a Research Misconduct Investigation may be used as evidence against the respondent. If the panel finds substantiation of any one allegation, this will be reported immediately to the VCR in writing. It is neither necessary nor desired to proceed through a list of allegations once substantiation of one allegation is established by the Inquiry panel. The function of the Inquiry Panel ends with its written report.

iii) The written inquiry report will be prepared by the panel which consists of the name and title of the panel members; the allegations; the PHS support; a summary of the inquiry process used; a list of the records reviewed, summaries of any interviews; a description of the evidence in sufficient detail to demonstrate whether an investigation is warranted; and the committee’s determination as to whether an investigation is recommended.

iv) The VCR will provide the respondent with a copy of the draft inquiry report for comment and rebuttal and will provide the whistleblower, if he or she is identifiable, with portions of the draft inquiry report that address the claimant’s role and opinions in the investigation. Within 14 calendar days of their receipt of the draft report, the claimant and respondent will provide their comments, if any, to the inquiry committee. Any comments that the claimant or respondent submits on the draft report will become part of the final inquiry report and record. Based on the comments, the inquiry committee may review the reports as appropriate. If respondent is from the School of Medicine, a copy of the report will be give to the Associate Dean for Research, also. If review of the materials and interviews fail to confirm the allegations, a description of the inquiry process and the finding will be reported in writing to the VCR. The VCR will inform all affected parties of the finding, including respondent, claimant, respondent’s chair, dean and any other parties informed of the inquiry. The VCR will expunge any reference to the allegations from respondent’s personnel file.

v) If the Vice Chancellor for Research, in consultation with the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Sciences, decide that an investigation should be conducted, the VCR will notify the appropriate federal or non-federal agency and will provide them with a copy of the final inquiry report and the institution’s policies and procedures for conducting investigations.

vi) If Federal funds are involved and the inquiry is terminated prior to completion of all the steps required by the appropriate agency, the VCR will notify that agency of the planned termination and the reasons therefore.

vii) A detailed documentation of the inquiry, regardless of its outcome, will be kept in the VCR’s office for at least five years following completion of the report and will provide copies of this report to any authorized sponsoring agency upon written request of that agency.

j. Additional Procedures if Externally Funded Activities are Involved--The Vice Chancellor for Research will be responsible for informing the funding agency that an Inquiry involving one of their grants or contracts is being initiated. When the findings of the Inquiry Panel are given to the VCR, the appropriate information will be relayed to the funding agency. Since different Federal
and State agencies have different regulations which change over time, it is imperative that the VCR assure that the Inquiry and any subsequent investigation meet the funding agency’s requirements.

k. The Investigation--A determination that substantive evidence exists supporting allegations of research misconduct necessitates a formal Research Misconduct Investigation to begin within 30 calendar days of the Inquiry Panel's written report. All appropriate sponsors will be notified immediately that an investigation will be performed. The investigation will be completed and a report submitted to the appropriate sponsoring organization within 120 calendar days of the committee's formation. If the investigation cannot be completed in 120 days and Federal funds are involved, then the VCR will submit to the appropriate agency a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report, and describes any other necessary steps taken to date. That the respondent voluntarily leaves or admits guilt does not suffice to terminate the process.

i) The Investigation Committee shall consist of five faculty without administrative appointment or conflict of interest, including not more than 2 members from respondent's department and at least 1 member from outside the unit (College or School) or the university, all of whom shall have the necessary expertise to evaluate the evidence and issues related to the allegations, interview the principals and key witnesses and conduct the investigation. If the allegations pertain to a project funded by an external source, one committee member must be from outside the university. If respondent is from the School of Medicine, the Associate Dean for Research will be consulted prior to selection of the committee. The VCR is responsible for charging the panel, including: review of all allegations, this appendix and related university documents that may have a bearing on the investigation, results of the Inquiry Panel and what documentation is available and setting a schedule to complete the investigation within 120 calendar days. If external funds supported the project, then the VCR will communicate progress on the investigation to the funding agency. Documents and specimens will remain secured. All participants must bear in mind that when external funding, human subjects or animal subjects are involved there is the potential for criminal charges being filed and a "chain of evidence" must be maintained: anyone wishing to remove materials from storage must obtain the permission of the VCR and must sign for each item removed.

ii) The Investigation Committee, with advice from the VCR, will decide on the order of presentation of materials and witnesses and schedule one or more hearings. All documentary evidence presented to the committee by the VCR will be made available to respondent at least 10 working days before the hearing. Legal advice shall be provided by the university for the committee. The hearings shall be closed to the public. The respondent shall have the right to be present during presentation of the evidence to the committee. The respondent shall also have the right to an advisor, to present the testimony of witnesses and other evidence, to confront and cross examine witnesses. The respondent's advisor does not have any right to cross examine witnesses. The Chair of the committee has the discretion at any time to allow respondent's advisor to have an active role in the hearing, either by directly questioning witnesses or by submitting questions in writing through the Chair, or to restrict the advisor to advising the respondent only. An audio recording of all hearings will be made and minutes prepared to be included with the committee's report: both the chair of the committee and respondent will sign the minutes in order to indicate that the minutes accurately represent the proceedings during the hearing. The committee needs to determine whether a preponderance of the evidence exists supporting a Finding of Research Misconduct, as defined by the Policy on Ethics in Research and Creative Activities, has occurred. (Note: This is a less stringent standard than "clear and convincing evidence" and less stringent than "beyond any reasonable doubt.") When the committee has made its determination, a written report will be given to the VCR that describes both the process and the findings of the investigation.

iii) Where federal funds are involved and the investigation is terminated prior to completion of all steps required by the appropriate agency, the VCR will notify the agency of the planned
termination and the reasons therefore.

iv) Upon initiation of an investigation, interim administrative action will be taken, as appropriate, to protect any Federal funds and the public health, and to insure that the purpose of any Federal financial assistance are carried out. Such action may include but not be limited to freezing grant or contract accounts, suspending clinical trials or appointing an interim project director.

I. Completion of the Investigation--When the Investigation Committee has completed its investigation, it will prepare a draft report; and this report, along with minutes of all hearings and tape recordings of the hearings and recommendations will be given to the VCR. If respondent is from the School of Medicine, a copy of the draft report will be given to the Associate Dean for Research.

i) The report must describe the policies and procedures under which the investigation was conducted, describe how and from whom information relevant to the investigation was obtained, state the findings, and explain the basis for the findings. The report should include the actual text or an accurate summary of the views of any individual(s) interviewed.

ii) The VCR will provide the claimant, if he or she is identifiable, with those portions of the draft investigation report that address the claimant’s role and opinions in the investigation. The report should be modified, as appropriate, based on the claimant’s comments.

iii) The draft report will also be given to the respondent for comment and review. If the respondent elects to provide a rebuttal, he or she must do so within 10 calendar days. The respondent may rebut orally or in writing, and these responses will become part of the permanent record.

iv) The draft investigation report will be transmitted to the institutional counsel for a review of its legal sufficiency. Comments should be incorporated into the report as appropriate.

v) In distributing the draft report, or portions thereof, to the respondent and claimant, the VCR will inform the recipient of the confidentiality under which the draft report is made available and may establish reasonable conditions to ensure such confidentiality. For example, the VCR may request the recipient to sign a confidentiality statement or to come to his or her office to review the report.

vi) If the committee makes a Finding of Research Misconduct proven by a preponderance of evidence to have occurred in violation of the principles set forth in this policy, the committee may include recommendations for sanctions.

vii) If the respondent provides a rebuttal to the evidence for the VCR, the VCR may submit this information to the committee and may request additional deliberations or recommendations from the committee. After deliberation, or if no timely response is received, the committee shall issue its final written report to the VCR. If the VCR disagrees with one or more aspects of the report, the VCR may submit a separate report, but may not modify the committee's report without explicit permission by the majority of committee members. In addition to the findings of the committee, the VCR's report will include recommendations with respect to notification to any journals or other publications with already published or pending publications which are deemed relevant, collaborating institutions or individuals, awarding agencies, and any other individuals or agencies judged to "need to know" in order to avoid further consequences of potentially misleading or fraudulent information. These reports and any rebuttal provided by respondent will be given to the Chancellor and to the appropriate vice chancellor for action as provided herein below. If respondent is from the School of Medicine, copies of these reports and any rebuttal will be given to the Associate Dean for Research.

viii) If the committee finds insufficient evidence of fraudulent or unethical behavior in violation of the principles set forth in this policy, the chair of the committee shall notify the VCR who shall immediately notify all individuals and groups involved that the charges have been dismissed; and every attempt will be made to clear the public and private record of the respondent including letters to be sent to all awarding agencies, journals or others who
had been informed that a formal inquiry process had been initiated.

ix) Investigative offices of Federal agencies will be notified promptly by the VCR as and to the extent required by applicable law regulation, to include:
   a. if at any time during the investigation there is reasonable indication of possible criminal violations,
   b. if there are any developments which disclose facts that may affect present or potential funding for the respondent, and
   c. of the final outcome of the investigation.

x) The detailed documentation to substantiate the findings of the investigation will be maintained for at least five years after the final report is delivered to the VCR or Federal agencies. The report to Federal or other external awarding agencies will include a description of the process used to arrive at the findings within the report.

m. Prohibition of Expenditure of Funds-If there are any developments during any time of the investigation which disclose facts which suggest that specific funds from awarding agencies are not being expended in an appropriate fashion, a recommendation by the committee to the VCR may be forwarded to the appropriate vice chancellor that the university prohibit further expenditures of these funds pending final outcome of the Research Misconduct Investigation.

n. Action by the Appropriate Vice Chancellor-
   i) The appropriate vice chancellor, after consultation with respondent's dean and VCR, shall determine what disposition to make of the case. The determination shall be transmitted to the respondent promptly. If the vice chancellor determines that the case has not been proven, the vice chancellor may either ask the VCR to provide more information or dispose of the case as in Section V.B.2.i.2. above with the VCR to notify all affected parties that the charges have been dropped. If the vice chancellor chooses this latter action, a written rationale for disposing of the case must be provided by the vice chancellor for the VCR and members of the Investigation Committee.
   ii) If the appropriate vice chancellor concurs with the reports by the Investigation Committee and the VCR that misconduct has occurred and determines that a sanction will be imposed, the vice chancellor will consult with the VCR and respondent's dean regarding recommendations for appropriate sanction(s), to include but not limited to, censure, suspension from employment, reduction in rank, removal of tenure, or dismissal and will proceed in accordance with the *ECU Faculty Manual*. Whether or not sanctions are imposed on the respondent, the vice chancellor may prescribe corrective action responsive to the alleged misconduct and take other appropriate action including the recommended notifications of journals, funding agencies and other affected parties by the VCR. The VCR shall notify respondent's dean in reference to sanctions or other actions imposed.
   iii) Respondent may appeal imposition of sanctions through the appropriate appellate committee as described in the *ECU Faculty Manual, Appendix D, Tenure and Promotion Policies and Procedures of East Carolina University* or, if discharge or serious sanctions are not imposed, through *ECU Faculty Manual, Appendix Y*. 
Revisions to the *ECU Faculty Manual*, Appendix L. *ECU Code*, as follows:

**Resolve#12-40**
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012 (*with changes* noted in **highlight**)

Remove referenced text in Appendix L and create a new section in the Faculty Manual.

Guidelines for creating and changing code units and for the creation and revision of unit codes.

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Guidelines for creating and changing code units and for the creation and revision of unit codes.

I. Code Units
   A. Definition of Code Unit
   By virtue of their professional disciplinary and inter-disciplinary expertise, East Carolina University faculty members are responsible for creating and implementing degree programs, associated curricula, and for performing numerous other activities essential to educating students, advancing knowledge and serving the university and the community. To fulfill this responsibility effectively, faculty members organize into self-governing departments, schools or colleges. The resulting organizational boundaries are neither arbitrary nor a reflection of individual interests. Disciplinary and interdisciplinary boundaries derive naturally from differences in the subjects studied and the methods required to generate new knowledge of these subjects. The operations of a faculty group organized around shared subject matters and research methodologies are governed by a document referred to as a “unit code.” ECU uses the expression “code unit” to refer to a department, school or college whose operations are governed by a unit code. Differences between unit codes arise because of the subject matter and research methods of different code units. These differences require unique procedures that govern teaching, research, service and other assignments as well as the specific code unit’s criteria for appointment, reappointment, promotion and tenure, for example. The unit code document is created by a group of faculty members and approved by the appropriate tenured faculty, the Unit Code Screening Committee, the Faculty Senate, and the Chancellor. In this process, the administrator to whom the unit administrator reports (a dean, vice-chancellor or provost) reviews a draft code and may provide advice.

B. Organizing as a Code Unit
Requirements: To be eligible to organize as a Code Unit, a new or existing department, school or college, (or departments, schools or colleges created by splitting or combining existing code units), shall satisfy the following requirements:

1. Code Units shall contain sufficient faculty members to create and sustain one or more degree programs and their associated curricula (excepting the libraries). What suffices in any given case will be decided by the appropriate Provost or Vice Chancellor for Health Sciences in consultation with the tenured and tenure-track faculty who will be members of the Code Unit if established, the chairperson(s) or director(s) and the appropriate dean.

2. Code units shall be organized so as to distribute faculty and administrative responsibilities as follows (this list is not exhaustive of the duties of faculty members and administrators):

   (a) Faculty: Faculty members are responsible for providing course instruction in one or more degree programs and in Foundations courses as appropriate, for advising majors, for supervising graduate theses and dissertations and for initiating recommendations on curriculum, degree program requirements, personnel actions, evaluation criteria, the unit’s strategic plan, the unit’s assessment activities, student, faculty and staff awards and the unit’s code of operations.

   When the code unit is a college and the college contains departments or schools, some or all of the responsibilities of the code unit’s faculty members may separately be performed by the faculty members of each department or school.

   If the code unit is a school and the school contains departments, some or all of the responsibilities of the code unit may separately be performed by the faculty members of each department or school.

   If the code unit is a department and the department contains separate disciplines, some or all of the responsibilities of the code unit may be performed separately by the faculty members of each discipline.

   (b) Administration: The lead administrator is responsible for faculty evaluation, for assigning duties to the unit’s faculty members, for recommendations regarding initial faculty salaries and salary increments, for the use of the unit’s budget, for fundraising, for maintaining the unit’s contracts, records and reports, for managing the unit’s support staff, for the unit’s compliance with all university policies, rules and regulations and for the unit’s compliance with all actions required by higher administration.

C. Creating New Code Units and Making Changes to Existing Code Units

1. Proposals recommending the creation of a code unit or units, or changes to an existing code unit: Proposals shall be initiated by a Code Unit Proposal Committee. A Code Unit Proposal Committee may be self-constituted by action of at least one-fourth of an existing code unit’s faculty members (but no fewer than three faculty members) or may consist of at least three faculty members appointed by a chairperson, director, dean, the vice-chancellor for health sciences, the provost or the chancellor. The faculty members appointed to the committee will be some or all of the faculty members who will be members of the new or changed unit(s) except in a case when the people who will constitute the faculty of a new unit are not yet employed by ECU. In the case of the creation of a new code unit or changes to an existing code unit, proposals will include a provisional code of operations for the new or changed unit(s).

2. A Provisional Code will conform to the ECU Faculty Manual and, as much as is practicable, to the guidelines and requirements for Unit Codes that are set forth in this document [see II.D
A Provisional Code will be approved by the Educational Policies and Planning Committee, the Faculty Senate and the chancellor, and will be used for a maximum of three semesters after the formal development of the new unit. No later than three semesters after the creation of a new code unit having a Provisional Code, the faculty of the unit will develop and have approved an official Unit Code.

3. In the case of a provisional code that has been in use for three semesters in a code unit in which there are fewer than three full-time tenured faculty members who have been employed for at least twelve consecutive months in the unit, the deadline for developing and having approved an official unit code shall be extended until there are three faculty members in the unit who are eligible to vote on the unit’s code (see II.C below).

If faculty members will be displaced by the creation of new code units or by changes to existing code units, the proposal must address this situation.

In addition to creating new code units, some of the changes to existing code units that proposals may address include but may not be limited to:

a. dissolving a code unit without terminating the employment of the faculty members in the unit,
b. dividing a code unit into two or more code units,
c. merging a code unit with one or more other units,
d. moving a code unit to another school or college,
e. changing a code unit’s status from a department in a college to a school, or from a school to one or more departments in a college, or the reverse,
f. renaming a code unit, (changes in unit name nomenclature shall be approved by UNC General Administration),
g. moving groups of faculty and/or disciplines from one coded unit to another. (This type of move does not require UNC General Administration approval.) (Faculty Senate Resolution #98-28, November 1998)
h. any combination of the above.

Changes in all code units will not be implemented until the faculty members in the units affected and the Faculty Senate have the opportunity to recommend to the Chancellor approval or disapproval of the proposed changes as originally presented or as amended by the affected units or the Faculty Senate. (Faculty Senate Resolution #98-28, November 1998)

4. Procedures for creating or changing code units:
   a. The Code Unit Proposal Committee will provide copies of its proposal to all of the faculty members and administrators of the departments, schools or colleges addressed by the proposal.
   b. Within 15 working days after the proposal has been distributed, the Code Unit Proposal Committee will meet to discuss the proposal with the faculty members of affected departments, schools and/or colleges or with representatives elected by each affected unit, with the unit administrators, and with the appropriate deans and vice chancellors (or their representatives).
   c. Within 10 working days after this meeting, the permanently tenured faculty members of each affected unit, including the unit administrator(s), will meet and vote their approval or disapproval of the proposal in its original form or as amended by their action.
   d. Within 10 working days the chair of the Code Unit Proposal Committee will forward to the next higher administrator the results of the unit’s action.
e. Within 10 working days the next higher administrator will communicate in writing to the Code Unit Proposal Committee and to the appropriate vice-chancellor(s) the following items: the unit faculty's action and his or her concurrence or non-concurrence with that action.

f. The Code Unit Proposal Committee shall present copies of the proposal, the affected units' faculty recommendations, and the relevant administrators' concurrence or non-concurrence to the chair of the Educational Policies and Planning Committee. The committee shall consult with appropriate deans and vice-chancellors, and, if it deems necessary, with other faculty members and administrators. Within 40 working days (during the regular academic year), the committee will report its recommendations to the Faculty Senate.

g. The Faculty Senate will vote, in a timely manner, to recommend to the Chancellor the approval or disapproval of the proposal as originally received by the Educational Policies and Planning Committee or as amended by the Faculty Senate.

h. If the proposal is approved by the Chancellor (and higher authority if necessary), implementation of the proposal will be overseen by the next higher administrator(s) over the new or changed code units.

Upon approval of new unit codes, the old unit code of a unit that has undergone a change of the sort listed above will become null-and-void.

If faculty members in code units that meet the conditions for splitting into separate code units do not choose to split into separate code units, faculty in individual departments or schools (as appropriate) may democratically develop written rules for their internal organization and operation. These rules will be housed in the department's or school's administrative office.

II. Unit Codes

A. Definition of Unit Code
Each Code Unit shall develop a Unit Code of Operations that will provide for the conduct of the unit’s affairs according to Robert's Rules of Order, Newly Revised and the requirements set out below at “D”. A new or revised Unit Code shall be approved by a majority of the “Code Unit Voting Faculty Members” of the unit, as defined herein (see B “C” below). A copy of each Unit Code, after approval, is housed within the Faculty Senate Office, the Code Unit Office, and is available for review by faculty and administrators within the unit.

B. Approval Process for New and Revised Unit Codes
Each Code Unit will develop its own Unit Code of Operations, following the process described in this section of this document. Upon approval at the unit level, the unit administrator shall forward the new or revised Unit Code to the next higher administrator above the unit for advice. The Code Unit shall consider advice received and may amend its proposed code if this is the will of a majority of the Code Unit’s voting Faculty. The Unit Code next is submitted to the Unit Code Screening Committee of the Faculty Senate for review. Upon being approved by the Unit Code Screening Committee, the Unit Code is submitted to the Faculty Senate for review and, if approved, to the Chancellor for final approval. If the Chancellor requires revisions, he or she shall so indicate in writing and shall return the Unit Code to the unit for the required revisions. After revision, the code shall be approved by a majority of the “Code Unit Voting Faculty Members” of the unit and upon approval shall be dealt with as described above, up to and including receiving the chancellor’s approval or request for further revisions.

C. Faculty Who May Vote on a Unit’s Code of Operations
Responsibility for voting on a Unit Code rests with the permanently tenured faculty. A permanently tenured, full-time faculty member who is and has been employed for at least twelve consecutive months in a greater than 50% assignment in a unit counts towards a quorum and may vote on the
unit’s new or revised unit code. This includes administrators who meet these conditions. A faculty member on medical or other leave from a greater than 50% assignment in a unit may vote if the faculty member wishes to do so but does not count towards a quorum unless he or she is present at a vote. Faculty members with 50% or less assignment in a unit do not vote on the unit’s code.

D. Minimal Unit Code Requirements
To provide consistency, unit codes should be developed following an approved outline that includes at least:

- a preamble
- definitions of the unit’s faculty, its criteria for serving as a voting faculty member of the unit, and, where appropriate, its approved criteria for appointment to the graduate faculty
- criteria for emeritus status in the unit
- the administrative organization of the unit
- the membership, terms, and duties of standing committees
- current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured, and tenure-track faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure (*ECU Faculty Manual, Appendices C and D*).
- guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title
- standards for post-tenure review
- procedures for meetings within the unit
- procedures for the unit’s voting faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit’s major planning documents, assessment documents, Guidelines for Unit Academic Program Review, and other major reports prior to their submission in final form to person(s) outside the unit
- procedures for discussing with its unit administrator the unit’s annual budget request and annual report
- amendment procedures.

E. Use of “Guidelines” by a Code Unit
When a Code Unit maintains separate guidelines stating procedures to be followed with regard to faculty evaluation and/or matters not addressed in the unit’s code, the Faculty Manual, or the ECU Policy Manual, the guidelines shall be approved by a majority of the Code Unit’s voting faculty members (see “C” above). Amendments to Guidelines shall be approved by a majority of the Code Unit’s voting faculty members (see “C” above). Guidelines shall be referenced in the Unit Code, shall be in compliance with all policies in the *ECU Faculty Manual* and the *ECU Policy Manual*, shall be housed in the Code Unit’s administrative offices, in the office of the next-higher administrator and in the Faculty Senate office. At the time of the mandatory review of a unit’s code, a unit’s guidelines, if any, shall also be reviewed by the Unit Code Screening Committee for compliance with university policy.

F. Five Year Review of a Unit Code
The Unit Code Screening Committee shall report to the Faculty Senate at its last regular meeting of the academic year on the status of each unit code reviewed during the academic year, noting whether each code meets the current Faculty Senate guidelines for codes and is in compliance with all university policies, rules and regulations.

G. Faculty Senate Office Records
A copy of each approved Unit Code shall be maintained in the Faculty Senate office. Included with the approved code shall be a page containing the signatures of the chair of each reviewing body and the Chancellor or the Chancellor's delegate.

H. Unit Code Training
The Chair of the Faculty and the Chancellor, or the Chancellor's delegate, shall include an introduction to unit codes and guidelines in the annual new faculty and new administrator orientation sessions.

I. Unit Code Availability
Every tenured, tenure-track and fixed-term faculty member in a Code Unit shall be provided with a copy of or link to the Unit Code and the unit Guidelines, if any, upon becoming a 51% FTE or greater member of the unit.

Resolution #12-41
Approved by the Faculty Senate: March 27, 2012
Accepted by the Chancellor: May 2, 2012

Formal Faculty Advice on a Proposed ECU Patent Policy, with no changes are being proposed at this time.

EAST CAROLINA UNIVERSITY PATENT POLICY

Authority: Board of Trustees (approval also needed from UNC President)
History: First Issued: March 1984, Amended May 2006, Amended July 2010
Related Policies: Equity Acquisition Policy


Contact for Info: Director, Office of Technology Transfer
2200 South Charles Boulevard
Greenville Centre Room 2400
Mail Stop 163
East Carolina University
Greenville, NC 27858-4353
252-328-9549 Office
252-328-0799 Fax
www.ecu.edu/ott

1. Introduction
East Carolina University (the “University”) is dedicated to the pursuit of instruction, research, scholarship, engagement, innovation development and the extension of knowledge for the benefit of the public good in an environment that is open to collaboration and publication. Inventions, discoveries and other intellectual assets sometimes arise as a result of the conduct of these activities by University personnel, including students and University volunteers, utilizing University resources; which may qualify for intellectual property protection in the form of patents, copyrights,
2. Coverage
The University Patent Policy, as amended from time to time, shall apply to and be deemed to be a part of the conditions of employment for every employee of the University including, but not limited to, EPA faculty, non-teaching EPA employees, employees subject to the State Personnel Act (SPA), clinical support services employees (CSS), student employees, and University volunteers. Further, these policies are a condition of enrollment and attendance by every student at the University. Upon prior written agreement between non-University persons, research sponsors or collaborators, and the University, these policies may be applied when the further development and refinement of inventions are compatible with the research programs of the University.

3. Ownership
3.1 Patent Agreement
All faculty, staff, visitors, volunteers, and students engaged in on-campus University related or sponsored research, shall sign an East Carolina University Patent Agreement (employees, visitors and volunteers; students). However, students who are not engaged in research related activities are not obligated to sign an East Carolina University Patent Agreement unless they make an invention subject to these policies. If a student makes an invention that is, or may be, subject to this policy, the student shall disclose that invention to the University as provided under this policy.

University personnel shall not: (1) sign agreements with outside persons or organizations which may abrogate the University’s rights and interests as provided in this Patent Policy or as provided in any grant or contract funding the Invention; nor (2) without prior authorization, use the name of the University or any of its facilities in connection with any invention subject to this Patent Policy.

3.2 University Ownership of Inventions
The term Invention, as used in this policy, means an invention or discovery of any new and useful process, machine, manufacture, or composition of matter; or any new and useful improvement thereof, including compounds, prototypes, biological materials, software, complex multimedia works and tangible research results, provided that such invention or discovery (1) is patentable or commercializable; (2) is obligated under a sponsored research agreement; or (3) is created to support the administrative operations of the University.

Unless otherwise agreed upon in a written agreement signed by a University official with delegated authority, the University shall own all right, title and interest in any Invention that is developed with the aid of University facilities, staff or students, or through funds administered by the University. Upon request, inventors shall execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in the University or its assignees any or all rights to such Invention, including complete assignment of any patents or patent applications relating to the Invention. Such Invention is hereby assigned by the inventor(s) to the University in accordance with this policy.

3.3 Inventor Ownership of Inventions
An inventor that is a University employee, student, or volunteer may own all right, title and interest in certain Inventions (each an “Inventor-Owned Invention”) under either of the two following circumstances:
3.3.1 If the subject matter of the Invention is outside the scope of the inventor’s University activities (such activities including, but not limited to, the inventor’s research, teaching, administrative, service or permitted entrepreneurial activities) at the University, an Invention may be an Inventor-Owned Invention if it was made:

(a) without the material use of University facilities, equipment, materials or resources,
(b) without funds administered by the University, and
(c) without interfering with the inventor’s obligation to carry out all of his/her primary University duties in a timely and effective manner.

3.3.2 If the subject matter of an Invention is within the scope of the inventor’s University activities (such activities including the inventor’s research, teaching, administrative, service activities or permitted entrepreneurial activities) at the University, the Invention may be an Inventor-Owned Invention if it qualifies as an “external professional activity invention.” An “external professional activity invention” means an Invention that:

(a) meets the conditions set forth in section 1(a) through (c) above,
(b) is made in the course of inventor’s external professional activities in compliance with the University’s Policy on External Professional Activities of Faculty and Other Professional Staff (or any substitute or complementary policy),
(c) is not based on or, if to be practiced, does not require the use of intellectual property owned by the University,
(d) arises out of a specific scope of work defined in a written agreement between the inventor and a third party, and
(e) if such Invention is within the specific subject area of the inventor’s current and ongoing University research activities, such inventor has received prior approval from his/her departmental chair, school dean, unit director or similar administrative officer to engage in such external research activity, and notice of such approval has been provided to the University’s Office of Technology Transfer.

The University does not claim any rights in Inventor-Owned Inventions.

4. Revenue Sharing
The University shall share revenue earned from technology transfer activities with the inventors as specified in this section. Specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions made in connection with sponsored research; consequently, revenues the University receives from such inventions may be exclusive of payments of royalty shares to sponsors or contractors. Moreover, the University may contract with outside persons or organizations for the obtaining, managing and defending of patents. Any expenses incurred for the services of such persons or organizations, as well as any and all incremental expenses incurred by the University in obtaining and maintaining patents and/or in marketing, developing, and licensing and defending patents or licenseable inventions, shall be deducted before the University distributes revenues as provided below.

The revenues that the University receives from a patent or invention shall be distributed as follows:

<table>
<thead>
<tr>
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<th>1st</th>
<th>Next</th>
<th>Greater Than</th>
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<tbody>
<tr>
<td></td>
<td>$1000</td>
<td>$100,000</td>
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<tr>
<td>Invention Management Fund</td>
<td>n/a</td>
<td>25%</td>
<td>30%</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Division of Research &amp; Graduate Studies</td>
<td>n/a</td>
<td>5%</td>
<td>10%</td>
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Applicable laws, regulations or provisions of grants or contracts may, however, require that a lesser share be paid to the inventor. In the case of co-inventors, each percentage share described in this paragraph as due a sole inventor shall be subdivided equally among the co-inventors unless all the co-inventors provide the University a written instrument signed by each of them allocating ownership among them other than in equal shares. In no event shall the share payable to the inventor or inventors in the aggregate by the University be less than 15% of gross royalties received by the University.

To the extent practicable and consistent with State and University budget policies, amounts allocated to the University pursuant to the above chart will be dedicated to support University scientific research, development, commercialization and education activities.

In the event that an inventor leaves the University, either voluntarily or involuntarily, and the inventor is entitled to receive compensation in accordance with this Policy, then the inventor shall continue to be entitled to receive payments. In the event of death of an inventor who is entitled to receive compensation in accordance with this policy, then such payments will be paid to the inventor's estate or as directed in accordance with a court approved action.

5. Sponsored Research
5.1. Government Sponsored Research

Patents on any invention conceived or first actually reduced to practice in the performance of work under the Federal funding agreement arising from research supported by the United States Government ("Subject Invention") may be controlled by the terms of the grants and contracts specified by the government agency pursuant to Federal law. Consistent with Federal law, the University may, within a reasonable time after disclosure to the U.S. government, elect to retain title to any Subject Invention. Also, the Federal government may receive title to any Subject Invention in which the University does not elect to retain rights or fails to elect rights within a reasonable time. In the event that the University elects to retain title to Subject Inventions then it shall provide the Federal government with a non-exclusive, non-transferable, irrevocable, paid-up license. In the event that the Federal Government retains title to Subject Inventions then the University shall be free to use such invention(s) so covered for its own scientific and educational purposes without payment of royalty or other charge, consistent with Federal Law. Except as provided by Federal law, the terms of government-supported grants or contracts, or when patent rights are waived by the government, patents arising from government sponsored research are controlled by these patent and copyright policies.
5.2. University Research Sponsored by Non-Governmental Entities
The University must ensure that its facilities and the results of the work of its employees are applied in a manner which best serves the interests of the public. Likewise, the legitimate interests of a private sponsor who provides financial or other support to research carried out by the University must be considered. The University should normally reserve the right to ownership of patents on inventions arising out of research supported in whole or in part under grants or contracts with nongovernmental organizations or firms. Contracts or agreements which are entered into between the University and such organizations or agencies should contain clauses setting forth such a reservation unless deviations there from are requested by the sponsor and approved by the University consistent with the public interest. In the interest of fair treatment to the sponsor, in consideration for the sponsor’s investment and in the interest of discharging the University’s obligation to the public in the application of its facilities and its employees’ time and talent, special provisions may be negotiated by the University in such non-government sponsored contracts, upon request, provided (1) that the University retains the right to use the invention for its own research, educational, and service purposes without payments of royalty fees; (2) that the University requires the sponsor to use due diligence in the commercial use of the invention; and (3) that the University retains the right to freely publish the results of its research after a reasonable period necessary to protect the rights of the parties and to allow for the filing of a patent application (Section 3.2 herein).

6. Public Use and Publication Restrictions
6.1. Duty to notify prior to public disclosure
The results of faculty and student research should be published in scholarly form. Though this Patent Policy does not limit the right to publish, except for short periods of time necessary to protect patent rights, publication or public use of an invention constitutes a statutory bar to the granting of a United States patent for the invention unless a patent application is filed within one year of the date of such publication or public use. Publication or public use also will generally be an immediate bar to patentability in most foreign countries.

It is the duty of an inventor to report or, if the inventor is not available to make such report, the duty of his/her supervisor to report to the Office of Technology Transfer any inventions subject to this policy prior to any publication, submission of manuscript for publication, sale, public use, or plans for sale or public use of an Invention (hereinafter a “Public Disclosure Event”). This duty to report applies immediately upon the inventor or his/her supervisor becoming aware of any such Public Disclosure Event, and shall remain an affirmative duty until a patent application or a provisional patent application is filed, or until the one-year anniversary of the first Public Disclosure Event, whichever event occurs first. If an Invention is disclosed to any person who is not employed by the University or working in cooperation with the University upon that Invention, a record shall be kept of the date and extent of the disclosure, the name and address of the person to whom the disclosure was made, and the purpose of the disclosure.

6.2. Publication Restrictions
If a sponsor proposes to support a research effort that will involve a limited exclusive use license of resulting patents, the agreement with respect to publication shall include the following: (1) the sponsor must agree that the results of the research may be published if desired by the investigators or research workers; (2) to ensure that patent applications are not jeopardized, the University, investigators, and research workers may agree that any proposed publication will be submitted to the sponsor with a notice of intent to submit for publication. If within a period of no more than 90 days from the date of such notice the
sponsor fails to request a delay, the investigators, research workers and University shall be free to proceed immediately with the publication. However, if the sponsor notifies the University that a delay is desired, the submission of the manuscript to the publisher shall be withheld for the period requested, but in no event shall the total period of delay be longer than one year from the date of the notice of intent to submit for publication mentioned above. Such a period will permit the sponsor to have the necessary patent applications prepared and filed but will not unduly restrict the dissemination of scientific knowledge.

7. Avoidance of Conflicts
Conflicts involving patentable inventions and discoveries may arise when University personnel or students enter into personal consulting agreements with outside firms and organizations. The agreements that outside firms and organizations wish to have executed by those who are to serve as their consultants frequently contain provisions as to the licensing or assignment of the consultant's inventions and patents. Unless such provisions are narrowly worded, they usually will apply to areas in which the individual's University work lies and thus come into conflict with the obligations owed by the individual to the University under these policies, either with respect to the rights of the University itself in an invention or with respect to the rights of a sponsor of research in the same field or subject matter.

Prior to signing any consulting agreement including, but not limited to, agreements involving patent rights and trade secrets, where any University time, facilities, materials or other resources are involved, University personnel and students must bring the proposed agreement to the attention of the Office of Technology Transfer and either obtain a waiver of University rights or otherwise ensure the consulting agreement conforms with this and all other University policies. Consulting agreements may not in any way limit the right of any University faculty member or employee to engage in teaching research or service at the University.

The foregoing requirements are in addition to, and do not eliminate the necessity for compliance with the ECU Policy on Conflicts of Interest and Commitment, the ECU Policy Statement on External Professional Activities of Faculty, and the ECU Policy on Secondary Employment for SPA and CSS employees.

8. Administration

8.1. Patent Committee
The Patent Committee, appointed by the Chancellor and consisting of no less than three members, one of whom shall be designated by the Chancellor to serve as Chair, is charged with reviewing and recommending to the Chancellor or his delegate the procedures for the implementation of this policy; resolving questions of invention ownership that may arise between the institution and its faculty, staff, students, or volunteers, or among individuals; recommending to the chancellor the expenditure of the patent royalty fund; and making such recommendations as are deemed appropriate to encourage disclosure and assure prompt and expeditious handling, evaluation, and prosecution of patent opportunities; and to protect the interests of both the University and the public. The University Committee on Intellectual Property/Patents serves as the Patent Committee for the University. The Director of the Office of Technology Transfer shall serve as an ex-officio voting member of the Committee. The Office of Technology Transfer shall administer and provide support for the Committee.

8.2. Patent and License Management
The Office of Technology Transfer is charged with administering the University’s patent management and licensing program, including, but not limited to filing, prosecution, and maintenance of the University’s patent portfolio and maintenance of the University’s license portfolio.
8.3. Implementation
The Office of Technology Transfer is responsible for implementing this policy. Such implementation shall address various matters covered by this policy, including developing policies and procedures designed to supplement and interpret the ownership aspects of this policy, providing advice regarding ownership of specific works, releasing institutional rights, and accepting an assignment of rights to the Institution from an author or creator of a work.

8.4. Release of University Invention to Inventor(s)
In the event that the University chooses not to pursue patenting and/or commercialization of University invention, the Inventor(s) may request release of the invention to them under the terms of the University Invention Release Agreement.

8.5. Dispute Resolution
8.5.1. Jurisdiction
Review of all matters related to patents shall fall under the exclusive jurisdiction of the Patent Committee, subject to the normal appeal processes. Any individual subject to this policy may seek resolution of questions of invention ownership that have arisen between the University and its faculty, staff, students, volunteers, or among individuals by filing a written request with the Chair of the Patent Committee. The Chair shall appoint a 5-member Dispute Resolution Panel (“the Panel”) to address the dispute with at least 3 panel members being selected from the membership of the Patent Committee. In the event that the dispute involves the Chair of the Patent Committee, the Vice Chancellor for Research shall appoint the Panel. The Panel shall elect a chair from its membership. The University shall provide appropriate support to the Panel including, but not limited to, patent counsel or other patent expertise.

8.5.2. Conduct of the Hearing
In its sole discretion, the Panel may elect to conduct a hearing or may make a recommendation based upon the written record, provided that all parties to the dispute are given an opportunity to present evidence and arguments in support of their respective positions. The hearing shall be conducted in accordance with procedures adopted by the Chair of the Panel. A party may be accompanied at the hearing by a non-participating advisor.

8.5.3. Disposition
The Panel shall report its written findings, conclusions and recommendations for disposition of the matter to the Vice Chancellor for Research. Copies of such findings, conclusions, and recommendations shall be provided to all parties, subject to confidentiality of third party interests, if any. Upon receipt of such findings, conclusions, and recommendations, the Vice Chancellor for Research shall issue a written decision in the matter. The decision shall be final, subject to appeal rights under The Code of the University of North Carolina.

9. Works Subject to Protection by Both Copyright & Patent Laws
In cases where an invention or creation is subject to protection under both patent law and copyright law, if the University elects to retain title to its patent rights, then the inventor/creator(s) shall assign such patent and copyright rights to the University.
Revisions to the ECU Faculty Manual, Appendix X. Grievance procedures for complaints of unlawful or prohibited harassment, discrimination or improper relationships brought against East Carolina University faculty members or administrators holding faculty status, as follows:

Link to current Appendix X. located in the ECU Faculty Manual.

Revise and keep in the Faculty Manual.

I. Preamble

A. Federal and state laws and/or university policies protect individuals from harassment or discrimination based on age, color, creed, disability, genetic information, national origin, political affiliation, race/ethnicity, religion, sex/gender, sexual orientation, or veteran’s status. For a list of definitions of each protected class see http://www.ecu.edu/cs-acad/edc/ProtectedClassGrievances.cfm

The formal procedures enumerated in this Appendix assure individuals who believe that they are the victims of unlawful or prohibited harassment, discrimination, or improper relationships that their grievances will be dealt with fairly and effectively. “Improper relationships” in the context of this Appendix refers to an improperly executed or exploited supervisory relationship by engaging in a consensual amorous relationship with students or other University employees whom the employee is or will be supervising or evaluating, or by engaging in any sexual activity with any enrolled student of the institution, who is minor, other than his or her spouse, who is a minor, as prohibited by University policies. Unless a victim of illegal harassment or discrimination, a person reporting an alleged amorous relationship who is not a party to this relationship lacks standing to seek an appeal under these grievance procedures.

The East Carolina University Faculty Manual elaborates on policies related to harassment and discrimination in Appendix V. Appendix U addresses policy 300.4.1 of the Board of Governors of the University of North Carolina concerning improper relationships between students and employees.

B. Unlawful or prohibited harassment, discrimination, or improper relationships violates East Carolina University’s policies and will not be tolerated. Members of the University community are encouraged to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of unlawful or prohibited harassment, discrimination or improper relationships prohibited under the policies stated in the Appendices V and U of the ECU Faculty Manual. East Carolina University will take every step to resolve grievances promptly and confidentially.

C. Any act by a University employee or student of reprisal, interference, restraint, penalty, discrimination, coercion, retaliation, or harassment against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates University policy. Accordingly, members of the University community are prohibited from acts of reprisal and/or retaliation against those who file complaints, are involved as witnesses, or otherwise try to use University policies responsibly.

D. When complaints of harassment, discrimination, or improper relationships have been substantiated, the Chancellor, or the Chancellor’s designee, may take such disciplinary action as he or she deems appropriate, including discharge from employment, suspension, or reduction in rank in a manner that is consistent with the policies and procedures stated in the ECU Faculty Manual.
E. East Carolina University shall investigate anonymous unsigned complaints against faculty and administrators holding faculty status to the extent justified by the content and context of the complaint.

II. Grievance Procedures
1. Optional Initiation of Grievance Procedures
Complainant may skip these optional grievance procedures by going directly to II.2. Level One Grievance Procedures. At any time during the optional grievance procedures the complainant or respondent may elect to take the matter to the East Carolina University Office of Equity, Diversity, and Community Relations (“EDC”) Office of Equity and Diversity.

A. Discussion with the Department Chairperson
1. The complainant should make an appointment with the Chairperson or, if the Chairperson is alleged to have engaged in the misconduct, with the Dean. In such a case, skip II.1.A and go directly to II.1.B. The complainant may request that a conference with the Chairperson be held without the respondent (hereafter, “the respondent” is used in the singular form, even where it may stand for more than one person). At the time of making the appointment, the complainant should state expressly the need to discuss a complaint related to the respondent’s employment status. The Chairperson must consult the EDC to determine if the complaint alleges conduct so severe as to require immediate reporting to other authorities.
2. The initial complaint may be made to the Chairperson (or, as provided in II.1.A.1, to the Dean) in writing as a matter of record if the complainant so desires. However, this is not necessary to initiate a complaint by these optional grievance procedures.
3. The Chairperson (or, as provided in II.1.A.1, the Dean) will set an appointment date with the involved parties as soon as possible after receiving the request; but, in any event, within 7 calendar days after the request, the complaint will be discussed with the involved parties. Either party may request that the meeting with the Chairperson be held without the other party present. The Chairperson should freely discuss the nature of the complaint in a relaxed and informal manner, making every effort to take the corrective action necessary in resolving the grievance to the satisfaction of the involved parties. All parties will be appropriately advised in writing of the corrective action, if any, and the findings and the basis for the decision of the Chairperson within 7 calendar days subsequent to the conference.

B. Discussion with the Dean
1. If the complaint is not resolved to the satisfaction of all parties in conference with the Chairperson, the complaint should be taken to the appropriate Dean for further evaluation and consideration. Within 7 calendar days after receipt of the decision of the Chairperson, either party should forward that decision (and the initial complaint, if it was made in writing) to the Dean. Either party may request that a conference with the Dean be held without the other party present. The Dean will respond to the request for an appointment and discuss the complaint with both parties within 7 calendar days after receipt of such request.
2. The Dean’s conference should be conducted in a relaxed and informal manner with the involved parties. The Dean should invite the Chairperson to participate in this conference if doing so is deemed desirable or appropriate, or if the presence of the Chairperson is requested by either party. The Dean should make every effort to take the corrective action necessary in resolving the complaint to the satisfaction of the involved parties. All parties will be appropriately advised in
writing of the corrective action, if any, and the findings and the basis for the
decision of the Dean within 7 calendar days subsequent to the conference.

C. Appeal to the East Carolina University Office of Equity, Diversity, and Community
   Relations (“EDC”)
   If the complaint is not resolved to the satisfaction of either party, the dissatisfied party
   has the right to appeal the decision to the EDC Office. The appeal should be made
   within 21 calendar days subsequent to the decision of the Dean and must follow the
   Level One Grievance Procedures specified below in II.2.

2. Level One Grievance Procedures
   A. Reporting the Complaint to the East Carolina University Office of Equity, Diversity and
      Community Relations
      1. To initiate the process, the complainant may contact the EDC office or submit a
         grievance reporting form, available at
         http://www.ecu.edu/cs-acad/edc/SubmitAGrievance.cfm. If this is an appeal
         from the Dean’s decision as specified under II.1.C, the party making such an
         appeal is known as the complainant in this process.
      2. Complaints concerning harassment, discrimination, or improper relationships
         submitted in writing to ECU’s EEO Officer, who is Vice Provost for Equity,
         Diversity and Community Relations, should contain at least the following: (a) the
         complainant’s description of the alleged event(s), including times, dates, places,
         and witnesses, if possible; (b) the complainant’s description of the effects, if any,
         of the alleged event(s); (c) the names of the individuals alleged to have
         subjected the complainant to harassment or discrimination, or alleged to be
         involved in a prohibited improper relationship; and (d) the identification and
         contact information for the complainant. The EEO Officer, or the Officer’s
         designee, is referenced hereafter, as “the Grievance Officer”.
      3. The Grievance Officer shall immediately acknowledge receipt of the complaint
         and, within 14 calendar days from the submission of the complaint, shall
         schedule a meeting with the complainant to listen to and discuss the compla-
         int. Any of the deadlines set at Level One Grievance, as enumerated in this section
         II.2, may be extended by the Grievance Officer to accommodate delays not
         reasonably avoidable. Written notice of the new deadline and the reason for the
         extension shall be provided to the parties and to the Provost. Such extensions
         must be allowable under applicable law and shall not unduly delay the
         investigative process.
      4. The Grievance Officer will be available to the complainant, the respondent
         (hereafter, “the respondent” is used in the singular form, even where it may stand
         for more than one person), and to possible witnesses to discuss their rights and
         procedural options, as well as the possible outcomes of these options.
      5. The Grievance Officer shall determine whether evidence exists to sustain the
         complaint. In making this determination, the Grievance Officer may conduct an
         investigation. The confidentiality of both the complainant and the respondent
         will be preserved to the extent required by law.
      6. If the complainant wishes to proceed or the Grievance Officer determines it
         necessary to proceed with an investigation, the Grievance Officer will provide a
         written description of the complaint, or a copy of the written complaint, to the
         respondent at the beginning of the investigation and not later than 14 calendar
         days following the complainant’s or Grievance Officer’s decision to proceed with
         an investigation.
7. The respondent shall have an opportunity to meet with the Grievance Officer and provide a response to the allegations, both verbally and in writing.

8. During the investigation of a complaint the Chancellor or appropriate Vice Chancellor may take interim measures, up to and including suspension with pay, to prevent misconduct or retaliation.

B. Record
1. The Grievance Officer will keep a record of the initial and any subsequent discussions between the complainant and the Grievance Officer, and of discussions between the Grievance Officer and respondent. This investigation record will include:
   a) the documentation referenced in II.2.A.2;
   b) the reply of the respondent, if any;
   c) and any and all information collected in and relating to the investigation, and, to the extent allowed by applicable law, shall be provided by the Grievance Officer to all parties with all due speed, preferably within 14 calendar days of its compilation.

2. Within 14 calendar days of receiving a copy of the investigation record, the complainant and the respondent may append to this record a written response to each of the factual claims of the record. In any case where a written response is appended to the record, this will be noted in the record itself.

C. Written Report and Conclusions
   Within 21 calendar days after the procedures listed under II.2.A are met and the record as specified under II.2.B is completed, the Grievance Officer will submit this record and the Grievance Officer’s report of findings and conclusions to the appropriate Vice Chancellor. All parties, including the complainant, respondent, and supervisors, are notified regarding the results of the investigation at the same time; provided, however, if there are multiple respondents and/or multiple complainants, each party will receive only such information as is directly related to his or her case.

D. The Vice Chancellor shall issue a letter to all parties that may or may not initiate the disciplinary process or take disciplinary action in accordance with University procedures.

E. Procedures To Be Followed Upon the Imposition of Sanctions
1. The Chancellor or the Chancellor’s designee may respond to substantiated claims by the imposition of serious sanctions (The UNC Code, Section 603 lists serious sanctions as discharge from employment, suspension, or demotion in rank) or lesser sanctions, provided that the conditions specified below are met prior to the imposition of sanctions. However, failure of the respondent to cooperate with the investigation (failure to respond to the allegations, or to accept a copy of the report of the investigation, etc.) will not preclude the University from imposing appropriate sanctions if all of the following have occurred:
   a) The respondent was provided with a written statement or description of the complaint brought against the respondent, signed either by the complainant or the Grievance Officer;
   b) The complaint was thoroughly investigated by the Grievance Officer;
   c) The reply of the respondent to the complaint was solicited in person and in writing by the Grievance Officer during the investigation of the complaint by the Grievance Officer;
d) The reply of the respondent to the complaint obtained during the investigation of
the complaint by the Grievance Officer is noted in the Grievance Officer’s report
of findings and conclusions; and

e) The respondent was provided with the Grievance Officer’s written report of the
findings and conclusions.

2. When the disciplinary actions, if any, do not include a serious sanction, either
party may, within 28 calendar days from the Vice Chancellor’s issuance of a
letter responding to the Grievance Officer’s report, request an appeal to the
Grievance Board in accordance with the Level Two Procedures as specified
below in II.3.

3. When the disciplinary actions include a serious sanction they may -- pursuant to
the ECU Faculty Manual -- be sequentially appealed to the Due Process
Committee, East Carolina University Board of Trustees and, alleging that one or
more specified provisions of The UNC Code have been violated, the Board of
Trustees decision may be further appealed to the Board of Governors. The UNC
Code, Section 603(3) warns that if, within 14 calendar days after receiving the
notice of a serious sanction, the faculty member makes no written request for
appeal, the faculty member may be discharged or serious sanction imposed
without recourse to any institutional grievance or appellate procedure.

F. Options beyond Level One Grievance
When Level One procedures are terminated without being resolved to the satisfaction
of either party, both the complainant and respondent have the option of initiating a
Level Two Grievance (see II.3). However, if the disciplinary actions include a serious
sanction and the respondent wishes to appeal it, such an appeal must be made to the
Due Process Committee instead of the Grievance Board.

3. Level Two Grievance Procedures
A. If either party disagrees
with the findings and conclusions in the report of the Grievance
Officer, either party may, within 28 calendar days from the Vice Chancellor’s issuance
of a letter responding to the Grievance Officer’s report, notify the Grievance Officer, in
writing, to request a Grievance Board hearing.

B. The possible appeal routes depend on the disciplinary actions stated in the Vice
Chancellor’s letter to the Grievance Officer:
1. If serious sanctions are imposed an appeal may be made by the original
respondent within 14 calendar days, only to the Due Process Committee and not
to the Grievance Board.
2. If they do not include a serious sanction, within 28 calendar days of the
disciplinary action taken, either party may notify the Grievance Officer, in
writing, request a Grievance Board hearing.

C. The person (complainant or original respondent) who initiates the Level Two hearing
hereafter is known as the grievant and the other party is known as the respondent.

D. Within 7 calendar days after receiving such a request, the Grievance Officer will submit
the request, the record, the Grievance Officer’s report of findings and conclusions, and
the original written complaint to the Chair of the Grievance Board (hereafter, “the
Chair”). The Grievance Officer will simultaneously send a copy of these materials to the
respondent. Some material may be redacted where required by law.
E. Communications pertaining to the grievance are maintained by the Chair. Such communications include, when appropriate, the following: copies of all written communications (including emails); the contents of any interaction or meetings held with regard to Level Two Grievance proceedings; a summary of the course of action; and the findings of the Grievance Board’s hearing panel. The communications and records are confidential and cannot be released unless such release is compelled by law. After the report of the Grievance Board’s hearing panel is submitted to the Chancellor, all these materials are transferred to the Office of Faculty Senate, where they shall remain as confidential and will not be released, unless permitted by law.

F. Composition of the Grievance Board
The Grievance Board shall be composed of 5 regular members and 7 alternate members, each of whom is a permanently tenured voting faculty member holding no administrative title (the term "administrative title" refers to appointment as department chair in a professional school, unit administrator, dean, assistant or associate dean, vice chancellor, assistant or associate vice chancellor, chancellor, assistant or associate chancellor, assistant or associate provost). The University encourages diversity on the Grievance Board. Members shall be elected in accordance with the procedures for election of appellate committees specified in the Bylaws of the ECU Faculty Senate.

The members of the Grievance Board shall elect annually a chair, a vice-chair, and a secretary. The business of the Grievance Board shall be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised*, except as described below.

1. Composition of the Grievance Board for a particular hearing panel (hereafter, "the Panel")
After receiving the Grievance Officer's notification about the Level Two grievance, within 7 calendar days, the Chair will determine the availability of the regular members and alternates. If any of the Board's 5 regular members are unavailable or need to recuse themselves, an alternate will be selected to serve on the hearing Panel in their place. An additional alternate will be chosen to attend all sessions of the hearing and to replace a hearing Panel member, should that member be unable to attend the entire hearing. The ranking of the available alternates for selection will be determined by their years of service to the University. If there are fewer than 6 Grievance Board members available to serve on the hearing Panel, then the Chair of the Faculty will select a sufficient number of additional alternates to constitute a complete Panel of 6 members. Those Grievance Board members who hold an appointment in the grievant’s or respondent’s academic unit, those who reasonably expect to be called to provide evidence during the hearing, and those who have conflicting interests shall recuse themselves or be disqualified from participation in the hearing by a majority vote of the remaining members.

Within 3 calendar days from the formation of the Panel, the Chair will send the grievant and respondent a list of the 6 members of the Panel. From that list, both the grievant and respondent may disqualify 1 member without cause from serving on their Panel. The grievant or the respondent wishing to exercise this option must notify the Chair, within 3 calendar days, of the name of the member to be disqualified. The Chair will select additional Panel members to constitute a complete Panel of 6 members.

G. Purposes of Hearing
The purposes of a hearing are: (i) to render findings of facts and recommendations as to whether evidence presented to the Panel during the hearing sustains by its preponderance the allegations of harassment, discrimination or improper relationships; (ii) to communicate in the Panel's report to the Chancellor the Panel's finding and the reasons that support this finding, and the Panel's recommendations regarding resolution of the complaint. Avenues of appeal are provided to faculty members in the *ECU Faculty Manual* and in *The UNC Code*. The findings of the Panel are final only when the Chancellor renders her or his opinion, and the respondent fails to challenge either the Panel's findings or the Chancellor's concurrence or actions based on Panel's findings.

H. Conduct of Hearing

1. The hearing before the Panel shall be conducted in private.
2. Attendance throughout the entire hearing is limited to members of the Panel, the grievant, 1 person (who may advise the grievant), the respondent and 1 person (who may advise the respondent). Neither of the advising persons shall have speaking privileges.
3. With the assistance of the University Attorney, the Panel may call witnesses.
4. Witnesses will be available at a convenient location, and will be called to appear before the Panel at times specified by the Chair.
5. In making its determination, the Panel shall consider only such evidence as is entered or presented during the hearing. The Panel may use its own judgment in deciding the admissibility and/or relevance of any testimony of any person before the Panel, and the admissibility and/or relevance of any evidence whatsoever.

I. Hearing Procedure

1. The Panel will initiate a hearing no later than 42 calendar days after the date that the respondent was notified that a hearing will occur.
2. The Chair will notify all parties of the time, date, and place of the hearing at least 28 calendar days prior to its start. Within 14 calendar days of this notification, either party may request, in writing, postponement of the hearing with up to a 35 calendar days extension. Such a request will be granted if a majority of the Panel agrees that exceptional circumstances justify postponement.
3. Within 21 calendar days prior to the start of the hearing, the grievant and the respondent shall identify, in writing, to the Chair individuals who may provide evidence to the Panel and provide the Chair with any written or other material they wish to be entered as documentary evidence.
   a) Fourteen (14) calendar days prior to the hearing, the Chair will provide the respondent with a copy of the list of witnesses for the grievant, and with a copy of any depositions or other written material, and/or a description of any other evidence the grievant had submitted to the Panel.
   b) Fourteen (14) calendar days prior to the hearing, the Chair will provide the grievant with a copy of the list of witnesses for the respondent, and with a copy of any depositions or other written material, and/or a description of any other evidence that respondent had submitted to the Panel.
   c) At any time prior to the grievant’s closing statement, either party may request that the Panel allow new witnesses or new evidence to be presented. If they are deemed relevant, such requests will be granted by a majority of the Panel if the need for new witnesses was not reasonably foreseen or new evidence was previously unavailable.
When the Panel votes to accept new witnesses or evidence, the names of these witnesses and/or copies or descriptions of evidence will be supplied to the grievant or the respondent as soon as possible.

4. The hearing will begin with an opening statement by the Chair, who shall state the purpose of the hearing, the contents of the complaint, and the identities of grievant, respondent, and witnesses to be called. The Chair will ask members to introduce themselves and state for the record that they do not hold an administrative title. The Chair will list the procedures to be followed during the hearing, and will specifically note that only testimony and other information bearing on the grievance at hand will be admissible as evidence. It will be the Chair’s responsibility to reject immediately, stop the presentation or introduction of, or question the relevance of information having no clear bearing on the grievance. However, at any time during a hearing the Panel may, by a majority vote, override the Chair’s decision regarding admissibility and/or relevance of testimony, written evidence, or other material presented to the Panel. It will also be the Chair’s responsibility to maintain control of the hearing so that an orderly exchange of information can be accomplished. The Chair has the authority to decide minor procedural questions not otherwise covered elsewhere. When deciding minor procedural questions, the Chair shall serve the interests of both parties equally. As for any hearing from which an appeal may be taken, a court reporter must be used to record and transcribe the hearing.

5. Following the opening statement by the Chair, the grievant will present the complaint by submitting documentary evidence and questioning the grievant’s witnesses. The grievant may be a witness. The respondent may cross examine grievant’s witnesses, and the grievant may follow with further questions limited to the matter raised on the cross examination. The Panel members may question the grievant’s witnesses and, after their dismissal and the conclusion of the grievant’s presentation, may question the grievant. Then the respondent may reply to the complaint by submitting documentary evidence and questioning the respondent’s witnesses. The respondent may be a witness. The grievant may cross examine respondent’s witnesses and the respondent may follow with further questions limited to the matter raised on the cross examination. The Panel members may question the respondent’s witnesses and, after their dismissal and the conclusion of the respondent’s presentation, may question the respondent.

6. After these presentations by the grievant and the respondent, the parties may question each other, and may present rebuttal to any and all depositions, written documents, and other evidence submitted to the Panel. The Panel members may question them further. If deemed appropriate by a majority of the Panel, dismissed witnesses may be recalled if available.

7. When neither party has any further questions, or the Chair determines that the parties should discontinue questioning one another, and once the Panel has no further questions, each party has the option to make a closing summary statement. The grievant proceeds first and each statement shall not exceed 10 minutes in duration.

J. Post Hearing Procedure

1. After the hearing, the Panel shall meet in executive session and begin its deliberations, or adjourn for no more than 2 calendar days, at which time it shall reconvene in executive session to determine whether it sustains or does not sustain the grievance brought before it.
2. In reaching its decisions, the Panel shall consider only the testimony and other materials entered or presented as evidence during the hearing. The burden is on the grievant to establish his or her case by a preponderance of the evidence.

3. Determination by the Panel that sustains the grievance requires a majority vote by members of the Panel. The decision will be reported to the Chancellor and the parties.

4. Within 21 calendar days of the Panel’s reaching a determination to sustain or not to sustain the allegations of harassment, discrimination or improper relationships, the Panel’s determination and a summary of the basis for its decision will be communicated in writing to the Chancellor, the grievant, the respondent, the Grievance Officer, the relevant unit administrator, and the University Attorney. The Faculty Senate Office will provide the Chancellor and the parties with a copy of the court reporter’s transcript of the hearing as soon as the transcript is produced.

III. Post Level Two Grievance Procedures

A. Within 42 calendar days of receiving the Panel’s report and the court reporter’s transcript, the Chancellor shall notify the grievant, respondent, Grievance Officer, relevant unit administrator, University Attorney, and the Panel of the Chancellor’s concurrence or non-concurrence with the findings of the Panel, and of the disciplinary action, if any, against the original respondent.

B. The disciplinary actions by the Chancellor may or may not include discharge from employment, suspension, or demotion in rank.

1. When the disciplinary actions, if any, do not include a serious sanction, and if the Chancellor either declines to accept a Grievance Board recommendation that is favorable to the original respondent or concurs with the Board’s recommendation that is unfavorable to the original respondent, within 14 calendar days the original respondent may appeal the Chancellor’s decision to the East Carolina University Board of Trustees. The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.

2. When the disciplinary actions include a serious sanction the original respondent, in accordance with the procedures specified in the ECU Faculty Manual, has 14 calendar days to appeal to the Due Process Committee. The Chancellor’s decision following the findings of the Due Process Committee may be appealed within 14 calendar days to the Board of Trustees. Alleging that one or more specified provisions of The UNC Code have been violated, the original respondent may, within 14 calendar days, appeal the decision of the Board of Trustees to the Board of Governors.

IV. Grievance Board Procedural Flowchart (next page)

V. Annual Report

Each May the Grievance Board shall submit to the Faculty Senate Office an annual report detailing statistics about the complaints received and processed from May 1 – April 30 of previous year.

1. The outcome of the complaint(s) at Level One will list the protected class involved, whether or not it was an allegation of improper relations and when (month/year) each complaint was submitted to the EDC and resolved.

2. The outcome of the complaint(s) at Level Two will list the protected class involved, whether or not it was an allegation of improper relations and when (month/year) each complaint was submitted to the Grievance Board and resolved.
3. The types of disciplinary actions (such as discharge from employment, suspension, or demotion in rank, or lesser sanctions) if any, taken by the University and when (month/year) the complaint was submitted and, if known, resolved.

The annual report will be available on request at the Faculty Senate Office. Personally identifying information regarding the complainants and the respondents shall not be disclosed.
Deletion of the *ECU Faculty Manual, Appendix J*. Informal Faculty Grievance Procedures for Grievances Involving Sex Discrimination and Other Equal Employment Opportunity Complaints.

Revisions to the *ECU Faculty Manual, Appendix V*. Sexual Harassment, Discrimination, and Conflicts of Interest Policies, as follows:

Current text to be deleted and replaced with the following:

**Revise and keep in the Faculty Manual.**

**Harassment and Discrimination Policies and Procedures of East Carolina University***

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I. **Rationale**
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VI. **Education of Students, Staff, and Faculty**
VII. **Disciplinary Action**

* East Carolina University's Office of Equity, Diversity, and Community Relations policies on non-discrimination in recruitment and hiring are contained in *Part VI, General Personnel Information* of the *ECU Faculty Manual*.

I. **Rationale**
Well publicized policies and procedures such as these will help to create an atmosphere in which individuals who believe that they are the victims of harassment or discrimination are assured that their grievances will be dealt with fairly and effectively. It is more important still to create an atmosphere in which instances of harassment or discrimination are discouraged. Toward this end, all members of the university community should understand that harassment, discrimination, and improperly executed or exploited supervisory relationships violate the university's policy and
will not be tolerated. Members of the university community are encouraged to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of harassment or discrimination prohibited under these policies. East Carolina University will take every step to resolve grievances promptly and confidentially. Any act by a university employee or student of reprisal, interference, restraint, penalty, discrimination, coercion, retaliation, or harassment against an employee or a student for using these policies responsibly interferes with free expression and openness and violates this policy. Accordingly, members of the university community are prohibited from acts of reprisal and/or retaliation against those who file complaints, are involved as witnesses, or otherwise try to use these policies responsibly.

II. Policy on Harassment and Discrimination
It is the responsibility of members of the university community to strive to create an environment free of harassment and discrimination, and free of unprofessional bias in the supervision and evaluation of students and employees. It is against the policies of East Carolina University for its employees or students to create a hostile and/or discriminatory University or work-place environment for an individual or group because of the individual's age, color, creed, disability, gender, genetic information, national origin, political affiliation, race/ethnicity, religion, sexual orientation, or veteran's status. For a list of definitions of each protected class, see: http://www.ecu.edu/cs-acad/edc/ProtectedClassGrievances.cfm

III. Grievances Against East Carolina University Students
Complaints brought against East Carolina University students by East Carolina University students, faculty, staff, administrators, or visitors are governed by the grievance procedures presented in the Student Handbook.

IV. Grievances Against East Carolina University Staff
Complaints brought against East Carolina University Staff by East Carolina University students, faculty, staff, administrators, or visitors are governed by the grievance procedures stated in Policy Statement 7: Employee Relations of the Human Resources section of the ECU Business Manual, see http://www.ecu.edu/business_manual/Human_Resources_Policy7B.htm

V. Grievances Against East Carolina University Faculty Members or Administrators Holding Faculty Status
Complaints brought against East Carolina University faculty members or administrators holding faculty status by East Carolina University students, faculty, staff, administrators or visitors ordinarily are governed by the grievance procedures stated in Appendix X of the ECU Faculty Manual.

VI. Education of Students, Staff, and Faculty
The East Carolina University Office of Equality, Diversity and Community Relations (“EDC”) will develop educational materials to be distributed to students, staff, and faculty. These materials will publicize the policies and procedures and help create a proper academic atmosphere that is free of harassment and discrimination. Each year the EDC office will review the effectiveness of the educational materials and procedures and make any necessary revisions. All materials will be reviewed by the University Attorney before they are distributed.

VII. Disciplinary Action
See Appendix X of the ECU Faculty Manual for the policies and procedures governing disciplinary actions that may be taken against faculty members who violate these policies.

I. Rationale
Well-publicized policies and procedures such as these will help to create an atmosphere in which individuals who believe that they are the victims of sexual harassment or discrimination are
assured that their grievances will be dealt with fairly and effectively. It is more important still to create an atmosphere in which instances of sexual harassment or discrimination are discouraged. Toward this end, all members of the university community should understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the University's policy and will not be tolerated. Members of the university community are encouraged to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of harassment or discrimination prohibited under these policies. East Carolina University will take every step to resolve grievances promptly and confidentially. Any act by the university's employees or students of reprisal, interference, restraint, penalty, discrimination, coercion, or harassment against a student or an employee for using these policies responsibly interferes with free expression and openness, and violates this policy. Accordingly, members of the university community are prohibited from acts of reprisal against individuals who bring charges or are involved as witnesses or otherwise try to use these policies responsibly.

II. Policy on Sexual Harassment, Discrimination, and Conflicts of Interest

A. Introduction

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the University is to fulfill its mission. East Carolina University is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the work place and students can engage fully in the learning process.

Further, amorous relations between a student and a University employee who is responsible for supervising or evaluating the student, or between an employee and the person supervising that employee may derogate the merit principle of supervision and evaluation. This policy is the university's statement of its intent to prohibit sexual harassment and discrimination, and to prohibit amorous relations between the University's employees and students, and employees and supervisors when these relations create a risk of favoritism.

B. Definitions

1. Sexual Harassment

The following constitute sexual harassment:

a. Making verbal remarks or committing physical actions that propose to people of either sex that they engage in or tolerate activities of a sexual nature in order to avoid some punishment or to receive some reward;

b. Singling out people of either sex and creating or attempting to create a hostile university or working environment or otherwise attempting to harm or harming people because of their sex.

c. Continuing verbal or physical conduct of a sexual nature when the person or persons the conduct is directed toward has indicated clearly, by word or action, that this conduct is unwanted.

2. Sexual Discrimination

Sexual discrimination consists of actions that subject employees or students to unequal treatment on the basis of their sex.

3. Conflicts of Interest

Consensual amorous relationships in which one person is responsible for supervising or evaluating the other create conflicts of interest because they impair or reasonably can be expected to impair the professional judgment of the supervisor.

C. Policy

It is the responsibility of members of the university community to strive to create an environment free of sexual harassment and discrimination, and free of unprofessional bias in the supervision and evaluation of students and employees.
1. It is against the policies of East Carolina University for its employees or students to propose to other employees or students that they engage in or tolerate activities of a sexual nature in order to avoid some punishment or to receive some reward.

2. It is against the policies of East Carolina University for its employees or students to create a hostile University or work-place environment for an individual or group because of the individual’s or the group’s sex.

3. It is against the policies of East Carolina University for its employees or students to subject other employees or students to unequal treatment on the basis of their sex.

4. It is against the policies of East Carolina University for its employees or students to continue verbal or physical conduct of a sexual nature when the employees or students of the University toward whom such conduct is directed indicate clearly, by word or action, that such conduct is unwanted.

5. It is against the policies of East Carolina University for any employee of the university to engage in consensual amorous relationships with students or other university employees whom the employee is or will be supervising or evaluating. (This policy does not apply in cases where both the amorous relationship and the supervising or evaluating relationship were initiated before the policy’s adoption date.)

III. Grievances Against East Carolina University Students

Complaints brought against East Carolina University students by East Carolina University students, faculty, staff, administrators, or visitors are governed by the grievance procedures presented in the Student Handbook.

IV. Grievances Against East Carolina University Staff

Complaints brought against East Carolina University Staff by East Carolina University students, faculty, staff, administrators, or visitors are governed by the grievance procedures stated in the ECU Business Manual.

V. Grievances Against East Carolina University Faculty Members or Administrators Holding Faculty Status

Complaints brought against East Carolina University faculty members or administrators holding faculty status by East Carolina University students, faculty, staff, administrators or visitors ordinarily are governed by the grievance procedures stated in the ECU Faculty Manual. However, if a faculty member raises allegations of sexual harassment or discrimination, or conflict of interest during a hearing he or she requested before the Due Process Committee, the Reconsideration Committee, or the Faculty Hearing Committee (in accordance with the policies and procedures set forth in the ECU Faculty Manual, Appendix D, Tenure and Promotion Policies and Procedures of East Carolina University), the relevant committee shall determine the merits and bearing, if any, of the allegations raised by the faculty member on the matter before the committee. Such actions by the Due Process Committee, the Reconsideration Committee, or the Faculty Hearing Committee shall not preclude a faculty member from independently bringing a complaint of sexual harassment or discrimination, or conflict of interest in accordance with the grievance procedures stated in the ECU Faculty Manual, Appendix X. The outcome of an Appendix X grievance brought by a faculty member against other faculty members or administrators holding faculty status either may be appealed in accordance with the provisions for appeal set forth in Appendix X, Grievance Procedures for Complaints of Sexual or Racial Harassment or Discrimination or Conflict of Interest Brought Against ECU Faculty Members or Administrators Holding Faculty Status, or may be appealed before the Faculty Grievance Committee in accordance with the policies and procedures set forth in ECU Faculty Manual, Appendix D, Tenure and Promotion Policies and Procedures of East Carolina University, but not both.

VI. Education of Students, Staff, and Faculty

The Committee on the Status of Women or its successor will develop educational materials to be distributed to students, faculty and staff. These materials will publicize the policies and procedures and help create a proper academic atmosphere that is free of sexual discrimination.
and harassment. Each year the Committee on the Status of Women will review the effectiveness of the educational materials and procedures and make any necessary revisions. All materials will be reviewed by the campus attorney before they are distributed.

VII. Disciplinary Action

See section I of Appendix X of the ECU Faculty Manual for the policies and procedures governing disciplinary actions that may be taken against faculty members who violate these policies.

Approved: Faculty Senate Resolution #91-49, 12 December 1991, ECU Chancellor

Amended: Faculty Senate Resolution #96-16, April 1996

Resolution #12-45
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012

Deletion of the ECU Faculty Manual, Appendix W. Racial and Ethnic Harassment Policies.

Resolution #12-46
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012

Revisions to the ECU Faculty Manual, Part V. Academic Information, Subsection I.J. Grade Appeal Policy, as follows:

Students are not able to appeal grades on the basis of violation of university policies. For example, if a student received a poor grade based on an opinion or an idea with which the professor disagreed, the student would have no grounds for appeal, even though there is a violation of academic freedom, which is protected for students under ECU and UNC-system policies. This change to the grade appeal policy is very important for our compliance to SACS principles. (Please note that this policy in no way protects students who do not follow assignments or who are not able to present arguments in support of their ideas. If there were academic reasons why the student received the poor grade, the appeal would not be successful.)

Additions are noted in bold print and deletions in strikethrough.

Revise and keep in the Faculty Manual.

J. Grade Appeal Policy

The goal of this grade appeal policy is to establish a clear, fair process by which undergraduate students can contest a course grade that they believe has been awarded in a manner inconsistent with university policies or that has resulted from calculation errors on the part of the instructor. Recognizing, however, that the evaluation of student performance is based upon the professional judgment of instructors, and notwithstanding the exceptions noted at the end of this policy, appeals will not be considered unless based upon one or more of the following factors:

- An error was made in grade computation.
- Standards different from those established in written department, school or college school, college, or university policies, if specific policies exist, were used in assigning the grade.
The instructor departed substantially from his or her previously articulated, written standards, without notifying students, in determining the grade. Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

Resolution #12-47
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012

Revisions to the *University Undergraduate Catalog*, Academic Regulations, Subsection: Grade Replacement Policy to go into effect Fall 2012, as follows:

**Note:** The Faculty Senate Resolution in which ECU adopted the Plus/Minus Grade System also called for changes to the Grade Replacement Policy and the Readmission under Forgiveness Policy. The Admission and Retention Policies Committee has recommended improvements to those policies since then, so what we offer below incorporates the plus/minus changes into our revised policies. We ask for these policies to become effective for the fall semester 2012.

Additions are noted in **bold** print.

**Grade Replacement Policy**
A student is permitted to use the Grade Replacement Policy a maximum of four times for courses below 3000 in which he or she has earned a grade of C-, D+, D, D- or F. For example, a student may replace a grade in four different courses or may replace a single course grade a maximum of four times or a combination thereof not to exceed the limits of the policy. Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material (e.g. a course for which the repeated course is a prerequisite.)

The grade replacements will be automatically processed for courses worth 3 or more semester hours. The student must request a grade replacement for 1 or 2 semester hour courses by completing a grade replacement form and submitting it to the Office of the Registrar. The grade replacement form must be submitted by the last day of classes of the semester in which the student retakes the course in order for the grade replacement(s) to be reflected in the student's GPA and Academic Standing for the current semester. Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for degrees with distinction. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a C-, D+, D, or D-, no additional credit hours will be awarded. The grade replacement policy does not apply to courses taken prior to fall 1994.

Resolution #12-48
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012

Revisions to the *University Undergraduate Catalog*, Academic Regulations, Subsection: Readmission under Forgiveness Policy to go into effect Fall 2012, as follows:

Additions are noted in **bold** print and deletions in **strikethrough.**
Former East Carolina University students who have not been enrolled at ECU for a minimum of three consecutive academic years (six semesters, summer sessions excluded) may request readmission under the Forgiveness Policy. Such requests must be submitted on the application for readmission according to application deadline dates as specified above.

Students who have been enrolled at another regionally accredited college or university since their last enrollment at East Carolina University must submit to the Office of Admissions official transcripts indicating that a minimum cumulative 2.5 average has been earned in all transferable courses attempted.

Subsequent East Carolina University-based GPAs of students readmitted under this policy will be computed without inclusion of previous course work in which a grade of C- or below was received; credit toward graduation will not be allowed for such course work.

Student should be aware, however, that all ECU grades, including those earned prior to readmission under the forgiveness policy, will be included in calculations for consideration for degrees with distinction.

A student may take advantage of the readmission under the Forgiveness Policy only one time. Those readmitted under this policy are on academic probation for the first 19 semester hours of attempted course work. At the end of the term in which the nineteenth semester hour is attempted, a minimum cumulative 2.0 C average must have been earned at East Carolina University on all course work attempted since readmission under forgiveness. Failure to meet this stipulation will result in the student being ineligible, except for summer school, until such time as the 2.0 C average is obtained.

Students should be aware that the Readmission under Forgiveness Policy is an ECU policy that is not recognized in the US Department of Education’s calculation of financial aid eligibility. Students who plan to apply to or receive financial aid should contact the financial aid office. Cashier accounts must be cleared of any outstanding balance, if any, prior to registration for the term of readmission.

Students should also be aware that a substantial tuition surcharge may be applied in accordance with the rules established by the Board of Governors or other appropriate legislative body.
Resolution #12-49  
Approved by the Faculty Senate: March 27, 2012  
Approved by the Chancellor: May 2, 2012  

Curriculum and academic program matters included in the March 16, 2012 Educational Policies and Planning Committee meeting minutes, including an Intent to Plan a Master of Arts in Hispanic Studies within the Department of Foreign Languages and Literatures and a Program Name Change from Rehabilitation Counseling to Rehabilitation and Career Counseling within the Department of Rehabilitation Studies in the College of Allied Health Sciences.

Resolution #12-50  
Approved by the Faculty Senate: March 27, 2012  
Approved by the Chancellor: May 2, 2012  

Revisions to the ECU Faculty Manual, Part V. Academic Information, Section III. Academic Program and Curriculum Development, as follows:

In March 2011, the Faculty Senate approved revisions to Appendix L (#11-45) that are currently being held for further study and pending approval by the Chancellor. The below revisions include an addition that addresses one of the remaining three sections in Appendix L.

Additions are noted in bold print and deletions in strikethrough.

Revise and keep in the Faculty Manual.

III. Academic Program and Curriculum Development  
Program and curriculum development is a faculty responsibility. Program and curriculum changes may be initiated, prepared, and presented for review to all relevant ECU campus bodies by voting faculty as defined in ECU Faculty Manual, Appendix L. Development of new academic degree programs and certificates is governed by the policies and procedures of the General Administration (GA). Consultation with the ECU Office of Academic Programs Program Planning and Development is recommended before preparing program development requests. Instructions on specific procedures and documents for program and curriculum development proposals are available on the Office of Academic Programs website Office of Academic Program Planning and Development’s Web site.

The Academic Program Development Collaborative Team, an advisory body to the Academic Council, collaborates with units to strengthen program proposals and informs the Educational Policies and Planning Committee of its recommendations to the Academic Council and to the dean of the Graduate School concerning graduate programs under consideration. The Office of Continuing Studies processes requests to deliver new and existing academic programs through distance education. The chancellor has the final campus authority on academic program decisions.

In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the ECU Faculty Manual will apply.

A. Definitions  
1. 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 twelve-digit CIP code level. As a general rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master’s-level program requires that at least one-half of the total hours be in the program area. Programs with fewer hours are designated a concentration within an existing degree program. Degree programs require the approval of the GA and the Board of Governors (BOG). Minors and concentrations receive final approval at the campus level.

2. Certificates
A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. Certificate programs are offered at the pre-baccalaureate, post-baccalaureate, and post-master’s levels. UNC-GA has indicated that post-baccalaureate and post-master’s certificates must require a specified number of hours (18 s.h. for post-baccalaureate, and 24 s.h. for post-master’s) to be reported to the Integrated Postsecondary Education Data System (IPEDS). Program planners should be aware that not meeting these criteria may impact consideration of financial aid eligibility. Once a certificate is approved, ECU will submit it to the Department of Education to determine if the program is eligible for participation in the Title IV (financial aid) programs.

3. Teacher Licensure Areas (TLA)
These are specific course clusters that meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or a certificate. These may be at the entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, the senior vice president for academic affairs of UNC-GA must 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.

B. Curriculum Approval Process
Curriculum development includes developing courses and requirements for new academic programs, and developing and revising courses and requirements for existing programs. The following is the order for seeking campus approval for undergraduate curriculum changes (1000-4000-level):

- Curriculum committee of dept/department/school in which the course(s) is/will be housed;
- Voting faculty of dept/department/school in which the course(s) is/will be housed;
- Foundations Curriculum and Instructional Effectiveness Committee (if requesting Liberal Arts Foundations Curriculum Credit);
- Writing Across the Curriculum Committee (if requesting Writing Intensive credit);
- University Service-Learning Committee (if requesting Service-Learning credit);
- Communicate with the appropriate chairperson(s), director(s), or dean(s) of the units and programs that may be directly or indirectly affected by the curriculum;
- Chairperson/director of dept/department/school in which the course(s) is/will be housed;
- Curriculum committee of the college in which the course(s) is/will be housed;
- Council on Teacher Education (for Teacher Licensure Areas);
- Dean of the college in which the course(s) is/will be housed;
- University Curriculum Committee;
- Faculty Senate;
- Chancellor
The following is the order for seeking campus approval for graduate curriculum changes (5000-level and above):

- Curriculum committee of dept/department/school in which the course(s) is/will be housed;
- Voting graduate faculty of dept/department/school in which the course(s) is/will be housed;
- Communicate with the appropriate chairperson(s), director(s), or dean(s) of the units and programs that may be directly or indirectly affected by the curriculum;
- Chairperson/director of dept/department/school in which the course(s) is/will be housed;
- Curriculum committee of the college in which course(s) is/will be housed and TLA proposals to Council on Teacher Education;
- Dean of the college in which the course(s) is/will be housed;
- Graduate Curriculum Committee;
- Graduate Council;
- Chancellor

C. Program Development Approval Process

Program development includes developing new academic degree programs, minors, certificates, and new concentrations within existing degree programs, as well as requesting degree title changes, and moving or discontinuing programs.

1. New Degree Programs

Proposals for new academic degrees must include a list of all UNC and private in-state institutions that offer the same or a similar degree. Program planners are expected to contact those institutions regarding their experience with program productivity (applicants, majors, job market, placement, etc.).

Further, program planners are expected to identify opportunities for collaboration with institutions offering related degrees and discuss what steps have or will be taken to actively pursue those opportunities where appropriate and advantageous. To facilitate this portion of the planning process, the UNC-GA Division of Academic Affairs provides a link to the UNC Academic Program Inventory and a link to program inventories for other in-state institutions. In addition, proposals must include the Classification of Instructional Programs code under which the proposed program is to be classified. Faculty should allow ample time for review of proposals at all levels.

The approval process to plan or establish new undergraduate or graduate degree programs involves three distinct steps phases:

**Step Phase I:** Notification of Intent to Plan (NIP) for bachelor's or master's; Request for Authorization to Plan (RAP) for doctoral

**Step Phase II:** Program Requirements/Course Approval Request for Authorization to Establish (RAE)

**Step Phase III:** Request for Authorization to Establish (RAE) Curriculum/Course Approval

In Step Phase I, the appropriate planning documents (NIP for bachelor's or master's; RAP for doctoral) are submitted to the following academic bodies and officers in the following order for approval:

- Consultation with Academic Program Development Collaborative Team;
- Curriculum committee of dept/department/school in which the program is/will be housed;
- Voting faculty of dept/department/school in which the program is/will be housed;
- Chairperson/director of dept/department/school in which program is/will be housed;
- Curriculum committee of the college in which program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- Appropriate Vice Chancellor (for information purposes only);
• University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level. The appropriate committees will consider the curriculum framework. The GCC also will consider the external reviewers’ reports for master’s and doctoral degree proposals.
• Graduate Council for master’s or doctoral programs;
• Educational Policies and Planning Committee;
• Faculty Senate and Academic Council;
• Chancellor

In Step II, the approval of new degree requirements and courses is completed as specified above in "Curriculum Approval Process" for undergraduate and graduate programs.

In Step III Phase II, a request for authorization to establish (RAE) a bachelor's, master's, or doctoral program is submitted to the following academic bodies and officers in the following order for approval: in the following order for seeking campus approval:

(The RAE document must be approved and submitted to UNC-GA within four months after the RAP is approved by UNC-GA.)
• Consultation with Academic Program Development Collaborative Team;
• Curriculum committee of dept/school in which the program is/will be housed;
• Voting faculty of dept/school in which the program is/will be housed;
• Chairperson/director of dept/school in which the program is/will be housed;
  • Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;
• Dean of the college in which the program is/will be housed;
• External review (master’s and doctoral programs only);
• Appropriate Vice Chancellor (for information purposes only)
  • University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
• Graduate Curriculum Committee (master’s and doctoral programs only);
• Graduate Council for master’s or doctoral programs;
• Educational Policies and Planning Committee;
• Faculty Senate and Academic Council;
• Chancellor

In Phase III, the approval of new degree requirements and courses is completed as specified above in “Curriculum Approval Process” (Part V, Section III.B) for undergraduate and graduate programs. The curriculum approval process is separate from Phases I and II and may be initiated concurrently with Phases I or II. If BOG authorization to establish is received before the curriculum approval process has been completed, a moratorium will be placed on degree implementation until a quality curriculum has been finalized.

2. New Minors, Certificates, Concentrations; Degree Title Changes; Teacher Licensure Areas; and Discontinuing Degree Programs

The following is the order for seeking campus approval for undergraduate or graduate minors, certificates, concentrations, degree title changes, teacher licensure areas, and discontinuing a degree program. (Discontinuing minors, certificates, concentrations, and teacher licensure areas are considered curricular actions.) The Chancellor or his or her designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action.
Failure to report by the established deadline shall be considered an abstention and the proposed action shall progress to the next level for consideration.

- Curriculum committee of *dept/department* school in which the program is/will be housed;
- Voting faculty of *dept/department* school in which the program is/will be housed;
- Chairperson/director of *dept/department* school in which the program is/will be housed;
- Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- Appropriate Vice Chancellor (for information purposes only)
- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
- Graduate Council for graduate programs;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor (Once new teacher licensure areas are approved by the North Carolina State Board of Education, they must be submitted to UNC-GA.)

In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the ECU Faculty Manual Appendix D will apply.

3. Moving Degree Programs
The following is the order for seeking campus approval for moving a program.

- Curriculum committee of *dept/department* school in which the program is currently and will be housed;
- Voting faculty of *dept/department* school in which the program is currently and will be housed;
- Chairperson/director of *dept/department* school in which program is currently and will be housed;
- Curriculum committee of the college in which program is currently and will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is currently and will be housed;
- Appropriate Vice Chancellor (for information purposes only)
- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
- Graduate Council for graduate programs;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor

4. Process Completion
The proposing academic unit, in collaboration with the office **Office** of Academic Programs **Program Planning and Development**, prepares the final version of undergraduate and graduate program requests for the chancellor’s consideration. Once the chancellor has made an affirmative decision, the office **Office** of Academic Programs **Program Planning and Development** submits the new program request and chancellor’s communiqué to UNC-GA.

D. Academic Program Review
Every academic program is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be conducted according to the Procedures for Unit Academic Program Review. Changes to these guidelines need to be approved by the
Educational Policies and Planning Committee and the Faculty Senate. The unit Academic Program Review shall be used in the development of the unit’s operational and strategic planning. (Faculty Senate Resolution #08-66)

Resolution #12-51
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012

Revisions to Policy for Making Up Missed Class Days, and editorial revisions to FS Resolution #11-95.

Approval of the below revisions necessitate editorial revisions to FS Resolution #11-95, Formal faculty advice on proposed Adverse Weather/Conditions and Emergency Closings Regulation. Those editorial revisions* are noted below.

Proposed additions are noted in bold print and deletions in strikethrough.

Policy for Making Up Missed Class Days
Partial missed days should not be made up. Entire missed days should be made up (in keeping with the 750 minutes per credit hour requirement set by the UNC General Administration). Class days where less than the entire day is canceled are considered Partial missed days. Faculties whose classes are affected on Partial missed days are encouraged to make up the missed class time with optional course assignments, readings, or other relevant activity. Faculty are also encouraged to consider utilizing various university online resources for this purpose as well.

Designated make-up days for Fall Semester
Make-up days should be used in the following order: Reading Days at the end of the semester; Tuesday of Fall Break; Monday of Fall Break; Wednesday before Thanksgiving.

Designated make-up days for Spring Semester
Make-up days should be used in the following order: Reading Days at the end of the semester; Good Friday.

If additional make-up days are needed, the Executive Council in conjunction with the Calendar Committee will decide how to make them up.

Suggestions on how to make up missed time
By meeting at the usual class time on the designated make-up days (avoid giving tests on these days) or by some activity relevant to the class (outside the usual class time, but not necessarily on the designated make-up days, as decided by the instructor following whatever procedures have been adopted by the unit).

*Editorial revisions to FS Resolution #11-95, Formal faculty advice.

Proposed additions are noted in bold print and deletions in strikethrough.

“6.4.3 Make up policies governing class cancellation are established by Faculty Senate Resolution#06-14, which state:
Partial missed days should not be made up. Entire missed days should be made up (in keeping with the 750 minutes per credit hour requirement set by the UNC General
Class days where less than the entire day is canceled are considered Partial missed days. Faculties whose classes are affected on Partial missed days are encouraged to make up the missed class time with optional course assignments, readings, or other relevant activity. Faculty are also encouraged to consider utilizing various university online resources for this purpose as well.

Designated make-up days for Fall Semester
Make-up days should be used in the following order: Reading Days at the end of the semester; Tuesday of Fall Break; Monday of Fall Break; Wednesday before Thanksgiving.

Designated make-up days for Spring Semester
Make-up days should be used in the following order: Reading Days at the end of the semester; Good Friday.

If additional make-up days are needed, the Executive Council in conjunction with the Calendar Committee will decide how to make them up.

Suggestions on how to make up missed time
By meeting at the usual class time on the designated make-up days (avoid giving tests on these days) or by some activity relevant to the class (outside the usual class time, but not necessarily on the designated make-up days, as decided by the instructor following whatever procedures have been adopted by the unit)."

Resolution #12-52
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: not applicable

Proposed Summer 2013 – Spring 2014 University Calendars were returned to the Calendar Committee for additional review.

Resolution #12-53
Approved by the Faculty Senate: March 27, 2012
Approved by the Chancellor: May 2, 2012

Resolution on Conference-USA Student-Athlete Travel.

Whereas, the Faculty Senate of East Carolina University recognizes that East Carolina University is committed to offering opportunities for participation in collegiate athletics at the highest levels of competition; and
Whereas, the Faculty Senate of East Carolina University recognizes that many students who participate in collegiate athletics excel in the classroom, while others who participate fail to meet academic expectations; and
Whereas, East Carolina University is a member institution of the National Collegiate Athletic Association (NCAA), a voluntary membership association that governs intercollegiate athletics; and
Whereas, the National Collegiate Athletic Association (NCAA), obliges member institutions “to establish policies in all sports concerning student-athlete’s missed class time due to participation in intercollegiate athletics and in athletics competition scheduled during final examination periods” (NCAA Bylaw 17.1.6.1.1); and
Whereas, the East Carolina University Faculty Athletics Representative and the East Carolina University Athletics Committee have been reviewing athletic team schedules and have found challenges associated with travel in Conference-USA that are inconsistent with a commitment to the academic success and personal development of students who participate in collegiate athletics; and

Therefore, Be It Resolved that the Faculty Senate of East Carolina University urges a review of policies and practices related to student-athlete travel in Conference-USA by the Chancellors and Faculty Senates of all Conference-USA member institutions in an effort to minimize the disruption of the student athletes’ academic progress.

Resolution #12-54
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 24, 2012

Commendation for Professor Marianna Walker, Chair of the Faculty, as follows:

WHEREAS, Professor Marianna Walker has served as Chair of the Faculty from Fall 2009 through Spring 2012, and
WHEREAS, Professor Marianna Walker has devoted considerable time and energy to actions that benefit the entire faculty of East Carolina University, and
WHEREAS, Professor Marianna Walker has upheld the core principles of academic freedom and shared governance, and
WHEREAS, Professor Marianna Walker has directed the successful review and revision of the entire contents of the Faculty Manual, and
WHEREAS, Professor Marianna Walker has provided steady leadership during the development and implementation of extensive changes to administrative and academic policies to facilitate ECU’s reaccreditation process, and
WHEREAS, Professor Marianna Walker has overseen the reorganization of existing and the creation of new Faculty Senate committees, and
WHEREAS, Professor Marianna Walker has offered skillful leadership during a severe budget crisis, and
WHEREAS, Professor Marianna Walker has contributed an evenhanded perspective during the continuing activities of the Program Prioritization Committee, and
WHEREAS, Professor Marianna Walker has integrated input from Faculty Senate committees and administrative committees, thus enhancing shared governance at ECU, and
WHEREAS, Professor Marianna Walker has admirably represented the faculty of the university at meetings with the university administration, the Board of Trustees, the Faculty Assembly, and other meetings with external and internal publics, and
WHEREAS, Professor Marianna Walker has efficaciously led the Faculty Senate through three full years of work.

THEREFORE BE IT RESOLVED, that Professor Marianna Walker is commended for her exemplary leadership as Chair of the Faculty.

BE IT FURTHER RESOLVED, that we, the members of East Carolina University's Faculty Senate, hereby express our deep appreciation to Professor Marianna Walker for her balance, professionalism, tireless leadership and supererogatory service during her tenure as Faculty Chair of East Carolina University.
Resolution #12-55
Approved by the Faculty Senate: April 17, 2012
Accepted by the Chancellor: May 24, 2012

Formal faculty advice on curriculum and academic matters contained in the Graduate Curriculum Committee meeting minutes of March 21, 2012 and March 28, 2012 which include curricular actions within the College of Allied Health Sciences, College of Nursing, College of Education, College of Health and Human Performance, College of Technology and Computer Science, School of Communication, Department of Physics, Department of Biology, Department of Economics, Department of Geography, and Coastal Resources Management Program.

Resolution #12-56
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 24, 2012

Curriculum and academic matters contained in meeting minutes of March 22, 2012, which include curricular actions within Department of History, School of Art and Design, Classical Studies Program, Department of English, Department of Geological Sciences, Department of Chemistry; College of Business, College of Education, College of Health and Human Performance; and April 12, 2012 (5:30 meeting), which included matters related to revision of committee guidelines and forms.

Resolution #12-57 (presented earlier #10-71)
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 24, 2012

Additional revisions to the Allied Health Sciences Unit Code of Operation.

Resolution #12-58
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: April 26, 2012 (partial approval of only Education Code)
Approved by the Chancellor: May 24, 2012

Revised Academic Library Services Unit Code of Operation and revised College of Education Unit Code of Operation.

Resolution #12-59
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: not applicable

Rejected proposed revisions to the Summer 2012 University Calendar, leaving the official start date for First Summer Session on Tuesday, May 15.
Subsection Readmission

“Nontraditional students admitted under the Performance-Based Admission Policy who fail either to meet the GPA requirement or to satisfy the retention stipulations may not continue enrollment at East Carolina University except under the following conditions:

1. Students may attend summer school at East Carolina University to satisfy retention stipulations.
2. Students may be readmitted under the provisions of the Special Readmission Under Forgiveness Policy to resume progress toward satisfying retention stipulations.
3. Students may be readmitted after completing at an accredited college or university 30 semester hours or 45 quarter hours of transferable work with a minimum grade point average of 2.5 on all transferable work.

Duplicate credit will not be granted under any circumstances. In all cases the stipulations specified at the time of initial admission must be satisfied.

Following Suspension

See section on academic regulations, academic eligibility standards, for policies on readmission following suspension and the Special Readmission Under Forgiveness Policy.”

Subsection Nontraditional Student Suspension

“Nontraditional Student Suspension: This code indicates the status of a student who has become academically ineligible because of failure to satisfy retention stipulations within the limits established by the Performance-Based Admission Policy. For readmission options available to students in this status, see Special Readmission (Forgiveness) Policy under Readmission, below.”
Revisions to the *ECU Undergraduate Catalog*, Section V. Academic Regulations, subsection Attendance and Participation, as follows:

(Additions are noted in **bold** print and deletions in *strikethrough*.)

**Attendance and Participation**

“A student's participation in the work of a course is a precondition for receiving credit for the course. Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor.

Each instructor shall determine the class attendance policy for each of his or her courses as long as the instructor's policy does not conflict with university policy. The instructor's attendance policy will be provided to the class on a syllabus distributed at the first class meeting. Class attendance may be a criterion in determining a student's final grade in the course if the instructor provides a written statement to this effect in the course syllabus.

Students should consult with their instructors about all class absences. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments. Except in the case of university excused absences, it is the decision of the instructor to excuse an absence or to allow for any additional time to make up missed tests or assignments. Excused absences should not lower a student's course grade, provided that the student, in a manner determined by the instructor, is able to make up the work that has been missed and is maintaining satisfactory progress in the course.

Student Health Services do not issue official written excuses for illness or injury, but will upon request at the time of the visit, provide a note confirming that the student has received care. In the event that the student is seriously ill or injured at the time of final examinations, Student Health Services on request by the student, may recommend a medical incomplete. A student who receives medical care from another licensed medical provider may take his or her instructor a note from that provider indicating that the student was too ill or injured to attend class, and listing the date(s) for which the student was unable to attend. The instructor may choose to accept these notes as evidence of excused absences.

The Dean of Students may authorize a university-excused absence in the following situations:

1. Student participation in authorized activities as an official representative of the university (i.e. athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances).
2. Participation in other activities deemed by the Dean of Students to warrant an excused absence, **such as required military training**.
3. An extreme personal emergency about which the student is unable to speak directly to the instructor.
4. The death of an immediate family member (such as parent, sibling, spouse or child).
5. Student participation in religious holidays.
It is the student's responsibility to obtain verification of a university-excused absence by contacting the Dean of Students. Requests for university-excused absences should be submitted, whenever possible, to the Dean of Students at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

Instructors are expected to honor valid university excused absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Students who anticipate missing 10% or more of class meeting time as a result of university-excused absences are required to receive approval from the instructor at the beginning of the semester. Student experiences that cannot be made up should be discussed at the onset of the course to ensure that continued enrollment is feasible while there is still the opportunity to drop the course within the schedule change period.

A student who believes that he or she has been treated unfairly concerning absences or has been misinformed by the instructor regarding that instructor's absence policy shall have the right to appeal. The appeal shall be in writing to the instructor's department chair or school director, and in the event the resolution is not satisfactory, the final decision rests with the academic dean.

Resolution #12-63
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 24, 2012

New subsection within the *ECU Undergraduate Catalog*, Section I. The University, entitled Student Academic Freedom, as follows:

**Student Academic Freedom**

“The University shall provide opportunity for its students to derive educational benefits through developing their intellectual capabilities, encouraging their increased wisdom and understanding, and enhancing their knowledge and experience applicable to the effective discharge of civic, professional, and social responsibilities. The University shall not abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance. All members of the university community shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights and freedom of each member of the academic community are respected.”

Resolution #12-64
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 2, 2012

Revision to the *ECU Faculty Manual*, Part III. Academic Freedom to include a link to the *Statement on Student Academic Freedom* (refer to #12-63 for proposed statement).
Revisions to the *ECU Faculty Manual*, Part I. Introduction as follows:

Additions are noted in **bold** print and deletions in *strikethrough*.

**Revise and keep in the Faculty Manual.**

**Introduction**

The *ECU Faculty Manual* is the product of many years of faculty participation in shared governance at East Carolina University. The contents of the Manual require the approval of the Faculty Senate and the Chancellor, and for some sections, the approval of the Board of Trustees, UNC General Administration, and UNC Board of Governors. The Faculty Senate, through its standing University Academic and Appellate Committees, continues to periodically review and develop academic and faculty welfare policies and procedures when necessary.

All faculty are provided an overview and online access to the *ECU Faculty Manual* contents upon initial employment at East Carolina University and receive timely notification of updates/revisions to the Manual throughout the academic year. The Faculty Senate office coordinates the online publication and maintenance of the Manual and can be contacted for any questions about its contents.

In 1964, President Leo Jenkins established the Faculty Senate “as an organized voice for the faculty of East Carolina University to enable faculty to play a broader role in the decisional mainstream of the institution.” He constituted a committee of administrators and faculty to develop the ECU Faculty Constitution, that read in part “The Faculty Senate shall ratify, amend, or remand all matters of academic policy or faculty welfare which have been recommended by any standing or special committee of East Carolina or initiate any policies in such matters which it deems desirable.”

In 1974, a decade after the establishment of the Faculty Senate, President Leo Jenkins remarked “The result had been a constructive relationship between faculty and administration which has, in only a few years, resulted in the most representative and responsible Faculty Senate in the entire university system.”

In 1998, in his last term as Chair of the Faculty, Professor Don Sexauer stated “Shared governance in an academic setting is a fragile balancing act that takes place between the administration of the university and its faculty. It is the attempt by the administration and the faculty to solve problems and implement policies in a manner that benefits all the constituencies of the university.”

In 2009, Chancellor Steve Ballard charged the Faculty Senate, through the Chair of the Faculty, to conduct a complete review of the *ECU Faculty Manual* and revise the manual as necessary. During 2009-2012, major changes were made to the manual, including reorganization and deletion of outdated information. The *ECU Faculty Manual* has been redesigned to provide faculty members and administrators with policies and procedures in relation to faculty matters. The *ECU Faculty Manual* provides links to relevant UNC Board of Governors’ policies and procedures, as well as ECU Administrative Policies, Rules, and Regulations (PRRs).
Where *ECU Faculty Manual* policies are unclear or ambiguous, requests for interpretation of the manual are submitted to the Chair of the Faculty and/or Provost and Senior Vice Chancellor for Academic Affairs for a joint conditional interpretation. The Chair of the Faculty and Provost will also consult with the Vice Chancellor for Health Sciences and/or Vice Chancellor for Research and Graduate Studies, in matters pertaining to their purview. A conditional interpretation will be in effect until a permanent interpretation is adopted through normal procedures and incorporated into the contents of *ECU Faculty Manual* as needed. The Faculty Senate office maintains an index of interpretations provided for in the *ECU Faculty Manual*.

This manual has been designed to provide faculty members and administrators with a ready reference to established policies and procedures at East Carolina University. All faculty are to receive a copy of it upon initial employment at East Carolina University and updates/revisions as distributed. Faculty and administrators should ensure that all revisions are accurately inserted and outdated portions removed so that only current policies and information are contained in individual copies of the manual. The Faculty Senate office coordinates the publication, distribution, and maintenance of the manual and can be contacted for any questions about its contents or accuracy.

Requests for interpretation of the ECU Faculty Manual will be submitted to the Chair of the Faculty or the Vice Chancellor for Academic Affairs. The Chair of the Faculty and the Vice Chancellor for Academic Affairs will provide a joint conditional interpretation. In matters pertaining to their purview, the Vice Chancellor for Academic Affairs will consult with the Vice Chancellor for Health Sciences or the Vice Chancellor for Research. This conditional interpretation will be in effect until a permanent interpretation is adopted through normal procedures. The office of the Faculty Senate will maintain an index of such interpretations, identified in the appropriate section of the ECU Faculty Manual.

(Faculty Senate Resolution #99-8, March 1999)

East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, veteran’s status, gender, age, sexual orientation, political affiliation, or disability. (Faculty Senate Resolution #03-37, September 2003)

Resolution #12-66
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 2, 2012 (with change noted in highlight)

Revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection III. *University Policy* as follows:

Original additions are noted in **bold** print and deletions in **strikethrough**. Additional revisions to this section are noted in **yellow highlight**.

**Revise and keep in the Faculty Manual.**

**III. University Policy**

**III. Vetting of Administrative Policies, Rules, and Regulations (PRRs) Statements of Policy** in matters relating to Faculty.
The following outlines the internal Faculty Senate process for obtaining Formal Faculty Advice on Administrative Policies, Rules, and Regulations (PRRs) Policies.

Based on the East Carolina University Policy Manual, the official repository of all approved policies, regulations, and rules (PRRs) at East Carolina University, the following process has been established for the solicitation and provision of faculty advice on all matters involving faculty in the areas of academic policies, faculty welfare, and university regulations, and procedures and administrative governance (www.ecu.edu/prr) (ECU Regulation for Policy Development 01.15.01).

When the need for an administrative PRR policy, regulation, or rule is determined which pertains to faculty, the appropriate authority (Chancellor) or delegated authority (e.g. Provost, Academic Council) will inform discuss the proposal with the Chair of the Faculty. The appropriate delegated authority (e.g. Provost, Academic Council) provides the Chair of the Faculty with a draft of the proposed administrative policy. The Chair of the Faculty asks the appropriate university academic/appellate committee to review and provide feedback and recommendations to the Faculty Senate within a specific time frame, as designated by the Chancellor or issuing authority. Chair of the Faculty in consultation with the appropriate authority or designated authority

Following committee review and vetting, the committee will submit the recommendation to the Faculty Senate as a means of formal faculty advice on the proposed PRR administrative policy. The Faculty Senate will vote on the recommendation of the university committee as formal advice for the proposed PRR administrative policy. The formal advice will be documented following the same recordkeeping process as all other Faculty Senate actions and resolutions.

If the formal advice on the PRR is approved by the Faculty Senate, the formal advice will be submitted to the Chancellor following the normal established approval/review process, in addition to the appropriate delegated authority for the PRR (e.g. Provost, Academic Council). The Chancellor will act according to the established process and notify the Chair of the Faculty that the faculty’s formal advice has been received, considered. The appropriate delegated authority will notify the Chair of the Faculty that the faculty’s formal advice has been considered.

The Chair of the Faculty and the Faculty Senate will receive formal notification from the appropriate authority (Chancellor) or delegated authority (e.g. Provost, Academic Council) following approval of the proposed administrative policy. A history of the Faculty Senate recommendation/formal advice will be maintained in the Faculty Senate office in the same manner as all other Senate actions and resolutions and maintained as feedback to the PRR policy when published in the University Policy Manual.

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

Additions are noted in **bold** print and deletions in strikethrough.

**Revise and keep in the Faculty Manual.**

IV. Academic Policy

The faculty organization of East Carolina University comprises the general faculty. As provided in Section 502D of The Code of UNC, the BOG requires the Chancellor to ensure that there exists in the institution a faculty council or senate, a majority of whose members are elected by and from the members of the faculty. The Faculty Senate is the legislative and advisory body which represents the general faculty and provides the means by which faculty are enabled to fulfill their function with respect to faculty welfare and academic and educational policies exclusive of graduate programs. The Faculty Senate acts upon reports and recommendations of its standing academic committees (and ad-hoc committees). Please refer to the *ECU Faculty Manual*, Appendix A, Faculty Constitution and By-Laws of East Carolina University for the detailed list of responsibilities and activities of the Faculty Senate. **Graduate faculty governance and organizational matters are also outlined in the *ECU Faculty Manual*.**

According to ECU-Policy Regulation 01.15.01 regarding recommendations for new PRRs or Changes to Existing PRRs, the Faculty Senate, the Graduate Council, Staff Senate, Student Government Association, any standing or ad hoc committee of East Carolina University or any administrative or academic officer, including Executive Officers, may recommend new PRRs or changes to existing PRRs. Any member of the University Community may forward recommendations for new or revised PRRs to any of the above entities/individuals. At East Carolina University, the general faculty are the general electorate and the Faculty Senate is the legislative and advisory body representing the general faculty. The Chancellor and the Chair of the Faculty facilitate communication that enables continuing and effective faculty participation in all aspects of the University community. The Chancellor is a member of all faculties and other academic bodies of the institution and shall have the right to preside over the deliberations of any legislative bodies of the faculties of the institution.

**All** academic policies pertaining to faculty shall be housed in the Faculty Manual, in particular matters relating to tenure and promotion, curriculum, degree requirements, instructional standards and grading, and faculty welfare. In the spirit of shared governance, before the Chancellor either adopts with revisions a regulation or recommends to the Board of Trustees a proposed policy that differs from a recommendation of the Faculty Senate regarding matters of tenure and promotion, curriculum, degree requirements, instruction standards, and grading, the Chancellor will seek additional advice from the Faculty Senate to be provided within a period the Chancellor establishes in the best interest of the University.

The Faculty Senate and the Graduate School Administrative Board may initiate suggestions for undergraduate and graduate academic policy, respectively. Academic policy recommendations from any source are referred to the Faculty Senate or to the Administrative Board of the Graduate School. These bodies also ratify, amend, or remand all matters of academic policy which have been recommended by standing or special university committees. The chancellor acts upon the recommendations of the Faculty Senate and the Graduate School Administrative Board.
The Administrative Board of the Graduate School represents the members of the graduate faculty as a legislative and advisory body in the matter of graduate academic and educational policies. It consists of three representatives from the College of Arts and Sciences, one representative from each school, and three ex-officio members. The dean of the Graduate School, who is responsible for the administration of the policies of the Graduate School, is chair of both the Administrative Board of the Graduate School and the graduate faculty. Please refer to the ECU Faculty Manual, Appendix F, Graduate School Organization for the detailed list of responsibilities and activities of the Administrative Board of the Graduate School.

Resolution #12-68
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 2, 2012 (with change noted in highlight)

Revisions to the ECU Faculty Manual, Part XIII. Promotion and Tenure Timeline, as follows:

Additions are noted in **bold** print.

**Revise and keep in the Faculty Manual.**

The timelines designated in this schedule are the normal review cycle for the stated personnel actions. The Chancellor may approve an adjustment to these timelines when compelling circumstances, as determined by the Chancellor, justify a temporary revision.

**Promotion and Tenure Timeline – Spring before Decision Year***

<table>
<thead>
<tr>
<th>Action</th>
<th>9 and 12 Month Faculty Deadline</th>
<th>Time Allotted for Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Request to the Committee for promotion or early conferral of permanent tenure</td>
<td>1\textsuperscript{st} Friday in February</td>
<td></td>
</tr>
<tr>
<td>Faculty member submits list of potential external reviewers to committee</td>
<td>3\textsuperscript{rd} Friday in February</td>
<td>[See footnote below for deadlines affecting]</td>
</tr>
<tr>
<td>Committee submission of a list of external reviewers to the unit administrator and Selection of materials to be sent to reviewers.</td>
<td>2\textsuperscript{nd} Friday in March</td>
<td>12-month faculty member with prior academic credit**</td>
</tr>
<tr>
<td>Unit Administrator sends letter and materials to confirmed external reviewers</td>
<td>Last Friday in April</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

**Promotion and Tenure Timeline – Fall of Decision Year***
<table>
<thead>
<tr>
<th>Action</th>
<th>9 and 12 Month Faculty Deadline</th>
<th>Time Allotted for Decision</th>
<th>Health Sciences Division Deadline</th>
<th>Time Allotted for Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Administrator informs committee of upcoming need for a meeting</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in September</td>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in September</td>
<td></td>
</tr>
<tr>
<td>External reviewers’ reports due</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in September</td>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in September</td>
<td></td>
</tr>
<tr>
<td>Faculty turns in PAD to Committee</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in September</td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in September</td>
<td></td>
</tr>
<tr>
<td>Committee recommendation/PAD to unit administrator</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in October</td>
<td>4 weeks</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in October</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Unit administrator recommendation/PAD to Dean (note: Brody School of Medicine P&amp;T Committee reviews &amp; makes Recommendation to BSOM Dean)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in November</td>
<td>4 weeks</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in November</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Dean recommendation/PAD to VCAA or VCHS</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in December</td>
<td>5 weeks</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in January</td>
<td>6 weeks</td>
</tr>
<tr>
<td>VC decision/PAD to Chancellor</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Tuesday in January</td>
<td>4 weeks</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in February</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Chancellor decision</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in February</td>
<td>4 weeks</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in March</td>
<td>4 weeks</td>
</tr>
<tr>
<td>BOT decision (Tenure Only)</td>
<td>Spring BOT meeting</td>
<td>Date varies each year</td>
<td>Spring BOT meeting</td>
<td>Date varies each year</td>
</tr>
</tbody>
</table>
**Reappointment of Probationary-Term Faculty Members Timeline**

<table>
<thead>
<tr>
<th>Action</th>
<th>9 Month Faculty Deadline</th>
<th>Time Allotted for Decision</th>
<th>12 Month Faculty Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADs due to tenure committee for reappointment decision</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in January</td>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Tuesday in February</td>
</tr>
<tr>
<td>Committee recommendation to unit administrator</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in February</td>
<td>3 weeks</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in March</td>
</tr>
<tr>
<td>Unit administrator recommendation to Dean (if applicable)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in March</td>
<td>3 weeks</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in April</td>
</tr>
<tr>
<td>Dean recommendation to VCAA or VCHS</td>
<td>Last Tuesday in March</td>
<td>3 weeks</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in May</td>
</tr>
<tr>
<td>VCAA or VCHS decision</td>
<td>Last Tuesday in April</td>
<td>4 weeks</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in June</td>
</tr>
</tbody>
</table>

**Reappointment of Probationary-Term Faculty Members in 2<sup>nd</sup> Year of Employment With Credit for Prior Academic Service Timeline**

<table>
<thead>
<tr>
<th>Action</th>
<th>9 Month Faculty Deadline</th>
<th>Time Allotted for Decision</th>
<th>12 Month Faculty Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADs due to tenure committee</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in September</td>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in April</td>
</tr>
<tr>
<td>Committee recommendation to unit administrator</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in October</td>
<td>4 weeks</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in May</td>
</tr>
<tr>
<td>Unit administrator recommendation to Dean (if applicable)</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in October</td>
<td>2 weeks</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in May</td>
</tr>
<tr>
<td>Dean recommendation to VCAA or VCHS</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in November</td>
<td>2 weeks</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in June</td>
</tr>
<tr>
<td>VCAA or VCHS decision</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in November</td>
<td>2 weeks</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday in June</td>
</tr>
</tbody>
</table>

**Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year**

| Fixed-term faculty members | No earlier than 180 | No earlier than 180 |
request consideration of a subsequent appointment and submit portfolio required by unit code

| calendar days before term expires and no later than 90 calendar days before term expires | calendar days before term expires and no later than 90 calendar days before term expires |
| Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment recommendation | within 30 days of the request | 30 days | within 30 days of the request |

*Faculty candidate will be notified of the recommendation or decision, as appropriate, in writing within one week at each decision point.

**For 12-month Assistant Professor with 1 year of prior academic credit, in the fourth year of appointment, external reviewer list is due to Tenure Committee on the 2nd Tuesday in April; Tenure Committee’s final list of external peer reviewers is due to unit administrator on 4th Tuesday in April; unit administrator will send letters and selected materials to reviewers by the 3rd Thursday in May.

Revised:
Faculty Senate Resolution #06-09, March 2006
Faculty Senate Resolution #07-07, March 2007
Editorially revised, May 2007
Faculty Senate Resolution #10-82, December 2010
Faculty Senate Resolution #12-68, April 2012

Resolution #12-69
Approved by the Faculty Senate: April 17, 2012
Accepted by the Chancellor: May 24, 2012

Formal faculty advice on the proposed Allocation of Research Space Regulation.

Resolution #12-70
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 2, 2012

Revisions to the ECU Faculty Manual, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies, as follows:

Original revisions to subsection J. Salary Policies are noted in bold print and deletions in strikethrough. Additional revisions to this subsection are noted in yellow highlight.

Revise and keep in the Faculty Manual.
This section will be updated when a PRR is published in the University Policy Manual.

“Salary Policies
Faculty annual salaries are paid semimonthly. New employees receive the first payment on the first available payroll date as stated on the employee’s contract appointment letter. When the 15th or last day of a month falls on a non-work day for the business office, distribution of payment will be made on the last work day prior to that day. Arrangements must be made with the payroll office to have all payments deposited in a local bank to the faculty member’s account. Salaries for summer teaching are paid in accordance with the employee’s contract appointment letter. Nine month faculty salaries are paid in 24 installments from September 15 to August 31. Any appointment change that affects this will be included in the individual’s contract appointment letter.

Term I teaching are paid in three installments. Salaries for summer term II are paid in two installments, and salaries for 11-week summer term are paid in five installments.

Federal and state income tax withholdings are based off information furnished to the payroll office on the US Treasury Department Form W-4 and North Carolina Department of Revenue Form NC-4, respectively.

New Faculty and non-immigrant visa holders must complete an I-9 form and updated forms when required by Federal law. Criminal background checks will also be conducted on all new faculty per the applicable policy statement.

For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) please refer to: ECU Policy Manual, Human Resources, and Financial Services (payroll).

For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document appointment letter, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor the supervisor, department chair or school director, dean and vice chancellor.

Total Compensation
An individual’s total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor.

Bonuses amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not be included in the calculation of total annual salary compensation in the determination of the above amounts.

Less Than Full-time Employees
Upon appropriate approvals, individuals with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.

Research/Creative Activity
It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

**Overloads**

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

**Effective August 1, 2002,** overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate, i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve credit hour per semester full-time basis. As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.

**Summer Overloads**

No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year’s nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.

Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member’s home unit is required from all involved administrative levels.

**Salary Conversion Rate for Faculty**

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

**External Activities for Pay**

The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI, Appendix I. of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at [www.aaa.ecmedu/forms](http://www.aaa.ecmedu/forms).

(Faculty Senate Resolution #03-14, March 2003)
Introduction:
East Carolina University (the “University”) is committed to the recruitment and retention of the most qualified faculty. The University further recognizes that this recruitment and retention may involve the necessity of a concomitant appointment for dual career academic couples. **Providing a position for a spouse or domestic partner may enable the University to attract and retain top candidates who otherwise would not be available.** In addition, spousal hires are seen as a family-friendly policy. The following principles should guide University administration whenever applicable.

Principles:
1. The information set forth in this document applies only to positions that can be filled by a tenured faculty member, tenure-track faculty member, full-time, fixed term faculty member, academic administrator, or EPA non-faculty.

2. This guideline does not guarantee employment or any other obligation with respect to any dual career couples and will not be used to circumvent existing recruitment or hiring procedures.

3. Each candidate must be appropriately qualified and must complete the actions required of any person to become a candidate for a position and is eligible for selection only through the regular University hiring process.

4. **If an individual is a recommended finalist for a position or is currently serving and the applicant’s spouse or domestic partner desires University employment, and the University has an available position for which the spouse or domestic partner is qualified, a waiver of advertising for the second position must be obtained from the Office of Equity, Diversity, and Community Relations and from the Department of Human Resources.**

5. Deans or unit administrators trying to facilitate a concomitant appointment are encouraged to contact the appropriate department or unit.

6. The initiation and continuation of the appointment shall be entirely within the purview of the appointing unit in accordance with all applicable personnel policies and procedures.

7. In some cases, deans or unit administrators may agree to provide bridge funding for a preliminary period. Shared funding should be apportioned for a period of no more than three years and any salary increases over this period will be divided proportionally among the funding units unless otherwise specified in a written memorandum of understanding. All requests for shared funding are considered based on University priorities and available funds.
8. An example of this arrangement is a salary funding split of 1/3 from the original appointment unit, 1/3 from the unit making the concomitant appointment, and 1/3 from the office of the appropriate vice chancellor(s).

9. The availability of shared funding for a position shall not create an obligation on the part of the University to employ any person or increase any person's salary and shall not limit the power of the University to discipline or otherwise discharge any person from employment.

10. A written memorandum of understanding (MOU) for shared funding must be signed by all administrators involved in the funding model. If the employee in the split-funded position leaves before the end of the funding period as stated in the MOU, the salary and benefits funding revert according to the initial proportions.

11. After the period stated in the memorandum of understanding for shared funding, the applicable unit becomes responsible for full funding of the salary and associated benefits.
Resolution #12-72
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 24, 2012

Revised Procedures for Annual Lifetime and Five-year Achievement University Research/Creative Activity Awards.

Resolution #12-73
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 24, 2012

Curriculum and academic program matters included in the April 13, 2012 and April 14, 2012 meeting minutes, including a request for revisions to the Concentrations in the MAEd in Mathematics within the Department of Mathematics, Science, and Instructional Technology Education, request for Authorization to Establish a PhD Program in Economics, within the Department of Economics, and two unit academic program reviews including the Department of Geography (response to external review recommendations) and Department of Recreation and Leisure Studies (response to external review recommendations).

Resolution #12-74
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 24, 2012

Removal of Foundation Curriculum Course Credit for CHEM 2770 Biological Chemistry and CHEM 2771 Biological Chemistry Laboratory; Removal of Foundation Curriculum Course Credit for ANTH 4050 Psychological Anthropology, ANTH 4054 Anthropology of Religion, ANTH 4253 Social Anthropology and ANTH 4260 Cultural Ecology; Removal of Foundation Curriculum Course Credit for HIST 3005 Selected Topics in History, HIST 3333 Biography in History, HIST 4550 Honors and HIST 4551 Honors; Removal of Foundation Curriculum Course Credit for ECON 3030, ECON 3144, ECON 3244, ECON 3323, ECON 3343, ECON 3353, ECON 3365, ECON 3420, ECON 3630, ECON 3750, ECON 3855, ECON 3960, ECON 4020, ECON 4214, ECON 4320, ECON 4373, ECON 4430 and ECON 4850; Removal of Foundation Curriculum Course Credit for FREN 2440, FREN 2441, FREN 2442, FREN 2443, FREN 3500, FREN 3555, FREN 3556, FREN 3557, FREN 3558, FREN 3560, GERM 3340, GERM 3400, GERM 3500, GERM 3520, GERM 3530, GERM 3540, GERM 3550, GRK 3001, GRK 3002, GRK 4001, GRK 4002, LATN 3001, LATN 3002, LATN 4001, LATN 4002, SPAN 4555, SPAN 4556, SPAN 4557, SPAN 4558, SPAN 4560, SPAN 4561, SPAN 4562 and SPAN 4563.
Resolution #12-75
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: May 24, 2012
Stipulation (ref #13-62) placed on graduation requirements by the Chancellor: May 23, 2013

Recommendation establishing Domestic and Global Diversity Course Requirements, as follows:

This recommendation revises the current three-hour diversity requirement, which does not contain any goals.

This requirement has two components: domestic diversity and global diversity. Domestic diversity addresses understanding diversity within the USA in the context of problems faced by members of specific groups. Global diversity addresses understanding diversity in other cultures in the context of globalization.

Effective Fall 2013, undergraduate students will be required to complete two three-hour diversity courses: one course with a domestic diversity (USA) focus and one with a global diversity focus. These courses can be chosen from courses that meet the Liberal Arts Foundations requirements and/or the requirements for the major. This requirement will be stated in the undergraduate catalog.

Courses that address diversity provide opportunities for students to learn about the beliefs, values and achievements of people other than those of their own age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity. These courses also provide opportunities to examine problems that may arise from differences, and opportunities to learn how to deal constructively with these issues.

Requests for diversity credit for a course are evaluated by the Foundations Curriculum and Instructional Effectiveness Committee and approved by the Faculty Senate and the Chancellor. For a course to receive domestic diversity credit or global diversity credit, it must address either the generic domestic or global diversity goals stated below.

Courses that transfer to ECU as equivalent to an ECU course that is approved for diversity credit receive diversity credit. Transfer courses that are not equivalent to existing ECU diversity courses may be approved for diversity credit by the Foundations Curriculum and Instructional Effectiveness Committee.

Domestic Diversity Course Goals
1. Students understand problems that arise in the USA from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity in the context of their historical and contemporary causes and effects, including attempts to resolve these problems.

2. Students demonstrate the ability to use critical thinking skills to evaluate from different perspectives domestic problems arising from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity.

Global Diversity Goals
1. Students understand how cultural beliefs and values shape people’s perceptions and impact global decisions and actions.
2. Students apply critical thinking skills to evaluate global issues and events from multiple perspectives.

Resolution #12-76
Approved by the Faculty Senate: April 17, 2012
Approved by the Chancellor: June 20, 2012 (link to comments)
Approved by the Board of Trustees: July 20, 2012

Revision to ECU Faculty Manual, Part VIII, Section I, subsection III. Annual Evaluation (formerly Appendix C. Section III.) as follows:


Additions are noted in bold print and deletions in strikethrough.

Revise and keep in the Faculty Manual.

Subsection III, 1. Teaching to read as follows:

1. Teaching
   The quality of teaching must be evaluated by means of:
   a. data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching of faculty members, each unit
shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching or utilize the instrument developed by the Committee to determine student opinion of teaching.

b. formal methods of peer review of new and probationary term faculty, including direct observation of teaching. Methods to be used for this peer review are detailed in Faculty Senate resolution #93-44. The peer review instrument is provided in Faculty Senate resolution #05-03. The peer review instrument for on-line courses is provided in Faculty Senate resolution #11-53.

c. procedures provided for in unit codes;

The relative weight given to teaching, research/creative activity, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or research/creative activity. (Faculty Senate Resolution #97-43, December 1997)

2. scholarship;
3. patient care;
4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service to local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patient services and consulting in the private and public sectors; and
5. other responsibilities as may be appropriate.

The evaluation of fixed-term faculty members shall be based on their performance of duties as stated in their contracts.

Resolution #12-77
Approved by the Faculty Senate:  April 17, 2012
Approved by the Chancellor:  n/a

Support of a Letter to the Chancellor Requesting Continued Involvement of the Committee and Library Administration in all phases of design, planning and decision-making of future space needs.

Resolution #12-78
Approved by the Faculty Senate:  April 17, 2012
Approved by the Chancellor:  May 24, 2012

Endorsement of Professor David Dosser as the continued Faculty Athletics Representative, as follows:

The minutes of the April 12, 2012 University Athletic Committee include a recommendation to have the Faculty Senate endorse the Chancellor’s reappointment of Dr. David Dosser as the Faculty Athletics Representative for East Carolina University. The members of the Committee have received very positive feedback and reported their own positive impressions of Dr. Dosser arrived at through considerable interactions and observation of his significant efforts (see FAR reports e.g. http://www.ecu.edu/cs-acad/fsonline/customcf/fsminute/fsm1011.pdf)

The text of the National Collegiate Athletic Association Bylaws related to the Faculty Athletics Representative is included below.
“4.02.2 Faculty Athletics Representative. A faculty athletics representative is a member of an institution’s faculty or administrative staff who is designated by the institution’s president or chancellor or other appropriate entity to represent the institution and its faculty in the institution’s relationships with the NCAA and its conference(s), if any (see also Constitution 6.1.3). (Revised: 3/8/06)

6.1.3 provides the following guidance to its member institutions: “Faculty Athletics representative. A member institution shall designate an individual to serve as faculty athletics representative. An individual so designated after January 12, 1989, shall be a member of the institution’s faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department. Duties of the faculty athletics representative shall be determined by the member institution. (Adopted: 1/11/89)"

The ECU Faculty Athletics Representative position is described in brief below and in more detail in the ECU Faculty Athletics Representative Position Description.

The Faculty Athletics Representative (FAR) provides oversight and advice in the administration of East Carolina University Athletics program and plays a strategic role to ensure athletic integrity, institutional control of intercollegiate athletics, and enhancement of the student-athlete experience. The FAR is appointed by the Chancellor for a three-year term. The position is provided with .50 release from teaching duties. Representative duties/responsibilities:

a) Periodically reviews appropriate records to ensure that decisions related to admissions, academic advising, evaluation of academic performance, and the extent of academic support services are made in ways that are consistent with the primary academic mission of East Carolina University.

b) Provides advice to the Chancellor and Provost that reflects the traditional values of the faculty, and which is rooted in the academic ethic of East Carolina University.

c) Serves on the University Athletics Committee.

d) Reports regularly to the faculty senate regarding matters of academic integrity, academic preparation, and other matters related to the intercollegiate athletics program.

e) Represents ECU at C-USA meetings four times a year.

f) Promotes a balance between academics, athletics and the social lives of student athletes.

Resolution #12-79
Approved by the Faculty Senate: April 24, 2012
Approved by the General Faculty: August 20, 2012
Approved by the Chancellor: August 23, 2012

Revised ECU Faculty Manual, Part II, Section II. Faculty Constitution and By-Laws of East Carolina University (formerly Appendix A).
Revised Standing University Academic Research/Creative Activity Grants Committee Charge, as follows:

(Additions are noted in bold print and deletions in strikethrough.)

1. Name: Research/Creative Activities Committee
2. Membership:
   14 elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

The membership of the committee shall serve according to their disciplinary expertise. Ideally this would include seven to six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and seven to eight members from the Professional Schools and other academic units, with no more than one to two from each professional school. Each member shall have demonstrated accomplishment in scholarship, research, and/or creative activity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 8 elected members exclusive of ex-officio.
4. Committee Responsibilities:
   A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients.
   B. The committee recommends the funding of meritorious research/creative activity proposals. Members of the committee are not permitted to submit proposals for the committee's consideration.

A. The committee considers matters related to the scholarly activity of the University, including at least the following:

   1. activities to improve and promote professional scholarly productivity of faculty members;
   2. policies and procedures governing research and/or creative activities;
   3. any proposed changes in existing policies affecting research and creative activities of faculty members of the University.

B. The committee recommends the funding of meritorious research/creative activity proposals. The committee recommends policies and procedures governing the grant.
application process, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients. Members of the committee are not permitted to submit proposals for the committee’s consideration.

C. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:
   The committee reports its recommendations from these considerations to the Faculty Senate.
   The committee reports its recommendations of research/creative activity grant proposals to be funded to the vice chancellor for research and graduate studies and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing research/creative activity grant proposals to the Faculty Senate.

6. How Often The Committee Reports:
   The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
   The committee is empowered to make recommendations regarding the funding of research proposals.

8. Standard Meeting Time:
   The committee will establish a standard meeting schedule at its first meeting of the academic year. The committee does not have a standard meeting time.

Resolution #12-81
Approved by the Faculty Senate: September 11, 2012
Approved by the Chancellor: n/a

Chair of the Faculty charged to ask a standing University Academic Committee to work with the University Attorney and Vice Chancellor for Student Affairs to draft co-curricular policies and procedures.

Resolution #12-82
Approved by the Faculty Senate: September 11, 2012
Approved by the Chancellor: September 28, 2012

Formal faculty advice on curriculum and academic matters contained in the Graduate Curriculum Committee meeting minutes of April 25, 2012 and August 22, 2012.
Resolution #12-83
Approved by the Faculty Senate: September 11, 2012
Approved by the Chancellor: September 28, 2012

Curriculum and academic program matters included in the Educational Policies and Planning Committee meeting minutes of August 31, 2012, including the Request to Establish a Doctor of Nursing Practice (DNP).

Resolution #12-84
Approved by the Faculty Senate: September 11, 2012
Approved by the Chancellor: September 28, 2012

Recommendation on Implementation of New Student Perception of Teaching Survey, as follows:

The current Student Opinion of Instruction Survey (SOIS) would be administered for Fall, 2012 and the Student Perception of Teaching Survey (SPOTS) would be implemented beginning Spring, 2013. This would serve two purposes:

1. Provides ITCS time to develop the infrastructure for administering the SPOTS;

2. Allows faculty to have a student ratings data from a single instrument for the 2012-13 Faculty Annual Report (since ECU uses Spring 2012 and Fall 2012 student ratings for the 2012-2013 Faculty Annual Report).

Resolution #12-85
Approved by the Faculty Senate: October 2, 2012
Approved by the Chancellor: not applicable

Resolution on the UNC Strategic Plan, as follows:

WHEREAS, the UNC System is initiating strategic planning process for 2013-18 to set current and future priorities, resource planning and allocation, program planning, review and refinement of academic missions reflecting the University’s deep commitment to help North Carolina respond to changing state needs and economic challenges, and

WHEREAS, the Faculty of the UNC system have responsibility for developing, delivering, and assessing the curriculum, and

WHEREAS, the Faculty develop, pursue, and publish original research expanding the knowledge foundation on which our future depends, and

WHEREAS, the Faculty advise, mentor, and engage students in the activities that lead directly to their future occupations and improve their quality of life, and

WHEREAS, all these components contribute immensely to both current job creation and our citizens’ preparedness for the future,
THEREFORE BE IT RESOLVED that, the Faculty of East Carolina University fully endorses the Resolution on the UNC Strategic Plan passed by the UNC Faculty Assembly on September 21, 2012, and

BE IT FURTHER RESOLVED that, to fully embrace the University of North Carolina mission “to discover, create, transmit, and apply knowledge to address the needs of individuals and society,” the Faculty of East Carolina University request that the membership of the UNC Advisory Committee on Strategic Directions be expanded to include faculty representation from this university specifically and from the other UNC Institutions in general.

Resolution #12-86
Approved by the Faculty Senate: October 2, 2012
Received by the Chancellor: October 30, 2012

Formal faculty advice on the curriculum and academic matters contained in the September 5, 2012 Graduate Curriculum Committee meeting minutes.

Resolution #12-87
Approved by the Faculty Senate: October 2, 2012
Approved by the Chancellor: October 12, 2012

Curriculum matters contained in the April 12, 2012 (I of II) and September 13, 2012 University Curriculum Committee meeting minutes.

Resolution #12-88
Approved by the Faculty Senate: October 2, 2012
Approved by the Chancellor: October 30, 2012

Student Perception of Teaching Survey Forms, including SPOTS Laboratory Course Form, SPOTS Field-Based Course Form, and SPOTS Distance Education Course Form, as companion forms to the previously approved SPOTS Face-to-Face Form, to be implemented beginning Spring 2013 along with the previously approved SPOTS Face-to-Face Form.

Resolution #12-89
Approved by the Faculty Senate: October 2, 2012
Received by the Chancellor: October 30, 2012

Formal faculty advice on revisions to the ECU Faculty Manual, Part II, Section IV. Graduate School Organization.
Resolution #12-90
Approved by the Faculty Senate: October 2, 2012
Received by the Chancellor: October 30, 2012

Formal faculty advice on the Interim Regulation on Promoting Objectivity in Research funded under Public Health Service Grants or Cooperative Agreements or Contracts.

Resolution #12-91
Approved by the Faculty Senate: November 6, 2012
Approved by the Chancellor: January 16, 2013

Fall 2012 Graduation Roster, including honors program graduates.

Resolution #12-92
Approved by the Faculty Senate: November 6, 2012
Approved by the Chancellor: January 16, 2013

Curriculum matters included in the September 10, 2012 Writing Across the Curriculum Committee meeting minutes.

Resolution #12-93
Approved by the Faculty Senate: November 6, 2012
Received by the Chancellor: January 16, 2013

Formal faculty advice on the curriculum and academic matters contained in the September 19, 2012 and October 3, 2012 Graduate Curriculum Committee meeting minutes.

Resolution #12-94
Approved by the Faculty Senate: November 6, 2012
Approved by the Chancellor: January 16, 2013

Curriculum and academic matters contained in the September 27, 2012, and October 11, 2012 University Curriculum meeting minutes.

Resolution #12-95
Approved by the Faculty Senate: November 6, 2012
Approved by the Chancellor: January 16, 2013

Curriculum matters contained in the October 16, 2012 Service Learning Committee meeting minutes.
Resolution #12-96
Approved by the Faculty Senate: November 6, 2012
Approved by the Chancellor: January 16, 2013
Curriculum and academic program matters included in the October 12, 2012, Educational Policies and Planning Committee meeting minutes.

Resolution #12-97
Approved by the Faculty Senate: November 6, 2012
Approved by the Chancellor: January 16, 2013
Revised Research/Creative Activity Grants Committee Charge.

Resolution #12-98
Approved by the Faculty Senate: November 6, 2012
Approved by the Chancellor: January 16, 2013
Removal of foundations credit from several Department of Philosophy courses and Department of Political Science courses.

Resolution #12-99
Approved by the Faculty Senate: November 6, 2012
Approved by the Chancellor: January 16, 2013
Revised Student Perception of Teaching Survey (SPOTS) Face-to-Face Form.

Resolution #12-100
Approved by the Faculty Senate: November 6, 2012
Received by the Chancellor: January 16, 2013 (with edits)
Formal faculty advice on University Behavioral Concerns Team Interim Regulation.

Resolution #12-101
Approved by the Faculty Senate: November 6, 2012
Accepted by the Chancellor: January 16, 2013
Limiting the teaching grants’ monetary amount awarded for summer stipends to no more than $10,000.

Resolution #12-102
Approved by the Faculty Senate: December 4, 2012
Approved by the Chancellor: not applicable
Resolution Concerning Minimum Education Competencies.
Resolution #12-103
Approved by the Faculty Senate: December 4, 2012
Received by the Chancellor: December 13, 2012

Formal faculty advice on the curriculum and academic matters contained in the October 17, 2012 Graduate Curriculum Committee meeting minutes.

Resolution #12-104
Approved by the Faculty Senate: December 4, 2012
Approved by the Chancellor: December 13, 2012

Curriculum and academic matters contained in the October 25, 2012 University Curriculum Committee meeting minutes.

Resolution #12-105
Approved by the Faculty Senate: December 4, 2012
Approved by the Chancellor: December 13, 2012

Curriculum matters included in the November 12, 2012 Writing Across the Curriculum Committee meeting minutes.

Resolution #12-106
Approved by the Faculty Senate: December 4, 2012
Approved by the Chancellor: not applicable

Resolution on Continuing the Option of Faculty Tenure, Rank and Status for Librarians at East Carolina University, that reads as follows:

Whereas, East Carolina University Librarians have faculty tenure, rank and status because they perform faculty functions, and like faculty in other academic units are required to publish original research, teach in classrooms, public contact points, and off campus venues, serve on university and system-wide UNC committees in order to obtain tenure; and

Whereas, East Carolina University Librarians perform a teaching and research role in that they instruct students formally and informally and assist faculty in their scholarly pursuits, and are also involved in research in a number of academic disciplines; and

Whereas, faculty tenure, rank and status help East Carolina University librarians do their job in the same way as it helps other professors, and as permanent members of the university community they are more vested in the institution and better able to ensure the free availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn; and

Whereas, faculty tenure, rank and status help East Carolina librarians realize that they are major stakeholders in university’s goals and objectives and thus can take the long view into consideration making our community and region stronger because of that stake; and
Whereas, faculty tenure, rank and status help East Carolina University librarians realize their full independence and duty to pursue research into neglected areas, and to develop collections in subjects that are unpopular at the moment; and
Whereas, Intellectual Freedom is a core value of the academy and faculty tenure, rank and status is a traditional way of preserving this value; and
Whereas, faculty tenure, rank and status enable women and men of ability to earn a living in the Academy.

Therefore Be It Resolved, that the Faculty Senate supports librarians at East Carolina University having the option of continued employment in positions that have faculty tenure, rank and status.

Resolution #12-107
Approved by the Faculty Senate: December 4, 2012
Approved by the Chancellor: January 23, 2013

Request Calendar Committee to split the University academic calendars into two (beginning with 2014/15 calendars) with a University academic calendar containing faculty-approved academic dates and a University student application/processing deadline calendar containing student deadlines determined after academic calendars are established and approved by the Chancellor.

Resolution #12-108
Approved by the Faculty Senate: December 4, 2012
Approved by the Chancellor: not applicable

Redesigned General Guidelines for Writing and Revising A Unit Code of Operation in accordance with the ECU Faculty Manual, Part IV, Section I. Academic Code Units and Section II. Unit Codes.

Resolution #12-109
Approved by the Faculty Senate: December 4, 2012
Approved by the Chancellor: December 13, 2012

Curriculum and academic program matters included in the November 9, 2012 Educational Policies and Planning Committee meeting minutes, including the Department of Computer Science unit academic program review.
Resolution #12-110
Approved by the Faculty Senate: December 4, 2012
Approved by the Chancellor: not applicable

2013-2014 Faculty Senate and Agenda Committee Meeting Dates, as follows:

<table>
<thead>
<tr>
<th>Agenda Committee will meet:</th>
<th>Faculty Senate will meet:</th>
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<tbody>
<tr>
<td>August 27, 2013</td>
<td>September 10, 2013</td>
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<td>September 24, 2013</td>
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<td>November 19, 2013</td>
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<td>February 11, 2014</td>
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<td>March 4, 2014</td>
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<td>April 1, 2014</td>
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<td>April 22, 2014 (2014/15 organizational mtg.)</td>
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Resolution #13-01
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: not applicable

Support for the UNC Faculty Assembly and Faculty Advisory Committee Reports on “Our Time, Our Future: The UNC Compact with North Carolina”, as follows:

Whereas, the Faculty Assembly of the 17 constituent campuses of the University of North Carolina has met and considered the January 16, 2013 draft report of the five-year strategic plan “Our Time, Our Future: The UNC Compact with North Carolina;” and

Whereas, the Faculty Assembly and President Ross constituted a Faculty Advisory Council (FAC) which submitted a set of recommendations in the document “Our University, Our Future: A Faculty Vision for UNC Strategic Directions;” and

Whereas, the Faculty Assembly resolved that the Faculty Advisory Council recommendations and Faculty Assembly resolutions 2013-02 and 2013-03 be incorporated into the final strategic plan, and

Whereas, the mission of East Carolina University is

To serve as a national model for public service and regional transformation by:

- Preparing our students to compete and succeed in the global economy and multicultural society,
- Distinguishing ourselves by the ability to train and prepare leaders,
- Creating a strong, sustainable future for eastern North Carolina through education, research, innovation, investment, and outreach,
- Saving lives, curing diseases, and positively transforming health and health care, and
- Providing cultural enrichment and powerful inspiration as we work to sustain and improve quality of life, and
Whereas, the faculty and administration of East Carolina University, through shared governance, are best positioned to choose, implement, and evaluate the appropriate curricular and co-curricular activities, service, engagement, and economic development activities in pursuit of that mission, and

Whereas, our regional accrediting agency, the Southern Association of Colleges and Schools (SACS), and other professional accrediting bodies, require that the institution place primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty; and

Whereas, SACS and other accrediting bodies periodically and comprehensively examine and affirm the quality of educational programs, and require that the faculty lead the assessment of the academic programs of the University;

Therefore, Be It Resolved That the strategic plan must reflect that the faculty, in their role as educational experts and as those charged with ensuring the highest academic quality programs, are the primary body to select course content and design, method of delivery, and to assess all academic programs, and

Be it Further Resolved That the recommendations articulated in the FAC response report and in Faculty Assembly resolutions 2013-02 and 2013-03 be incorporated into the final strategic plan and into the plan's implementation.

Resolution #13-02
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013

Formal faculty advice on the curriculum and academic matters contained in the November 7, 2012 and December 5, 2012, Graduate Curriculum Committee meeting minutes.

Resolution #13-03
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013

Curriculum and academic matters contained in the December 13, 2012, University Curriculum Committee meeting minutes.

Resolution #13-04
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013

Curriculum and academic matters contained in the December 10, 2012, Writing Across the Curriculum Committee meeting minutes.
Resolution #13-05
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013
Curriculum and academic program matters included in the December 7, 2012 Educational Policies and Planning Committee meeting minutes.

Resolution #13-06
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013
Curriculum matters included in the January 22, 2013 Foundations Curriculum and Instructional Effectiveness Committee meeting minutes, including removal of Foundations Credit for RELI 4699 Special Topics in Religious Studies, approval of Foundations Credit in Social Sciences for POLS 1050 Politics and Global Understanding.

Resolution #13-07
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013
New School of Dental Medicine Unit Code of Operation.

Resolution #13-08
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013
Revised School of Medicine Unit Code of Operation.

Resolution #13-09
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013
Revised College of Education Unit Code of Operation.

Resolution #13-10
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013
Revision to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services, Subsection: Graduation Requirements as follows:
(Additions are noted in bold print and deletions in strikethrough.)

“Graduation Requirements
Every student should confer with his or her academic advisor and/or the major department/school administrator or designee about program and degree requirements. At least
two semesters prior to graduation, each student must, in consultation with the unit administrator or designee, complete a graduation requirements review (also called a senior summary) in consultation with their advisor and complete the application for graduation that is available in the Office of the Registrar and departmental offices.

All graduation requirements must be met by the official graduation date of East Carolina University before the first day of the subsequent term, as shown:

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Subsequent Term</th>
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<tr>
<td>Spring</td>
<td>First Day of Summer Term</td>
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<tr>
<td>Summer</td>
<td>First Day of Fall Term</td>
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<tr>
<td>Fall</td>
<td>First Day of Spring Term</td>
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A student may expect to be allowed to obtain a degree in accordance with the requirements set forth in the regulations in force when he or she enters the university or under subsequent regulations published while he or she is a student. However, a student is restricted in choice to the requirements of one specific catalog. Undergraduate students who enter the university under the regulations of a catalog have a period of five years, inclusive and continuous, in which to claim the degree requirements of that catalog.

Students pursuing a second undergraduate degree must select a catalog issued no more than three years prior to completion of the second degree program.

In order to graduate, all students must have earned a minimum cumulative GPA of 2.0 and a GPA of 2.0 in the major. If a student completes required courses in his or her major and takes other courses in that field as elective, these additional courses as well as cognate courses will be counted in computing the major GPA. Grades made on courses taken at other colleges and universities will not be considered except in the calculation of graduation with honors, but official transcripts must be on file in the office of the Registrar.

Resolution #13-11
Approved by the Faculty Senate: January 29, 2013
Approved by the Chancellor: February 28, 2013

Revision to the ECU Faculty Manual, Part VI, Section I, Subsection VIII.C. Recording of Grades as follows:

(Additions are noted in bold print.)

“C. Recording of Grades
Near the end of the semester, the University Registrar's Office sends procedural instructions to members of the teaching faculty for the posting of grades. Faculty members must submit grades electronically no later than the deadline established by the registrar’s office. Instructors who fail to submit grades will be subject to the procedures outlined in REG02.25.01, ‘Consequences for Failure to Submit Grades.’ “
1. Purpose

This Policy outlines practices for additional compensation paid to East Carolina University EPA employees: 1) faculty, 2) non-faculty (EPA-NF instructional and research), and 3) Senior Academic and Administrative Officers (SAAO) Tier I and Tier II. This Policy is not intended to modify any of the existing policies or procedures governing the administration of University salaries nor to address compensation practices for Clinical Support Services (CSS) or employees subject to the State Personnel Act (SPA). [Note: see the ECU Policy for Employees Exempt from the State Personnel Act for more information on the non-faculty classification of EPA employees]

2. Definitions

2.1. **Base Salary** – Base salary is the annual permanent salary of the employee approved by the Chancellor, Board of Trustees, or Board of Governors as it appears in the employment contract or subsequent salary increase/decrease letters. The base salary does not include any supplemental payments, although such payments may be addressed in a contract letter as part of the compensation package for the contract period.

2.1.1. For the purpose of defining the Base Salary, faculty in the Brody School of Medicine subject to the ECU Physicians’ Clinical Faculty Compensation plan, an EPA employee’s Base Salary will be the sum of the academic base and the supplement, as defined by the Clinical Faculty Compensation Plan.

2.2. **Supplemental Payments** – Supplemental Payments are compensation in excess of an EPA employee’s Base Salary for temporary increases in responsibility and/or for extra duties beyond the scope of the primary appointment. Prior approval of the supervisor, department chair or school director, dean and vice chancellor is required. See Section 4, below, for a non-exclusive list of Supplemental Payment types. [Note: see the ECU Supplemental Pay Codes matrix for additional descriptors and budget coding]

2.3. **Contract Period** – For 9-month faculty the contract period is typically August 16 through May 15. For 12-month faculty the contract period is typically July 1 through June 30. The specific dates for individual employees are based on the actual employment contracts.

2.4. **Outside the Contract Period** – The specific dates of the time outside the employee’s contract period is based on the actual employment contract. There is no Outside the Contract Period for 12-month employees.

2.5. **External Funds** – Grant or other non-state appropriated funding sources.

2.6. **Dual Employment** – Dual employment occurs when a university employee agrees to perform services for another state agency on a part-time or contractual basis. Approval must be obtained from the supervisor, department chair or school director, dean and vice chancellor before the service is provided in order to ascertain whether the obligation will interfere with job duties and commitments of the primary position. Dual employment must be in accordance with the State of North Carolina Policy on Dual Employment.

3.1. No Supplemental Payments, above the Base Salary, may be paid for university duties that are generally related to the position to which the individual is appointed during the Contract Period. See Section 2.2 for a definition of Supplemental Payments and the Supplemental Pay Codes matrix for additional descriptors and budget coding.

3.2. Assignment of additional responsibilities for which supplemental payments may be considered must comply with university established Affirmative Action and Equal Employment Opportunity policies and procedures, up to and including a formal search process when required.

3.3. This Policy complies with applicable federal and state restrictions on level of effort for external sponsored projects, grants, or contracts. Federal restrictions permit up to 3/9ths effort for a 9-month employee outside the Contract Period and no more than 100% of total compensated effort during the Contract Period (133% Rule). In the case of these projects, the rate of pay for any Supplemental Payment must be the same as the base rate of pay for the contracted assignment.

3.3.1. Supplemental Payments, excluding approved summer research and instruction, and administrative supplements cannot be charged to a sponsored project.

3.4. All Supplemental Payments require the appropriate pre-approvals by the supervisor, department chair or school director, dean and vice chancellor. If the employee is in a different department/unit/division from the unit requesting service, approval of the supervisor, department chair or school director, dean and vice chancellor of the home department/unit/division is required.

3.5. Per the applicable hiring guidelines, less than full-time appointments during an academic or fiscal year can be increased up to full-time (1.0 FTE) with the appropriate additional compensation becoming part of their Base Salary upon approval by the supervisor, department chair or school director, dean and vice chancellor of the home department/unit/division is required.

3.6. Process for Approvals. Prior approval will be granted upon receipt and analysis of the following:

3.6.1. A written request from the appropriate unit administrator, including a rationale for recommending the employee, an explanation of the activities contemplated, a clear justification as to why the activity warrants Supplemental Payments, the relationships of the activities to the primary appointment, basis for the determination of the compensation rates, duration of assignment, and, if applicable, statements relative to any conflict with the primary appointment.

3.6.2. The request must be made to the supervisor, department chair or school director, dean and vice chancellor for their approval by affixing dated signatures on the request.

3.6.3. In the review, the total time commitments of the individual (workload, approved supplemental activities and external activities for pay) will be considered.

3.6.4. The approved request must be submitted to the Academic Affairs Personnel Administration, Health Sciences Personnel Administration, or EPA Human Resources Administration for final review and processing.

3.6.5. Documentation related to Supplemental Payments must be maintained in the employee’s personnel file.

3.7. No assignment that results in a supplemental payment may exceed one year, unless specifically approved by the appropriate vice chancellor.

3.8. No SAAO may be paid, in addition to his or her salary, for any services rendered to any institution-related foundation, endowment, or other entity that: 1) was established by officers of the university, 2) is controlled by the university, or 3) is tax-exempt based on being a support organization for the university.

3.9. All Supplemental Payments will be processed as compensation through ECU Payroll, and subject to all applicable taxes and withholdings.
3.10. Individual fund sources may have specific restrictions on compensation or may have more restrictive practices than this policy. When there is conflict between this policy and the sponsor or activity requirements, the most restrictive practice will normally be applied.

4. Types of Supplemental Payments

The following is a non-exclusive list of types of Supplemental Payments:

4.1. Conducting Seminars, Workshops, Continuing Education Programs, and Training Approval may be granted for Supplemental Payments during the Contract Period for conducting non-credit short courses or presenting special lectures, seminars, workshops, creative activity, teaching in non-credit programs sponsored by the Office of Continuing Education, or conferences for continuing professional education.

4.2. Administrative Assignments EPA employees occasionally assume administrative duties for which Supplemental Payments are appropriate. Examples include, but are not limited to: (1) assignments of one year or less as coordinators of undergraduate, graduate or special programs; (2) interim appointments to a higher level of administrative responsibility, such as interim department chair, dean, or director.

4.3. One-Time Special Payments EPA employees sometimes perform work unrelated to their primary appointment, such a special project related to the person’s expertise for which they may receive a payment.

4.4. Overload Instruction Faculty should generally not be paid for teaching credit courses in addition to their normal course load. Instead, other arrangements should be made, such as a corresponding course reduction in the following semester. Under extraordinary circumstances, overloads may be approved consistent with the process outlined in this policy, for faculty to teach additional for credit courses. This is only allowable if this does not cause a conflict of commitment with other assigned duties, and the faculty member has an appropriate workload.

4.5. Summer Research and Instruction Due to government restrictions on the level of effort, a 9-month faculty member who participates in government-sponsored research outside the Contract Period can teach summer sessions as long as the combination of teaching and research effort and compensation does not exceed 3/9ths of the Base Salary. The summer teaching rate of pay is determined by the academic unit. The summer research rate of pay is based on the previous year’s academic contract Base Salary and the 3/9ths requirements.

4.6. Instruction by EPA-NF and SAAO Employees (Tier II) EPA-NF and SAAO Employees (Tier II) may be allowed, subject to advance approval as described herein, to receive a supplemental payment for additional instructional responsibilities provided the additional responsibilities do not conflict with the duties of their primary appointment. Generally the instructional responsibilities must be carried out at times other than during the normal working hours associated with the primary appointment. However, in extraordinary circumstances, the instruction may occur during normal working hours with the approval of the supervisor, department chair or school director, dean and vice chancellor. Paid leave may not be used to account for the time associated with the additional instructional assignment, but leave without pay is an option. If leave without pay is not used to account for the time away from the primary appointment, an alternate work schedule must be approved. All such arrangements must be reviewed annually and approved by the supervisor, department chair or school director, dean and vice chancellor.

4.7. External Funds

4.7.1. For 9-month faculty, Supplemental Payments can be earned outside the Contract Period for university-sponsored research that is externally funded by a government agency as approved by the department chair or school director, dean and vice chancellor and Office of Grants and Contracts. The maximum payment is 3/9ths of the Base Salary or 100% of time.
4.7.2. Government sponsors do not permit compensation beyond the base rate of pay during the Contract Period. As a general rule, faculty (9-month and 12-month) involved in sponsored research during the Contract Period should have their other assigned responsibilities reduced. All compensation rates and periods of appointment must be approved by the Office of Grants and Contracts. Individual sponsors may have more restrictive requirements than applicable university policies. The most restrictive policy will be applied for sponsored project compensation.

5. Effective Date

This Policy is effective [insert date] and shall supersede any previous supplemental pay policies at East Carolina University.

Resolution #13-13
Approved by the Faculty Senate: January 29, 2013
Holding for further study by the Chancellor: February 28, 2013 (with comments)
Approved by the Chancellor: May 23, 2013 (with stipulation)

Revised Committee Charges for Student Scholarships, Fellowships, and Financial Aid Committee, Committee on Committees, Admission and Retention Policies Committee, Calendar Committee, Student Academic Appellate Committee, Libraries Committee, University Athletics Committee, Educational Policies and Planning Committee, Foundations Curriculum and Instructional Effectiveness Committee, University Curriculum Committee, as follows:

Revisions to the Student Scholarships, Fellowships, and Financial Aid Committee Charge
(Additions are noted in **bold** print and deletions in strikethrough.)

1. **Name:** Student Scholarships, Fellowships, and Financial Aid Committee

2. **Membership:**
   7 elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Director of Financial Aid, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. **Quorum:** 4 elected members exclusive of ex-officio.

4. **Committee Responsibilities:**
   A. The committee recommends policy guidelines for granting scholarships, fellowships, and other financial aid programs.
   B. The committee recommends recipients of specified student financial aid and student scholarships.
   C. The committee **advocates for students to have up-to-date and easily accessible information about scholarships and fellowships** keeps up-to-date information on scholarships and fellowships available to students.
D. The committee reviews an annual report from the Director of Financial Aid on periodically the overall operation of the Office of Student Financial Aid Office.

E. The committee works with the Honors College in their scholarship selection and awarding process. Committee members can participate in the Scholarship Weekend activities.

F. The committee works with the Admissions/Enrollment Services offices on the implementation of scholarships for new, entering freshman.

G. The Committee reviews at least annually those sections within the University Undergraduate Catalog and Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee makes its recommendations concerning policies and procedures to the Faculty Senate. The committee recommends recipients of specified student financial aid scholarships to the Director of Financial Aid. The committee recommends recipients of other specified student scholarships to the appropriate authorities, as needed.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make recommendations regarding the granting of specified student financial aid scholarships. The committee is empowered to make recommendations to the Honors College regarding scholarship selection and awarding process. The committee is empowered to make recommendations to Admissions/Enrollment Services offices on the implementation of scholarships for new, entering freshman.

8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Monday of each month.

Revisions to the Committee on Committees Charge
(Additions are noted in bold print and deletions in strikethrough.)

1. Name: Committee on Committees

2. Membership:
6 7 elected faculty members, 3 of whom are elected to the committee by the Faculty Senate for two-year terms at the organizational meeting of the Faculty Senate each spring semester. Ex-officio members (with vote): the Chair of the Faculty, the immediate Past Chair of the Committee on Committees, and the immediate Past Chair of the Faculty in residence, who shall not serve in the event of the reelection of the present chairperson.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
A. The committee considers the overall structure of all Faculty Senate committees, the membership of these committees, and continuity within the membership of each committee.
B. The committee studies and evaluates the functions of Faculty Senate committees and recommends changes in these functions as well as the creation of new committees and the elimination of old committees as deemed necessary or desirable.

C. At the Faculty Senate organizational meeting each spring the committee recommends to the Faculty Senate slates of candidates to fill vacancies on all committees except Agenda and Committee on Committees, Due Process, Grievance Board, Hearing, and Reconsideration.

5. To Whom The Committee Reports:
The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate each year at the organizational meeting and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
None

8. Standard Meeting Time:
The committee meeting time is scheduled for the Tuesday of each month following the Agenda Committee.
The committee does not have a standard meeting time.

Revisions to the Admission and Retention Policies Committee Charge
(Additions are noted in bold print and deletions noted in strikethrough.)

1. Name: Admission and Retention Policies Committee

2. Membership:
7 8 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
A. The committee considers matters related to undergraduate and graduate recruitment, admission, advising, and retention of students.
B. The committee recommends to the Faculty Senate policies and procedures governing undergraduate and graduate recruitment, admissions, advising, retention, and readmission.
C. The committee considers and proposes to the Faculty Senate policies and procedures pertaining to academic credits and standards. This includes, but is not limited to, auditing and repetition of courses, advanced placement credit, grading, course
attendance, scholastic eligibility requirements, academic probation and suspension, degrees with distinction, honors listings (Honor Roll, Dean’s List, Chancellor’s List), schedule changes, withdrawal from the University, course-load limitation, residence requirements for graduation and other similar items.

D. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
None

8. Standard Meeting Time:
The committee meeting time is scheduled for the first Monday of each month.

Revisions to the Calendar Committee Charge
(Additions are noted in bold print and deletions noted in strikethrough.)

1. Name: Calendar Committee

2. Membership:
7-8 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
A. The committee considers calendar matters for university units, except the School of Medicine.
B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.
C. The committee schedules examination, holiday, and vacation periods.
D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.
5. To Whom The Committee Reports:
The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at the March meeting and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
None

8. Standard Meeting Time:
The committee does not have a standard meeting time.

Revisions to the Student Academic Appellate Committee Charge
(Additions are noted in bold print and deletions noted in strikethrough.)

1. Name: Student Academic Appellate Committee

2. Membership:
7-8 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
A. The committee serves as an appeals board for entering students who do not meet admission requirements.
B. The committee serves as an appeals board for students denied permission to drop a course.
C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.
D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.
E. The committee serves as an appeals board for students appealing financial aid decisions.
F. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.
5. To Whom The Committee Reports:
The committee reports its appellate decisions to the appropriate administrative office.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make appellate decisions regarding students as outlined in its committee responsibilities.

8. Standard Meeting Time:
The committee meeting time is scheduled for the first Wednesday of each month.

Revisions to the Libraries Committee Charge
(Additions are noted in bold print.)

1. Name: Libraries Committee

2. Membership:
7 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Director of Academic Library Services, the Director of Health Sciences Library, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
A. The committee considers the development of collections of books, periodicals, and other materials; library services; and the apportionment of University library budgets.
B. The committee recommends policies and procedures concerning the development of library collections, services, facilities, and apportionment of library budgets.
C. The committee interprets the problems and policies of both libraries to the faculty and conveys faculty opinion and needs to the library staff, the Faculty Senate, and the Chancellor.
D. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee makes recommendations to the Faculty Senate concerning policies and procedures relating to the development of library collections and apportionment of library budgets. The committee makes recommendations to the Director of Academic Library Services and the Director of Health Sciences Library on matters relating to the services and facilities of the libraries and reports their recommendations to the Faculty Senate.
6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make recommendations concerning the policies and procedures relating to the development of library collections, services, facilities, and the apportionment of library budgets.

8. Standard Meeting Time:
The committee meeting time is scheduled for the third Wednesday of each month.

Revisions to the University Athletics Committee Charge
(Additions are noted in bold print and deletions noted in strikethrough.)

1. Name: University Athletics Committee

2. Membership:
   8 faculty members. 5 elected by the Faculty Senate, 3 appointed by the Chancellor.
   Ex-officio members (with vote): The Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, NCAA Faculty Athletics Representative, President of the Student Government Association, President of the Alumni Association, and President of the Pirate Club or their alternates.
   Ex-officio member (without vote but with all other parliamentary privileges): Chancellor, Provost/Vice Chancellor for Academic Affairs, Director of Athletics, Assistant Director of Athletics for Student Development, Director of Compliance, Chair of the University Foundations Curriculum and Instructional Effectiveness Committee; or their designees, and the President of the Student Athlete Advisory Council.

3. Quorum: 5 faculty members exclusive of ex-officio.

4. Committee Functions:
   A. The Committee is concerned with issues pertaining to intercollegiate athletics at East Carolina University.
   B. The Committee’s primary functions are oversight responsibility in the area of academic integrity, compliance with NCAA rules and regulations, and the overall development of student athletes.
   C. The Committee is also concerned with general issues such as budget, conference matters, fund-raising, and public relations are inclusive in the charge, but not restricted to those cited.
   D. The Academic Integrity Subcommittee, composed of the faculty members on the committee, will report on the academic quality of the athletic program.
   E. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom the Committee Reports:
A. The Committee makes recommendations concerning the implementation and administration of policies and procedures pertaining to intercollegiate athletics at East Carolina University to the Chancellor.
B. The Committee reports to the Faculty Senate concerning its recommendations to the Chancellor and/or requests it has received from the Chancellor.
C. The Committee makes recommendations concerning academic policies that impact the academic integrity of the athletic programs to the Faculty Senate.
D. The Academic Integrity Subcommittee will report its evaluations of the academic integrity of the athletic programs to the Chancellor and to the Faculty Senate.

6. How Often the Committee Reports:
The Committee reports to the Faculty Senate at least once a year and other times as necessary. The Academic Integrity Subcommittee will report to the Chancellor and to the Faculty Senate each Fall spring.

7. Power of the Committee to Act Without Faculty Senate Approval:
The Committee makes recommendations concerning the implementation and administration of policies and procedures regarding academic oversight to the Chancellor. The Committee makes recommendations concerning academic policies and procedures that impact the academic quality of the athletic program to the Faculty Senate.

8. Standard Meeting Time:
The committee does not have a standard meeting time.

Revisions to the Educational Policies and Planning Committee Charge
(Additions are noted in bold print and deletions in strikethrough.)

1. Name: Educational Policies and Planning Committee

2. Membership:
8 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
A. The committee considers the adequacy, balance, and excellence of all of the University’s undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.
B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as
outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.

C. The committee reviews information concerning proposals for all new curricula, programs, and academic policies, or for revisions in all existing policies, prior to the implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses information regarding university academic standards and resources as the basis for its reviews. The committee reviews Seven Year Unit Program Evaluations (ECU Faculty Manual, Part IV, Section III) and unit responses to same, and provides written reports to the unit reviewed and Office of Academic Programs.

D. The committee acts upon requests for permission to plan and establish all new degree programs and requests for permission to establish new minors. The committee shall use information regarding university academic standards and resources as the basis for its review.

E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (ECU Faculty Manual, Appendix D, Part IX, Section I. Tenure and Promotion Policies and Procedures).

F. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

G. The chair or appointed representative serves as ex-officio member on the University Online Quality Council.

5. To Whom The Committee Reports:
The committee advises the Chancellor through their report to the Faculty Senate as described in 4.B. above. The committee reports to the Faculty Senate concerning requests it has received from the Chancellor. The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new minors.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the Chancellor as described in 4.B above.

8. Standard Meeting Time:
The committee meeting time is scheduled for the second Friday of each month.

Revisions to the Foundations Curriculum and Instructional Effectiveness Committee Charge
(Additions are noted in bold print.)

1. Name: Foundations Curriculum and Instructional Effectiveness

2. Membership:
   8 elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an
appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee recommends policies to improve and advance faculty teaching and student learning.
   B. The committee promotes teaching excellence and recommends means to identify faculty teaching success, including development of peer review instruments for teaching face-to-face and distance education courses. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions. The committee recommends policies and programs to improve the physical environment in which teaching occurs. The committee provides a forum for faculty opinion concerning the design of new academic buildings and renovation of existing academic buildings.
   C. The committee makes recommendations regarding proposed changes, including individual courses, in the Foundations Curriculum. The committee makes recommendations to the Faculty Senate regarding proposed changes in the Foundations Curriculum requirements.
   D. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Dean of The Honors College.
   E. The chair or appointed representative serves as an ex-officio member of the University Athletics Committee and Honors College Advisory Committee.
   F. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.
   G. The chair or appointed representative serves as ex-officio member on the University Online Quality Council.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited above. The committee recommends curricular changes in Foundations Curriculum to the Faculty Senate.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
None

8. Standard Meeting Time:
The committee meeting time is scheduled for the third Monday of each month.
Revisions to the University Curriculum Committee Charge
(Additions are noted in bold print.)

1. Name: University Curriculum Committee

2. Membership:
8 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or
an appointed representative, the Vice Chancellor for Health Sciences or an appointed
representative, the Chair of the Faculty, one faculty senator selected by the Chair of the
Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the
committee charge. The chair of the committee may appoint such subcommittees as he
or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
A. The committee considers undergraduate courses (through 4000-level) and
programs and has the responsibility of assuring the quality of course offerings regardless
of mode of course delivery.
B. The committee recommends policies and procedures governing the acceptability of
programs and courses.
C. The committee reviews requests for permission to establish new degree programs
and requests to establish new minors.
D. The committee reviews and acts on proposals for new courses and programs and
modifications of existing programs, the banking and deletion of courses (and
programs), and standards and requirements for admission to, and retention in,
degree programs.
E. The committee considers other items that affect the curriculum of undergraduate
programs.
F. The committee acts on recommendations from the Council of Teacher Education
regarding proposed changes in teacher education requirements.
G. The Committee reviews at least annually those sections within the University
Undergraduate Catalog that corresponds to the Committee’s charge and recommends
changes as necessary.
H. The chair or appointed representative serves as ex-officio member on the
University Online Quality Council.

5. To Whom The Committee Reports:
The committee makes its recommendations to the Faculty Senate. The committee
reports on its review of requests to establish new degree programs and requests to
establish new minors to the Educational Policies and Planning Committee.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times
as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to report on its review of requests to establish new
degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

8. Standard Meeting Time:
The committee meeting time is scheduled for the second and fourth Thursday of each month.

Resolution #13-14
Approved by the Faculty Senate: February 26, 2013
Received by the Chancellor: April 2, 2013
Formal faculty advice on curriculum and academic matters contained in the February 11, 2013, Graduate Council meeting minutes.

Resolution #13-15
Approved by the Faculty Senate: February 26, 2013
Received by the Chancellor: April 2, 2013
Formal faculty advice on curriculum and academic matters contained in the January 16, 2013, Graduate Curriculum Committee meeting minutes.

Resolution #13-16
Approved by the Faculty Senate: February 26, 2013
Approved by the Chancellor: April 2, 2013
Revisions to the University Academic Distance Education and Learning Technology Committee Charge.

Resolution #13-17
Approved by the Faculty Senate: February 26, 2013
Approved by the Chancellor: April 2, 2013
Curriculum and academic matters contained in the January 24, 2013 University Curriculum Committee meeting minutes.

Resolution #13-18
Approved by the Faculty Senate: February 26, 2013
Approved by the Chancellor: April 2, 2013
Curriculum and academic matters contained in the February 11, 2013 Writing Across the Curriculum Committee meeting minutes.
Resolution #13-19
Approved by the Faculty Senate: February 26, 2013
Approved by the Chancellor: April 2, 2013

Curriculum and academic program matters included in the February 8, 2013 Educational Policies and Planning Committee meeting minutes, including a request for termination of the Certificate in Employee Assistance Program (EAP) in the Department of Addictions and Rehabilitations Studies within the College of Allied Health Sciences.

Resolution #13-20
Approved by the Faculty Senate: February 26, 2013
Received by the Chancellor: April 2, 2013

Formal faculty advice on proposed Co-Curricular Endorsement Policy, as follows:

(Additions are noted in bold print.)

Co-Curricular Collaborations Funding
The co-curricular collaboration fund was developed within the Division of Student Affairs to resources that promote an extension of curriculum taught in the classroom and to enhance the out-of-classroom experiences for students. Co-Curricular Collaborations enhance student learning and contribute to student success by supporting faculty and staff with creative, curriculum-driven programs, resources and events that occur outside the classroom.

To ensure that the co-curricular collaborations fund distribution is effective and inclusive, an Advisory Committee of faculty, staff, and students will review funding requests for all proposals submitted. The committee will evaluate proposals and make allocation recommendations to the Associate Vice Chancellor for Student Involvement.

Criteria
1. This funding is available for new, innovative, and intellectually creative programs and events.
2. Funding may be requested by students, faculty or staff members. A letter of support must accompany the request from the Director, Department Head or Dean of the department making the request.
3. If an academic department or program is sponsoring, approving, or endorsing this activity, there must be a signed letter from the unit administrator or program director verifying that the department or program and its faculty have agreed to sponsorship/approval/endorsement of the activity.
4. Students will be directly and actively involved as a partner in all phases of the program from inception to post-assessment.
5. The funds are to support programs, activities, events or projects that directly support or engage the student population.
6. Programming should be broad-based and engaging in order to attract the interest of the larger ECU Community.
7. Programming must provide opportunities for faculty and students to engage in both formal and informal settings.
8. Program proposals must articulate measureable learning outcomes, develop measurement tools to assess student outcomes, and will provide information on the distribution, collection, and interpretation of data collected.
Guidelines

1. The request must be made by a current Student, Faculty, or Staff member of East Carolina University.
2. Proof of cost must be attached along with a detailed/itemized accounting of estimated costs on the budget summary sheet of this application.
3. All applications should specify other funding sources both internal and external to the University, with amounts granted and specific services or items already funded.
4. Funding will not be granted in totality for any program or activity.
5. Requests for funding may be denied if the committee feels that the organization has not allowed enough time to plan the desired event in accordance with the Department of Student Involvement and Leadership and the ‘How to Plan an Event’ resource in the Student Organization Office.
6. The individual or recognized organization submitting this application will be held accountable for spending the funds as outlined in the request.
7. The sponsoring individual/organization cannot solicit funds from other activity fee sources such as Student Government Association, Student Activities Board, Office of Greek Life, Center for Student Leadership and Engagement, or the Ledonia Wright Cultural Center, etc.
8. All marketing materials must be approved in advance by the Department of Student Involvement and Leadership.
9. The Department of Student Involvement and Leadership will be listed prominently as a sponsor and included in all forms of promotion and advertising including but not limited to print materials, websites, press releases, television, radio, etc.
10. A completed program evaluation and final expense report should be submitted no later than three weeks after the completion of the event. Failure to do so may result in ineligibility for future funding and/or reimbursement to the Co-Curricular fund.
11. Programs are to be submitted at a minimum of 4 weeks prior to the program date.
12. A Risk Assessment Form must be completed and submitted.
13. Incomplete Application Will Not Be Considered.

Special Consideration Topics

- Civil Discourse
- Sustainability
- Social Justice
- Leadership
- Financial Literacy
- Realizing Your Own Power
- Inclusion

Additional Services

Additional services are offered as an in-kind donation to approved proposals, which include:

- Contract Specialist
- Graphic Artist
- Assessment Coordinator
- Marketing Specialist

If you have questions, contact Krista Wilhelm, Assistant Director for Educational Programming at wilhelmk@ecu.edu or via phone at (252)328-4713.
Resolution #13-21
Approved by the Faculty Senate:  February 26, 2013
Approved by the Chancellor:  April 2, 2013
Curriculum matters included in the February 18, 2013 Foundations Curriculum and Instructional Effectiveness Committee meeting minutes, including approval of Foundations Credit in Writing Competency for ENGL 2201 Writing about the Disciplines, in Fine Arts for ENGL 2815 Intro to Creative Writing, and in Humanities for ENGL 3460 Literature and Mythology, ENGL 3470 Popular Literature, ENGL 2570 The Supernatural, and ENGL 3280 African Literature and removal of Foundations Credit from all of the upper-division (3000 and 4000) Sociology courses.

Resolution #13-22
Approved by the Faculty Senate:  February 26, 2013
Approved by the Chancellor:  April 2, 2013
Stipulation (ref #13-62) placed on graduation requirements by the Chancellor:  May 23, 2013
Revisions to the University Undergraduate Catalog, Section: Academic Advisement, Progress and Support Services, Subsection: Additional Requirements for all Degrees, as follows:

(Additions are noted in **bold** print and deletions in strikethrough.)

Additional Requirements for all Degrees
“Writing Intensive Requirement
Students enrolling at East Carolina University must fulfill the writing across the curriculum requirement prior to graduation. To do so, each student must complete a minimum of 12 semester hours of writing intensive courses, typically including ENGL 1100, 1200; at least one semester hour of writing intensive courses in the major; and any other three semester hours writing intensive course of the student’s choice. Students entering the university with transfer credit for ENGL 1200 have satisfied the foundations curriculum requirement in the area of English. Such students are still required to complete a total of 12 semester hours of credit in writing intensive courses. All second degree students will be required to complete at least three semester hours of writing intensive course work in the major. Writing intensive courses/sections of courses are identified each semester in the course schedule listing and will be designated WI on the student’s transcript. A complete listing of courses approved as writing intensive may be found at the University Writing Program Web site [www.ecu.edu/writing](http://www.ecu.edu/writing). A course will transfer into ECU as WI under two conditions. The course must either be a writing intensive course in a writing across the curriculum program at the university or college where it was taken, and/or the course must have the words “writing” or “communication” (e.g., “Writing for Business and Industry” or “Business Communications”) in the course title. Courses meeting either of these two criteria will be accepted as WI, and count as writing intensive for ECU degree requirements.

Domestic and Global Diversity Requirement
Students enrolling at East Carolina University are required to complete two three-hour diversity courses: one course with a domestic diversity (USA) focus and one with a global diversity focus. Courses that address diversity provide opportunities for students to learn about the beliefs, values and achievements of people other than those of their own age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity. These courses also provide opportunities to examine problems that may arise from differences, and opportunities to learn how to deal constructively with these issues.
Courses receiving Domestic Diversity credit are designated as (DD) in the catalog course description; courses receiving Global Diversity credit are designated as (GD) in the catalog course description. Courses that transfer to ECU as equivalent to an ECU course that is approved for diversity credit receive diversity credit. Transfer courses that are not equivalent to existing ECU diversity courses may be approved for diversity credit by the Foundations Curriculum and Instructional Effectiveness Committee.

**Domestic Diversity Course Goals**

1. Students understand problems that arise in the USA from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity in the context of their historical and contemporary causes and effects, including attempts to resolve these problems.

2. Students demonstrate the ability to use critical thinking skills to evaluate from different perspectives domestic problems arising from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity.

**Global Diversity Course Goals**

1. Students understand how cultural beliefs and values shape people’s perceptions and impact global decisions and actions.

2. Students apply critical thinking skills to evaluate global issues and events from multiple perspectives.

**Cultural Diversity Requirement**

Each academic unit will ensure that its majors complete at least one course which exposes them to cultural diversity. Courses which meet this requirement will be designated by the respective unit.

**Cognate and Professional Course Requirements**

Many baccalaureate programs have requirements in addition to course work in foundations curriculum, in the major field, and in the minor field. These additional requirements may be labeled cognate courses or professional courses required for teacher certification (see requirements for degree in section 8). Cognates, minor courses, and courses used for the second major may be used to satisfy foundations curriculum requirements, except where prohibited. Professional courses required for teacher certification may not be used to satisfy foundations curriculum requirements.

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Report on University Policy on Awarding Undergraduate Degrees with Distinction, as follows:

**Introduction**

On September 27, 2012, Mark Sprague, Chair of the Faculty, assigned the Admission and Retention Policies Committee to “review current graduation policies and consider how they may unfairly disqualify students engaged in online learning to graduate with honors.” After reviewing this policy, the Admission and Retention Policies Committee recommends that the current ECU Policy on Degrees with Distinction [http://www.ecu.edu/cs-acad/registrar/GraduationHonors.cfm](http://www.ecu.edu/cs-acad/registrar/GraduationHonors.cfm) be retained as is.

**Current Policy**
The current ECU policy on awarding undergraduate degrees with distinction can be found in the University Undergraduate Catalog, in the section titled: Undergraduate Studies: Academic Advisement, Progression and Support Services: Degrees with Distinction. This policy includes the requirement that “The student must complete through enrollment in East Carolina University at least one-half the minimum number of hours required for the degree.” The policy does not distinguish between online credit hours and those taken on campus.

This stipulation has resulted in a number of appeals over the years from graduating transfer students who compiled excellent academic records but did not earn at least half of their credits while enrolled at ECU. The Admission and Retention Policies Committee examined this question in 2005 and again in 2011, each time deciding against recommending a change.

Committee Analysis
After receiving Dr. Sprague’s charge, the committee discussed the issue of the minimum number of ECU credit hours required to graduate with distinction at our October 2012 and January 2013 meetings. At our January meeting, we decided to study the policies of ECU’s peer institutions and select UNC-system institutions regarding minimum credit hours for awarding such honors. The following chart shows the minimum semester hours in residence required by each institution in order to earn a degree with distinction:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio University</td>
<td>30 hours</td>
</tr>
<tr>
<td>Florida International University</td>
<td>40 hours</td>
</tr>
<tr>
<td>Virginia Commonwealth University</td>
<td>45 hours</td>
</tr>
<tr>
<td>Wright State University</td>
<td>45 hours</td>
</tr>
<tr>
<td>UNC-Greensboro</td>
<td>45 hours</td>
</tr>
<tr>
<td>UNC-Charlotte</td>
<td>48 hours</td>
</tr>
<tr>
<td>University of North Dakota</td>
<td>50 hours</td>
</tr>
<tr>
<td>Appalachian State University</td>
<td>4 semesters full time OR 58 hours</td>
</tr>
<tr>
<td>Texas Tech University</td>
<td>1/2 of degree credit</td>
</tr>
<tr>
<td>Virginia Tech University</td>
<td>60 hours</td>
</tr>
<tr>
<td>Old Dominion University</td>
<td>60 hours</td>
</tr>
<tr>
<td>University of Missouri at Kansas City</td>
<td>60 hours</td>
</tr>
<tr>
<td>University of Louisville</td>
<td>60 hours</td>
</tr>
<tr>
<td>Northern Illinois University</td>
<td>60 hours</td>
</tr>
<tr>
<td>University of Buffalo</td>
<td>60 hours</td>
</tr>
<tr>
<td>University of South Carolina</td>
<td>60 hours</td>
</tr>
<tr>
<td>University of Wisconsin – Milwaukee</td>
<td>60 hours</td>
</tr>
</tbody>
</table>

In all cases, semester hours are being reported even if the university listed is on a quarter system. Some schools have provisions for including transfer hours (using expanded calculations) and some schools distinguish between pass/fail or other special courses, such as practicum hours, but these are not listed above.

Based on the above thresholds for achieving distinction, our policy is in line with our peer institutions’ policies. Therefore, the Admissions and Retention Policies Committee recommends leaving the current policy unchanged. The committee encourages individual programs or departments to explore their own departmental honors to recognize high achieving students who do not meet ECU’s requirements for degrees with distinction.
Resolution #13-24
Approved by the Faculty Senate: February 26, 2013
Rejected by the Chancellor: April 15, 2013

Revisions to the *ECU Faculty Manual*, Part VII, Section III. [Research Conduct](#).

Resolution #13-25
Approved by the Faculty Senate: February 26, 2013
Approved by the Chancellor: March 5, 2013

Checklist for the Review of Unit Post Tenure Review Procedures by the Provost's Review Panel and a sample format for documenting the Criteria and Standards governing a Unit's Performance Review of Tenured Faculty, as required by the University of North Carolina General Administration and the *ECU Faculty Manual*, as follows:

Checklist for the Review of Unit Post Tenure Review Procedures by the Provost’s Review Panel

☐ The review procedure does not institute a reevaluation or revalidation of the faculty member’s tenured status.

☐ The review procedure states a standard to be used by the PTR committee for finding a faculty member’s performance exemplary, satisfactory or deficient that was approved by the Tenure Committee and the Unit Administrator.

☐ The standard used by the performance review committee to rank faculty members as “exemplary,” “satisfactory,” or “deficient” is based on differences in the degree to which a faculty member has *discharged conscientiously and with professional competence the duties associated with his or her position during the period under review*. These differences are not necessarily quantifiable and may be based on the subjective evaluation of faculty peers.

☐ The review procedure does not base ranking entirely on the faculty member’s annual evaluations.

☐ The review procedure requires that the evaluation of a faculty member’s performance of assigned duties must be *judged only by the published unit and Faculty Manual performance criteria in effect during the evaluation period* (as found in the *ECU Faculty Manual*, Part VIII, Section I (III.). Evaluations) and in the unit code).

☐ The review procedure requires that an evaluation address *all of the duties actually assigned to the faculty member during the period covered by the evaluation* as these duties were weighted for the individual faculty member at the time. Thus the review procedure is a comprehensive assessment of the faculty member’s teaching, research, service and other duties, including contributions to the departmental college/school and university goals, contributions to the academic programs in which the faculty member teaches and any other professional activities bearing on the faculty member’s performance of his or her duties during the period under review.

☐ The review procedure requires that performance review for each faculty member must reflect the nature of the faculty member’s field or work and must conform to fair and reasonable expectations as recognized by faculty peers in each department and discipline.
The review procedure permits considering any performance of duties judged supererogatory (duties that address the unit’s mission but are not specifically assigned during the period under evaluation).

The review procedure requires that the review be conducted in a manner free of arbitrary, capricious, or discriminatory elements and adheres to the requirements of the Faculty Manual.

The review procedure requires that misconduct can only be addressed if the misconduct is documented in the faculty member's personnel file and the faculty member’s due-process rights were respected (the right to appeal a finding or sanction to the relevant committee and the right to include in the personal file a letter expressing disagreement with a finding).

Sample format for documenting the Criteria and Standards governing a Unit’s Performance Review of Tenured Faculty, as required by the University of North Carolina General Administration and the ECU Faculty Manual

The format below is an ECU Faculty Senate recommendation, not a requirement. However, this format will assist the Provost and Vice Chancellor for Health Sciences’ Review Panel charged to review each of ECU’s individual unit five-year tenured faculty performance review procedures for conformance with the UNC-GA and ECU Faculty Manual requirements.

To use this format, insert the unit’s name at the beginning of the document and insert at the locations indicated references to the unit’s criteria for evaluating teaching, research, service and other duties that were in its unit code during the period covered by the review and the unit’s standards for being ranked exemplary, satisfactory or deficient (as recommended by the unit’s Tenure Committee and approved by the unit administrator). Instructions for adding material to the document are stated in brackets (“[ ]”). What is presented addresses the requirements of the Policy for Performance Review of Tenured Faculty of East Carolina University, Part IX, Section II, East Carolina University Faculty Manual. All other aspects of the review procedure are covered in this policy. The “format” document begins below the line.

Name of Code Unit (or School, Department or Area within a Code unit that has its own Tenure Committee and performance criteria for the five-year Performance Review or Tenure Faculty).

The five-year performance review of tenured faculty is governed by the Policy for Performance Review of Tenured Faculty of East Carolina University, Part IX, Section II, East Carolina University Faculty Manual. The overriding goal of the review is stated in the preamble to ECU's policy: “The comprehensive, formal, periodic evaluation of cumulative faculty performance, has the purposes of ensuring faculty development and promoting faculty vitality.” The review “does not create a process for the reevaluation or revalidation of tenured status.”

General Considerations: The Performance Review Committee (PRC) is guided by these Faculty Manual requirements:

The PRC determines, for each faculty member under review, whether the committee either agrees or disagrees with the findings of the unit administrator.

The review shall have as its basic standard of appraisal and evaluation whether the faculty member under review discharged conscientiously and with professional competence the duties associated with his or her position during the period under review.
The review shall be informed by the faculty member’s annual reports and annual evaluations.

PRC discussion will address all aspects of the faculty member’s professional performance, including all duties actually assigned to the faculty member during the period covered by the review, as these duties were weighted for the individual faculty member at the time.

The review shall not be a reevaluation or revalidation of tenured status.

The review shall be for the purpose of ensuring faculty development and promoting faculty vitality.

The review shall reflect the nature of the faculty member’s field or work and shall conform to fair and reasonable expectations as recognized by faculty peers in the department and the discipline.

The review shall be conducted in a manner free of arbitrary, capricious, or discriminatory elements and shall adhere to the requirements of the Faculty Manual and the unit code, including the performance criteria stated in the unit code and copied below.

**Evaluation Criteria:** The PRC shall apply the following criteria in determining whether to agree or disagree with the findings of the unit administrator:

1. *ECU Faculty Manual*, Part VIII, Section I (III.) Evaluations, and

2. [Insert a to the evaluation criteria in the unit code.]

**Standards for being found exemplary, satisfactory or deficient:** [To bring individual unit standards into compliance with the Faculty Manual standard, the Faculty Senate recommends, but does not require, that unit Tenure Committees and the unit administrators adopt the following as the unit’s standards:]

- **Exemplary:** during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with his or her position in such a way as to constitute a model for others that represents the best of its kind.

- **Satisfactory:** during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with his or her position.

- **Deficient:** during the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with his or her position.

**Other Considerations:**

The PRC will address misconduct only if the misconduct is documented in the faculty member’s personnel file and the faculty member’s due-process rights were respected (the right to appeal a finding or sanction to the relevant committee and the right to include in the personal file a letter expressing disagreement with a finding).

The PRC will consider any performance of duties judged supererogatory (relative to the Faculty Manual and unit criteria, specific duties assigned and not assigned, and the like).
Formal faculty advice on revisions to IDEA Chair Survey, as follows:

Below are links to both old and new IDEA Chair Survey forms, reports, and summary of the changes. Following a review of the material, the Faculty Governance Committee supports the revisions including the addition of two questions (20) *Ensuring the assessment of student learning outcomes is meaningful and ongoing* and (21) *Actively supporting student recruitment and retention efforts* but objects to (41) *Looks out for the personal welfare of individual faculty members.*

Summary of comparisons between Old and New versions of the IDEA Chair Survey

Revised (2012) [IDEA Chair Survey Form](#)

Old IDEA Chair Survey Form

Revised (2012) [Chair information](#) (completed by chairs)

Old Chair information (completed by chairs)

Revised [IDEA Feedback for Department Chair Report](#)

Old IDEA Feedback for Department Chair Report

Resolution #13-27
Approved by the Faculty Senate: February 26, 2013
Received by the Chancellor: April 2, 2013

Formal Faculty Advice on [Proposed University Patent Policy](#).

Resolution #13-28
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Spring 2013 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

Resolution #13-29
Approved by the Faculty Senate: March 19, 2013
Received by the Chancellor: April 17, 2013 (with comments)

Formal faculty advice on curriculum and academic matters contained in the March 4, 2013 Graduate Council meeting minutes, including an update on approval process for thesis and dissertations included in the *ECU Faculty Manual* and Graduate Catalog.
Resolution #13-30
Approved by the Faculty Senate: March 19, 2013
Received by the Chancellor: April 17, 2013

Formal faculty advice on curriculum and academic matters contained in the February 6, 2013, Graduate Curriculum Committee meeting minutes.

Resolution #13-31
Approved by the Faculty Senate: March 19, 2013
Holding for further study by the Chancellor: April 17, 2013 (with comments)

The Graduate Curriculum Committee and Undergraduate Curriculum Committee must adhere to both the University Undergraduate Catalog and University Graduate Catalog definition of 5000-level courses; that is, that all such courses are graduate level courses and must have graduate-level objectives, learning outcomes, and all other graduate school requirements for such courses. No 5000 or higher level courses will require the University Undergraduate Curriculum Committee’s approval or undergraduate course requirements.

Resolution #13-32
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Curriculum and academic matters contained in the February 14, 2013 University Curriculum Committee meeting minutes.

Resolution #13-33
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Revisions to the ECU Faculty Manual, Part XI, Section I.D. to include web service for retired faculty, as follows: (Additions are noted in bold print.)

Part XI, Section I.D. Retirement

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

Overview of retirement plan options:

Statutory provisions for the State Retirement system:
http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter_135.pdf

NC State Treasurer’s Retirement home page:
http://www.nctreasurer.com/dsthome/RetirementSystems
Privileges for Retired Faculty
The following University websites provide information on privileges awarded to retired faculty:

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

2. Parking permits
The parking privileges for retired faculty are outlined in The Parking and Transportation Policy (200-0070) under “Special Parking Situations”, sections “Phased Retirement” and “Retired Faculty”. Refer to the link below to obtain current information on parking privileges for retirees: http://www.ecu.edu/cs-admin/parkingandtransportation/retired.cfm

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

4. E-mail
Retired faculty may continue to use their ECU e-mail account in accordance with University guidelines. Details can be found at the ITCS website: http://www.ecu.edu/cs-itcs/email/FacultyStaffEmail.cfm

5. Student Recreation Center membership
Retired faculty may purchase annual, semester, or summer memberships to the Student Recreation Center. They must present their ECU 1 Card when purchasing a membership. Refer to the website below to obtain further information: http://www.ecu.edu/cs-studentlife/crw/membership/fees.cfm

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

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

8. Web Service
Retired faculty with existing web space may continue to have access to university hosted web pages to allow retired faculty to continue their scholarly activities. Details can be found at the website below: http://www.ecu.edu/cs-itcs/policies/retireeWebspace.cfm

(FS Resolution #11-60, April 2011)"
Formal faculty advice on proposed revisions to the Current Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure, as follows:

Formal Faculty Advice on Current Faculty Spousal 
and Domestic Partner Hiring Standard Operating Procedure

Why Spousal Hires?
1. Policies facilitating academic spousal hiring are important for all faculty because a large proportion of faculty have academic spouses; 36%, according to a 2008 Stanford report, Dual Career Academic Couples.
2. A spousal hiring policy is especially important for faculty at ECU since Greenville is a small city and has few other professional opportunities for spouses. In larger cities, there are many other places a professional spouse could find employment.
3. A spousal hiring policy is an important recruitment and retention tool, allowing ECU to hire and maintain the best faculty.
4. It is more expensive to run a full recruitment for a position to replace a faculty member who left for spousal reasons than it is to allocate some money toward a spousal hire. Dr. M Bauer in English stated during the Faculty Senate discussion, “she sees faculty leave every year because of a lack of jobs for spouses” (faculty senate minutes 4/12)
5. Spousal hires are a faculty gender equity issue because more women are married to male faculty than the converse (49.6 percent of women and 36.6 percent of men have academic spouses [Townsend American History Association 2013]).
6. A spousal hiring policy is just as important for recruiting racial minority faculty. It may even be more important for recruiting minority faculty, as they are nationally highly sought for improving faculty racial diversity. Offering a spousal hiring option may help recruit minority faculty to ECU.
7. Other universities offer assistance with spousal hires. If ECU does not, this will place ECU at a competitive disadvantage. For example, UNC at Chapel Hill has a spousal hiring program including an EEO waiver, and at Arizona State University, "If an individual is recommended finalist for a position and the applicant's relative desires university employment, and the university has an available position for which the relative is qualified, a waiver of advertising for the second position must be obtained from the director of the Office of Equity and Inclusion, Human Resources, and the campus director of Human Resources."
8. This policy is likely to help ECU increase its proportion of women faculty. 2010 data from IPAR indicated that for tenured or tenure track faculty in Academic Affairs (46 departments):
   15 departments (33%) had less than 25% female faculty.
   21 departments (46%) had less than 25% of their tenured faculty that are female.
   22 departments (48%) had no female full professor.
   3 departments (6%) had no male full professor.

In summary, facilitating faculty spousal hires will help ECU recruit and retain the highest quality faculty, support work life balance, and improve faculty diversity.

Formal Faculty Advice on Current Faculty Spousal 
and Domestic Partner Hiring Standard Operating Procedure

(Additions are noted in bold print and deletions in strikethrough.)
Introduction:
East Carolina University (the “University”) is committed to the recruitment and retention of the most qualified faculty. The University further recognizes that this recruitment and retention may involve the necessity of a concomitant appointment for dual career academic couples. Providing a position for a spouse or domestic partner may enable the University to attract and retain top candidates who otherwise would not be available. In addition, spousal hires are seen as a family-friendly policy. The following principles should guide University administration whenever applicable.

Principles:
1. The information set forth in this document applies only to positions that can be filled by a tenured faculty member, tenure-track faculty member, full-time, fixed term faculty member, academic administrator, or EPA non-faculty.
2. This guideline does not guarantee employment or any other obligation with respect to any dual career couples and will not be used to circumvent existing recruitment or hiring procedures.
3. Each candidate must be appropriately qualified, as determined by the department into which they would be appointed, and must complete the actions required of any person to become a candidate for a position and is eligible for selection only through the regular University hiring process.
4. The spouse or domestic partner of a recommended finalist for a position or a currently employed individual can submit an application for an available position for which the spouse or domestic partner is qualified.
5. Deans or unit administrators trying to facilitate a concomitant appointment are encouraged to contact the appropriate department or unit.
6. The initiation and continuation of both appointments shall be entirely within the purview of the appointing unit(s) in accordance with all applicable personnel policies and procedures. Special consideration, or a waiver, for the second position can be requested from the Department of Human Resources and the Office of Equity and Diversity. No department shall be forced into interviewing or appointing a candidate.
7. In some cases, deans or unit administrators may agree to provide bridge funding, if and only if such funds are available. Shared funding should be apportioned for a period of no more than three years and any salary increases over this period will be divided proportionally among the funding units unless otherwise specified in a written memorandum of understanding. All requests for shared funding are considered based on University priorities and available funds.
8. An example of this arrangement is a salary funding split of 1/3 from the original appointment unit, 1/3 from the unit making the concomitant appointment, and 1/3 from the office of the appropriate vice chancellor(s).
9. The availability of shared funding for a position shall not create an obligation on the part of the University to employ any person or increase any person’s salary and shall not limit the power of the University to discipline or otherwise discharge any person from employment.
10. A written memorandum of understanding (MOU) for shared funding must be signed by all administrators involved in the funding model. If the employee in the split-funded position leaves before the end of the funding period as stated in the MOU, the salary and benefits funding revert according to the initial proportions.
11. After the period stated in the memorandum of understanding for shared funding, the applicable unit becomes responsible for full funding of the salary and associated benefits.
Resolution on Annual Report from the Office of Equity and Diversity that states:

Whereas, Creating a diverse and representative faculty is important for an environment supportive of diversity, inclusion, and tolerance; and
Whereas, A diverse and representative faculty is important for providing role models for a diverse student body and training all students in cultural competence; and
Whereas, diversity and inclusion are vital in creating a welcoming environment for all employees and students at ECU and helps to build a community that values cultural competency*; and
Whereas, ECU defines diversity to include the representation, integration, and interaction of different races, genders, ages, ethnicities, cultures, national origins, abilities, religions, sexual orientations, gender identity, veteran status, socio-economic status, intellectual positions, and perspectives; and
Whereas, ECU desires a pluralistic academic community where teaching, learning, and living occur in an atmosphere of mutual respect in pursuit of excellence; and
Whereas, ECU is committed to enriching the lives of students, faculty, and staff by providing a diverse academic community where the exchange of ideas, knowledge, and perspectives is an active part of living and learning; and
Whereas, ECU seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff, and administration; and
Whereas, ECU considers diversity, the opportunities afforded by a diverse learning environment, and the authentic interaction among people from various backgrounds and persuasions to be essential elements in achieving excellence in academia.

Therefore Be It Resolved, that beginning with the 2013/2014 academic year, the Office of Equity and Diversity deliver an annual report to the Faculty Senate with statistics on diversity in the faculty and administration (to include gender and other historically underrepresented groups) of East Carolina University.

Therefore Be It Further Resolved, that the annual report to the Faculty Senate include a report on any initiatives at East Carolina University designed to improve faculty representation of such groups and trends in employment and promotion rates.

*some text describing the rationale in this document is quoted or paraphrased from Office of Equity and Diversity website

Revised Guidelines for Setting University Calendars and Scheduling Lecture and Discussion Classes as follows:

(additions are noted in bold and deletions in strikethrough)

Guidelines for Setting University Academic Calendars
These guidelines are incorporated into each University academic calendar that is approved by the Faculty Senate and Chancellor.

1.* The Faculty Senate shall have the advice of a student-faculty committee on the calendar.
2.* The calendar shall include two semesters of 17 weeks each and a summer session of 11 weeks divided into two terms of approximately 5 ½ weeks.
3.** The calendar shall provide a minimum of 750 minutes of instruction per credit hour (including final examinations).
4. Fall and spring semesters will include at least 14 Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. Each summer session will have 25 class days.
5. The start of fall semester will be scheduled at least two to three weeks after summer session final exams.
6. When appropriate, fall semester will include Labor Day as a holiday, a two-day break appended to a weekend in October, a Thanksgiving holiday beginning no later than 1:00 P.M. Wednesday before Thanksgiving and continuing through Saturday, and a Reading Day between the last day of classes and the beginning of exams.
7. When appropriate, spring semester will include Martin Luther King, Jr.’s Birthday and Good Friday as holidays, a break of one week, and a Reading Day between the last day of classes and the beginning of exams.
8. When appropriate, fall and spring semester exams will be scheduled on seven days, including Saturday, according to a rotation schedule. Exams for each summer session will be held on the day after the last class day.
9. Early registration for special populations will begin at 1 pm on the working day prior to the first day of early registration week.
10. Commencement will be scheduled at appropriate times at the end of both fall and spring semesters.
11. When appropriate, the start date for summer session will be scheduled four to seven days after spring commencement.
12. Independence Day and, when appropriate, Memorial Day will be scheduled as summer session holidays.
13. There will be at least one day between the end of first summer session and the start of second summer session.
14. Revisions to approved and published academic calendars will be handled through the Academic Calendar Committee, Faculty Senate, and Chancellor; with the Chancellor maintaining final approval.

Faculty Senate Resolution #03-10
*Mandated by UNC General Administration on February 3, 1971
**Mandated by UNC General Administration on December 31, 2001

Guidelines for Scheduling Lecture and Discussion Classes

Fall and Spring Semester Classes
To facilitate timely matriculation of students it is important that class scheduling be coordinated. Having a scheduled gap between classes allows students time to move from one class to another. Lecture/discussion classes with more than 90 contact minutes per meeting should be lengthened in their scheduling to include one or more breaks of ten or fifteen minutes.

Three semester-hour credit lecture/discussion classes meeting on a Monday, Wednesday, and Friday sequence should start on the hour and be scheduled for fifty minutes. Three semester-hour credit classes meeting on a Tuesday and Thursday sequence should start at 8:00, 9:30, 11:00, 12:30 or
14:00 and be scheduled for seventy-five minutes. Three semester-hour credit classes meeting on Monday and Wednesday afternoons may start on the hour or half hour and should be scheduled for seventy-five minutes. Lecture/discussion classes that are not three semester-hour credit and meet for fifty minutes on Tuesday or Thursday should start at 8:00, 10:00, 11:00, 13:00 or 14:00 so as not to overlap more than one of the three semester-hour time-slots.

In order to allow greater flexibility in scheduling late afternoon and evening classes and since the availability of classrooms is less of a problem at those times, classes that have starting times of 2:30 p.m. or later are not subject to the guideline restrictions for scheduling class meeting times.

Suggested times for three semester-hour courses:
- MWF 8:00 – 8:50
- MWF 9:00 – 9:50
- MWF 10:00 – 10:50
- MWF 11:00 – 11:50
- MWF 12:00 – 12:50
- MWF 13:00 – 13:50
- MWF 14:00 – 14:50
- TTh 8:00 – 9:15
- TTh 9:30 – 10:45
- TTh 11:00 – 12:15
- TTh 12:30 – 13:45
- TTh 14:00 – 15:15
- MW 14:00 – 15:15

Summer Session Classes
On October 15, 1979, the Graduate Council passed the policy that “no graduate or senior-graduate courses be offered granting more than one semester hour of credit per week of classes without the specific approval of the Credit Committee of the Graduate Council before this course is scheduled.” On December 5, 1995, The Faculty Senate passed a resolution (95-44) that stated "At least one calendar week of reflection and analysis should be provided to students for each semester hour of undergraduate credit awarded."

In order to have the contact minutes during the summer sessions be consistent with 750 contact minutes per credit hour during a regular semester, the following table indicates how long class meetings should last according to their contact hours (50 minute periods) during the regular semester and the number of class meetings each week during the summer:

<table>
<thead>
<tr>
<th>Fall/Spring</th>
<th>Semester</th>
<th>Summer session days per week and total classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>contact hrs</td>
<td>contact</td>
<td>5-days</td>
</tr>
<tr>
<td>per week</td>
<td>minutes</td>
<td>25 classes</td>
</tr>
<tr>
<td>1</td>
<td>750</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>1500</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>2250</td>
<td>90</td>
</tr>
<tr>
<td>4</td>
<td>3000</td>
<td>120</td>
</tr>
<tr>
<td>5</td>
<td>3750</td>
<td>150</td>
</tr>
</tbody>
</table>

Class meetings of more than 90 minutes should include one or more breaks included in their scheduled times (as night classes during the regular semester that meet 6:30 to 9:30 have 30 minutes of breaks included in their scheduled time). The three times in the 4-day summer schedule that are not exact should be rounded to 35, 110, and 185 minutes. Classes that meet once a week during the regular semester (e.g., labs) could match their 15 regular semester meetings (including final exams) by meeting three times a week during the summer session for the same class length as during a regular semester.

Since most courses carry three semester hours credit, they should meet for either 90 minutes five days per week (morning) or 110 minutes (plus break) four days per week (afternoon or evening). Consideration should be given to offering several night classes meeting four days each week for students who are employed. The following guidelines indicate starting and ending times for three
credit hour classes; other classes should either start at a three credit hour class starting time or end at a three credit hour ending time.

MTWThF 8:00 AM - 9:30 AM
MTWThF 9:45 AM - 11:15 AM
MTWThF 11:30 AM - 1:00 PM
MTWTh 1:15 PM - 3:15 PM (includes 10 break minutes)
MTWTh 3:30 PM - 5:30 PM (includes 10 break minutes)
MTWTh 5:45 PM - 7:45 PM (includes 10 break minutes)
MTWTh 8:00 PM - 10:00 PM (includes 10 break minutes)

11-Week Summer Session Classes

On October 15, 1979, the Graduate Council passed the policy that "no graduate or senior-graduate courses be offered granting more than one semester hour of credit per week of classes without the specific approval of the Credit Committee of the Graduate Council before this course is scheduled." On December 5, 1995, The Faculty Senate passed a resolution (95-44) that stated "At least one calendar week of reflection and analysis should be provided to students for each semester hour of undergraduate credit awarded."

In order to have the contact minutes during the summer sessions be consistent with 750 contact minutes per semester hour during a regular semester, the following table indicates how long class meetings should last according to their contact hours (50 minute periods) during the regular semester and the number of class meetings each week during the summer:

<table>
<thead>
<tr>
<th>Fall/Spring contact hrs per week</th>
<th>Summer session days per week and total classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester minutes 5-days 4-days 3-days 2-days 1-day</td>
</tr>
<tr>
<td>1</td>
<td>750 50 40 30 20 10 75</td>
</tr>
<tr>
<td>2</td>
<td>1500 60 75</td>
</tr>
<tr>
<td>3</td>
<td>2250 75 120</td>
</tr>
<tr>
<td>4</td>
<td>3000 100</td>
</tr>
<tr>
<td>5</td>
<td>3750 95</td>
</tr>
</tbody>
</table>

Class meetings of more than 90 minutes should include one or more breaks included in their scheduled times (as night classes during the regular semester that meet 6:30 to 9:30 have 30 minutes of breaks included in their scheduled time). Classes that meet once a week during the regular semester (e.g., labs) could match their 14 regular semester meetings by meeting twice a week during the first three weeks of the summer and once a week the last eight weeks.

Since most courses carry three semester hours credit, they should meet for 60 minutes four days per week or 75 minutes three days per week or 120 minutes (including break) two days per week. Final exams should be given during a minimum time period of 90 minutes on the last day of the summer session. Consideration should be given to offering several night classes meeting two, three, or four days each week for students who are employed.

The following guidelines indicate recommended starting times for classes in order not to interfere with the five week summer sessions classes.

MTWThF 8:00 AM
MTWThF 9:45 AM
MTWThF 11:30 AM
MTWTh 1:15 PM
MTWTh 3:30 PM
Resolution #13-37
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

New Guideline for Creating and Maintaining University Student Application/Processing Deadlines that reads as follows:

The following outlines the internal Faculty Senate process for obtaining Formal Faculty Advice on Administrative Student Application/Processing Deadlines.

1. Student application/processing deadlines are coordinated by the University Registrar, after the creation of the University Academic Calendar has been developed and approved by the Faculty Senate and Chancellor. Additional application/processing deadlines may be added at the discretion of the University Registrar.

2. Student application/processing deadlines are submitted for review to the Academic Calendar Committee each year prior to submission to the Chancellor for approval. Student application/processing deadlines will not be created and presented for review to the Academic Calendar Committee or approved by the Chancellor prior to academic calendars being approved through the normal established approval/review process.

3. Following Academic Calendar Committee review, the committee will submit the deadlines to the Faculty Senate as a means of formal faculty advice following the normal established approval/review process.

4. The Faculty Senate will act on the advice of the Committee and forward a resolution to the Chancellor for consideration. The Chancellor will act according to the established process and notify the Chair of the Faculty that the faculty’s formal advice has been received.

5. The formal faculty advice on the student application/processing deadlines will be documented following the same recordkeeping process as all University academic calendars and Faculty Senate actions.

6. The University Registrar will report any necessary revisions to approved and published student application/processing deadlines to the Academic Calendar Committee and Chancellor. The Committee will notify the Faculty Senate of the revisions. The Chancellor maintains final authority prior to updating published student application/processing deadlines.

7. The University Registrar maintains a web link to approved student application/processing deadlines and the Academic Calendar Committee ensures that the web link is included in all approved University Academic Calendars.

8. The University Registrar and Faculty Senate office will oversee the importing of the approved University academic calendars and student application/processing deadlines into Outlook, Entourage or iCal.
Resolution #13-38  
Approved by the Faculty Senate: March 19, 2013  
Approved by the Chancellor: April 17, 2013  

New Format for University Academic Calendars as follows:

20xx-20xx University Academic Calendar  
Summer Session 20xx  
First Session  
(Actual days First Session: x Mondays, x Tuesdays, x Wednesdays, x Thursdays,  
 x Fridays, x day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Summer Session begins.</td>
</tr>
<tr>
<td>May xx, Friday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
</tbody>
</table>
| May xx, Tuesday  | Last day for registration and schedule changes (drop and add) for first session by 5:00 pm.  
 (Second class day)|
| May xx, Tuesday  | Census Day (Official enrollment count taken at 5:00 pm). (Same as the last  
 day of drop & add for summer terms) |
| May xx, Monday   | State Holiday (no classes).  (Observance of Memorial Day)            |
| June xx, Thursday| Last day for undergraduate students to drop term-length courses or withdraw  
 from school without grades by 5:00 pm. Block courses may be dropped only  
 during the first 50% of their regularly scheduled class meetings.  
 (Tenth class day) |
| June xx, Tuesday | Last day for graduate students to drop courses without grades by 5:00 pm.  
 (Seventeenth class day) |
| June xx, Monday  | Classes end. Last day for submission of grade replacement requests.   |
| June xx, Tuesday | Final examinations.                                                   |
| June xx, Thursday| Grades due at noon.                                                  |

Second Session  
(Actual days Second Session: x Mondays, x Tuesdays, x Wednesdays, x Thursdays,  
 x Fridays, x day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June xx, Wednesday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>June xx, Thursday</td>
<td>Classes begin; schedule changes.</td>
</tr>
</tbody>
</table>
| June xx, Friday  | Last day for registration and schedule changes (drop and add) for Second Summer Session by 5:00 pm.  
 (Second class day) |
| June xx, Monday  | Census Day (Official enrollment count taken at 5:00 pm). (Same as the last  
 day of drop & add for summer terms) |
| July 4, weekday  | State Holiday (no classes).  (Observance of July 4th)               |
| July xx, Tuesday | Last day for undergraduate students to drop term-length courses or withdraw  
 from school without grades by 5:00 pm. Block courses may be dropped only  
 during the first 50% of their regularly scheduled class meetings.  
 (Tenth class day) |
| July xx, Friday  | Last day for graduate students to drop courses without grades by 5:00 pm.  
 (Seventeenth class day) |
| July xx Thursday | Classes end. Last day for submission of grade replacement requests.   |
| August xx, Friday| Final examinations.                                                  |
### Summer Session 20xx
11-Week Summer Session

(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays, x day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August xx, Monday</td>
<td>Grades due at noon.</td>
</tr>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for 11-Week Summer Session begins.</td>
</tr>
<tr>
<td>May xx, Friday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>May xx, Tuesday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm. (Second class day)</td>
</tr>
<tr>
<td>May xx, Tuesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>State Holiday (no classes). (Observance of Memorial Day)</td>
</tr>
<tr>
<td>June xx-xx, Tuesday and Wednesday</td>
<td>Midsummer Break (no classes). (After twenty fifth class day)</td>
</tr>
<tr>
<td>July xx, Friday</td>
<td>State Holiday (no classes). (Observance of July 4th)</td>
</tr>
<tr>
<td>July xx, Tuesday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings. (Twentieth class day)</td>
</tr>
<tr>
<td>July xx, Friday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm. (Thirty third class day)</td>
</tr>
<tr>
<td>July xx, Thursday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>August xx, Friday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>August xx, Monday</td>
<td>Grades due at noon</td>
</tr>
</tbody>
</table>

### Fall Semester 20xx

(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays. Effective class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Fall Semester 20xx begins.</td>
</tr>
<tr>
<td>August xx, Monday</td>
<td>Faculty meetings.</td>
</tr>
<tr>
<td>August xx, Monday</td>
<td>Advising, registration, and schedule adjustments.</td>
</tr>
<tr>
<td>August xx, Tuesday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>September xx, Monday</td>
<td>State Holiday (no classes). (Observance of Labor Day)</td>
</tr>
<tr>
<td>September xx, Tuesday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm. (Fifth class day)</td>
</tr>
<tr>
<td>September xx, Tuesday</td>
<td>State holiday makeup day. Classes which would have met on Monday, September 1, will meet on this day so there will effectively be the same number of Mondays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet. (Not needed if classes begin on Friday.)</td>
</tr>
<tr>
<td>September xx, Tuesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm). (Census is taken on the 10th class day for fall and spring semesters)</td>
</tr>
<tr>
<td>October xx-xx</td>
<td>Fall Break.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Saturday-Tuesday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>October xx, Wednesday</td>
<td>Advising for Spring Semester xx</td>
</tr>
<tr>
<td>October xx-xx, Monday-Friday</td>
<td>(One week prior to early registration begins)</td>
</tr>
<tr>
<td>October xx, Tuesday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings. (Thirtieth class day)</td>
</tr>
<tr>
<td>October xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm. (Working day prior to open registration)</td>
</tr>
<tr>
<td>October xx, Monday</td>
<td>Registration for Spring Semester 20xx begins. (Registration should not overlap 1st to 4th of the month)</td>
</tr>
<tr>
<td>November xx, Monday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm. (Forty fifth class day)</td>
</tr>
<tr>
<td>November xx, Saturday</td>
<td>Last day to apply as an undergraduate student for the Spring Semester.</td>
</tr>
<tr>
<td>November xx-xx, Wednesday-Sunday</td>
<td>Thanksgiving Break.</td>
</tr>
<tr>
<td>December xx, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>December xx, Monday</td>
<td>Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 20xx. (Three weeks prior to the end of final exams)</td>
</tr>
<tr>
<td>December xx, Tuesday</td>
<td>Last day to submit thesis to the Graduate School for completion of degree in this term. (Next day after last day to drop)</td>
</tr>
<tr>
<td>December xx, Tuesday</td>
<td>Graduate students last day to remove incompletes given during Fall 20xx. (Same as last class day)</td>
</tr>
<tr>
<td>December xx, Tuesday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>December xx, Wednesday</td>
<td>Reading day. (May be considered on Saturday or Sunday when classes end on Friday.)</td>
</tr>
<tr>
<td>December xx, Thursday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>December xx, Thursday</td>
<td>Exams for Fall Semester close at 4:30 pm. (Final exams end on Thursday)</td>
</tr>
<tr>
<td>December xx, Friday</td>
<td>Commencement. (Must be on Friday)</td>
</tr>
<tr>
<td>December xx, Saturday</td>
<td>Grades due at 4:30 p.m.</td>
</tr>
</tbody>
</table>

**Fall Semester 20xx**

**Examination Schedule**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office.
of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December xx - December xx). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December xx - December xx). Examinations in classes meeting two or more nights a week and beginning after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December xx - December xx). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 0150, 1120, 1130, 1150, 1160</td>
<td>5:00 - 7:30 Friday, December xx</td>
</tr>
<tr>
<td>CHEM 1121, 1131, 1151, 1161, 2753, 2763</td>
<td>5:00 - 7:30 Monday, December xx</td>
</tr>
<tr>
<td>FREN 1001, 1003, SPAN 1001, 1004, GERM 1001</td>
<td>5:00 - 7:30 Tuesday, December xx</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 1003, GERM 1002</td>
<td>5:00 - 7:30 Wednesday, December xx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, December xx</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, December xx</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Wednesday, December xx</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Thursday, December xx</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Friday, December xx</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, December xx</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, December xx</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Tuesday, December xx</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Thursday, December xx</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Friday, December xx</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Thursday, December xx</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Tuesday, December xx</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, December xx</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Tuesday, December xx</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Wednesday, December xx</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, December xx</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Friday, December xx</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Thursday, December xx</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Monday, December xx</td>
</tr>
<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Thursday, December xx</td>
</tr>
</tbody>
</table>

Spring Semester 20xx

(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays. Effective class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>October xx, Monday</td>
<td>Registration for Spring Semester 20xx begins.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>January xx, Friday</td>
<td>Advising and schedule adjustments.</td>
</tr>
<tr>
<td>January xx, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>January xx, Friday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm. (Fifth class day)</td>
</tr>
<tr>
<td>January xx, Monday</td>
<td>State Holiday (no classes). (Observance of Martin Luther King’s Birthday)</td>
</tr>
<tr>
<td>January xx, Tuesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm). (Census is taken on the 10th class day for fall and spring semesters)</td>
</tr>
<tr>
<td>March xx, Thursday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings. (Thirtieth class day)</td>
</tr>
<tr>
<td>March xx-xx,</td>
<td>Spring Break.</td>
</tr>
<tr>
<td>Sunday – Sunday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Advising for Summer Sessions and Fall Semester 20xx. (The week after Spring Break)</td>
</tr>
<tr>
<td>March xx, Friday</td>
<td>Early registration begins at 1:00 pm for special populations only. (Working day prior to open registration)</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 20xx begins. (Registration should not overlap 1st to 4th of the month)</td>
</tr>
<tr>
<td>April xx, Thursday</td>
<td>Last day for undergraduate students to drop courses without grades by 5:00 pm. (Forty fifth class day)</td>
</tr>
<tr>
<td>April xx-xx,</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>Friday-Saturday</td>
<td>Undergraduate students last day to remove incompletes given during Fall Semester 20xx. (Three weeks prior to the end of final exams)</td>
</tr>
<tr>
<td>April xx, Monday</td>
<td>Last day to submit thesis to the Graduate School for completion of degree in this semester. (Next day after last day to drop)</td>
</tr>
<tr>
<td>April xx, Tuesday (optional)</td>
<td>State holiday makeup day. Classes which would have met on Friday, April xx, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet. (Not needed if classes begin on Friday.)</td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 20 xx. (Same as last class day)</td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>April xx, Wednesday</td>
<td>Reading day. (May be considered on Saturday or Sunday when classes end on Friday.)</td>
</tr>
<tr>
<td>April xx, Thursday</td>
<td>Final examinations begin.</td>
</tr>
<tr>
<td>May xx, Thursday</td>
<td>Exams for Spring Semester close at 4:30 pm.</td>
</tr>
<tr>
<td>May xx, Friday</td>
<td>Commencement. (Must be on Friday)</td>
</tr>
<tr>
<td>May xx, Saturday</td>
<td>Grades due at 4:30 p.m.</td>
</tr>
</tbody>
</table>
Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (May xx). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (May xx). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period May xx). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 0150, 1120, 1130, 1150, 1160</td>
<td>5:00 - 7:30 Thursday, April xx</td>
</tr>
<tr>
<td>CHEM 1121, 1131, 1151, 1161, 2753, 2763</td>
<td>5:00 - 7:30 Friday, May xx</td>
</tr>
<tr>
<td>FREN 1001, 1003, SPAN 1001, 1004, GERM 1001</td>
<td>5:00 - 7:30 Monday, May xx</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 1003, GERM 1002</td>
<td>5:00 - 7:30 Tuesday, May xx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Friday, May xx</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Thursday, April xx</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Monday, May xx</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Tuesday, May xx</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Wednesday, May xx</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, May xx</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Friday, May xx</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Thursday, May xx</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Monday, May xx</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Tuesday, May xx</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Wednesday, May xx</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Thursday, Apr xx</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Friday, May xx</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Thursday, Apr xx</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Monday, May xx</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, May xx</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Wednesday, May xx</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Tuesday, May xx</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Monday, May xx</td>
</tr>
<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Thursday, Apr xx</td>
</tr>
</tbody>
</table>
Formal faculty advice on the format for New Student Application/Processing Deadlines as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March xx, Thursday</td>
<td>Last day to apply for admission to Graduate School for First Summer Session.</td>
</tr>
<tr>
<td></td>
<td><em>(When the date falls on Saturday or Sunday, the date of the next Monday is used.)</em></td>
</tr>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Summer Session begins.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Last day to apply for graduation during the Summer Session.</td>
</tr>
<tr>
<td>April xx, Sunday</td>
<td>Last day to apply as a post baccalaureate teacher licensure student for Summer Sessions.</td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>Last day to apply as an undergraduate student for First Summer Session &amp; 11-Week Session.</td>
</tr>
<tr>
<td>May xx Monday</td>
<td>Late Processing Fee assessed for all who have not paid fees by 5:00 pm.</td>
</tr>
<tr>
<td>May xx, Tuesday</td>
<td>Schedules canceled for all who have not paid fees by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Friday before classes begin)</em></td>
</tr>
<tr>
<td>May xx, Friday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>May xx, Tuesday</td>
<td>Last day for registration and schedule changes (drop and add) for first session by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Second class day)</em></td>
</tr>
<tr>
<td>June xx, Thursday</td>
<td>Last day to apply as an undergraduate student for Second Summer Session.</td>
</tr>
<tr>
<td>June xx, Thursday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td></td>
<td><em>(Tenth class day)</em></td>
</tr>
<tr>
<td>June xx, Tuesday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Seventeenth class day)</em></td>
</tr>
<tr>
<td>June xx, Monday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July xx, Saturday</td>
<td>Last day to apply as an undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.</td>
</tr>
<tr>
<td>August xx, Tuesday</td>
<td>Last day to submit appeals to Student Academic Appellate Committee for readmission for Fall Semester</td>
</tr>
</tbody>
</table>

Second Session

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April xx, Wednesday</td>
<td>Last day to apply for admission to Graduate School for Second Summer Session.</td>
</tr>
<tr>
<td></td>
<td><em>(When the date falls on Saturday or Sunday, the date of the next Monday is used.)</em></td>
</tr>
<tr>
<td>June xx, Friday</td>
<td>Last day to apply as an undergraduate student for Second Summer Session.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>June xx, Thursday</td>
<td>Late Processing Fee assessed for all who have not paid fees by 5:00 pm.</td>
</tr>
<tr>
<td>June xx, Monday</td>
<td>Schedules canceled for all who have not paid fees by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Monday before classes begin)</em></td>
</tr>
<tr>
<td>June xx, Wednesday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>June xx, Thursday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>June xx, Friday</td>
<td>Last day for registration and schedule changes (drop and add) for Second Summer Session by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Second class day)</em></td>
</tr>
<tr>
<td>July xx, Sunday</td>
<td>Last day to apply as an undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.</td>
</tr>
<tr>
<td>July xx, Tuesday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td></td>
<td><em>(Tenth class day)</em></td>
</tr>
<tr>
<td>July xx, Monday</td>
<td>Last day to submit thesis to Graduate School for completion of degree in the Summer Session.</td>
</tr>
<tr>
<td></td>
<td><em>(Last class day of second summer term minus ten days. No date should be listed during the first summer term since graduation from Graduate School occurs only at the end of the summer.)</em></td>
</tr>
<tr>
<td>July xx, Friday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Seventeenth class day)</em></td>
</tr>
<tr>
<td>July xx, Thursday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>August xx, Tuesday</td>
<td>Last day to submit appeals to Student Academic Appellate Committee for readmission for Fall Semester</td>
</tr>
</tbody>
</table>

**Summer Session 20XX**

11-Week Summer Session

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for 11-Week Summer Session begins.</td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>Last day to apply as an undergraduate student for First Summer Session &amp; 11-Week Session.</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>Late Processing Fee assessed for all who have not paid fees by 5:00 pm.</td>
</tr>
<tr>
<td>May xx, Tuesday</td>
<td>Schedules canceled for all who have not paid fees by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Friday before classes begin)</em></td>
</tr>
<tr>
<td>May xx, Friday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>May xx, Tuesday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Second class day)</em></td>
</tr>
<tr>
<td>July xx, Sunday</td>
<td>Last day to apply as an undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.</td>
</tr>
<tr>
<td>July xx, Tuesday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td></td>
<td><em>(Twentieth class day)</em></td>
</tr>
<tr>
<td>July xx, Friday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Thirty third class day)</em></td>
</tr>
<tr>
<td>July xx, Monday</td>
<td>Last day to submit thesis to Graduate School for completion of degree in the Summer Session.</td>
</tr>
<tr>
<td></td>
<td><em>(Last class day of summer term minus ten days.)</em></td>
</tr>
<tr>
<td>July xx, Thursday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>August xx, Tuesday</td>
<td>Last day to submit appeals to Student Academic Appellate Committee for readmission for Fall Semester.</td>
</tr>
<tr>
<td>Fall Semester 20xx</td>
<td></td>
</tr>
<tr>
<td>March xx, Friday</td>
<td>Last day to apply as an undergraduate freshman student for the Fall Semester.</td>
</tr>
<tr>
<td></td>
<td><em>(When the date falls on Saturday or Sunday, the date of the next Monday is used.)</em></td>
</tr>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Working day prior to open registration)</em></td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Fall Semester 20xx begins.</td>
</tr>
<tr>
<td>April xx, Monday</td>
<td>Last day to apply as an undergraduate transfer student for the Fall Semester.</td>
</tr>
<tr>
<td>June xx, Monday</td>
<td>Last day to apply for admission to Graduate School for the Fall Semester.</td>
</tr>
<tr>
<td></td>
<td><em>(When the date falls on Saturday or Sunday, the date of the next Monday is used.)</em></td>
</tr>
<tr>
<td>July xx, Tuesday</td>
<td>Last day to apply as an undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.</td>
</tr>
<tr>
<td>August xx, Tuesday</td>
<td>Last day to submit appeals to Student Academic Appellate Committee for readmission for the Fall Semester.</td>
</tr>
<tr>
<td></td>
<td><em>(14 days before start of classes)</em></td>
</tr>
<tr>
<td>August xx, Thursday</td>
<td>Late Processing Fee assessed for all who have not paid fees by 5:00 pm.</td>
</tr>
<tr>
<td>August xx, Monday</td>
<td>Schedules canceled for all who have not paid fees by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(One week prior to the start of the semester.)</em></td>
</tr>
<tr>
<td>August xx, Monday</td>
<td>Advising, registration, and schedule adjustments.</td>
</tr>
<tr>
<td></td>
<td><em>(One week prior to early registration begins)</em></td>
</tr>
<tr>
<td>August xx, Tuesday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>September xx, Tuesday</td>
<td>Last day for registration and schedule changes <em>(drop and add)</em> by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Fifth class day)</em></td>
</tr>
<tr>
<td>September xx, Tuesday</td>
<td>Last day to apply for graduation in December.</td>
</tr>
<tr>
<td></td>
<td><em>(One week after &quot;drop and add&quot;)</em>)</td>
</tr>
<tr>
<td>October xx- xx, Monday-Friday</td>
<td>Advising for Spring Semester 20xx.</td>
</tr>
<tr>
<td></td>
<td><em>(One week prior to early registration begins)</em></td>
</tr>
<tr>
<td>October xx, Tuesday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td></td>
<td><em>(Thirtieth class day)</em></td>
</tr>
<tr>
<td>October xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Working day prior to open registration)</em></td>
</tr>
<tr>
<td>October xx, Monday</td>
<td>Registration for Spring Semester 20xx begins.</td>
</tr>
<tr>
<td></td>
<td><em>(Registration should not overlap 1st to 4th of the month)</em></td>
</tr>
<tr>
<td>November xx, Monday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td></td>
<td><em>(Forty fifth class day)</em></td>
</tr>
<tr>
<td>November xx, Saturday</td>
<td>Last day to apply as an undergraduate student for the Spring Semester.</td>
</tr>
<tr>
<td>December xx, Monday</td>
<td>Last day to apply as an undergraduate transfer student for the Spring Semester.</td>
</tr>
<tr>
<td>December xx, Monday</td>
<td>Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 20 xx.</td>
</tr>
<tr>
<td></td>
<td><em>(Three weeks prior to the end of final exams)</em></td>
</tr>
<tr>
<td>December xx,</td>
<td>Last day to submit thesis to the Graduate School for completion of degree in</td>
</tr>
<tr>
<td>(Two different dates)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tuesday</td>
<td>this term.</td>
</tr>
<tr>
<td>December xx, Tuesday</td>
<td>Graduate students last day to remove incompletes given during Fall 20 xx. (Same as last class day)</td>
</tr>
<tr>
<td>December xx, Tuesday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>December xx, Friday</td>
<td>Commencement. (Must be on Friday)</td>
</tr>
<tr>
<td>December xx, Friday</td>
<td>Last day to submit appeals to Student Academic Appellate Committee for readmission for Spring Semester.</td>
</tr>
<tr>
<td>Winter Session 20xx</td>
<td></td>
</tr>
<tr>
<td>October xx, Tuesday</td>
<td>Last day to apply for admission to Graduate School for the Spring Semester. (When the date falls on Saturday or Sunday, the date of the next Monday will be used.)</td>
</tr>
<tr>
<td>October xx, Monday</td>
<td>Early registration for special populations begins at 1:00 pm. (Working day prior to open registration)</td>
</tr>
<tr>
<td>October xx, Tuesday</td>
<td>Registration for Spring Semester 20xx begins.</td>
</tr>
<tr>
<td>October xx, Friday</td>
<td>Last day to apply as an undergraduate student for the Spring Semester.</td>
</tr>
<tr>
<td>November xx, Sunday</td>
<td>Last day to apply as an undergraduate transfer student for the Spring Semester.</td>
</tr>
<tr>
<td>December xx, Friday</td>
<td>Last day to submit appeals to Student Academic Appellate Committee for readmission for Spring Semester. (Fourteen days before start of classes)</td>
</tr>
<tr>
<td>January xx, Monday</td>
<td>Late Processing Fee assessed for all who have not paid fees by 5:00 pm. (One week before classes begin.)</td>
</tr>
<tr>
<td>January xx, Wednesday</td>
<td>Schedules canceled for all who have not paid fees by 5:00 pm. (One week before classes begin.)</td>
</tr>
<tr>
<td>January xx, Friday</td>
<td>Advising and schedule adjustments.</td>
</tr>
<tr>
<td>January xx, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>January xx, Friday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm. (Fifth class day)</td>
</tr>
<tr>
<td>January xx, Tuesday</td>
<td>Last day to apply for graduation in May. (One week after &quot;drop and add&quot;)</td>
</tr>
<tr>
<td>March xx, Thursday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings. (Thirtieth class day)</td>
</tr>
<tr>
<td>March xx, Saturday</td>
<td>Last day to apply as an undergraduate freshman student for the Fall Semester.</td>
</tr>
<tr>
<td>March xx- xx, Monday-Friday</td>
<td>Advising for Summer Sessions and Fall Semester 20xx. (The week after Spring Break)</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 20xx begins. (Monday after Advising week)</td>
</tr>
<tr>
<td>March xx, Tuesday</td>
<td>Last day to apply for graduation during the Summer Session.</td>
</tr>
<tr>
<td>March xx, Thursday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm. (Forty fifth class day)</td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>Last day to apply as a post baccalaureate teacher licensure student for Summer Sessions.</td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>Last day to apply as an undergraduate transfer student for the Fall Semester.</td>
</tr>
</tbody>
</table>
April xx, Thursday | Undergraduate students last day to remove incompletes given during Fall Semester 20xx. *(Three weeks prior to end of final exams)*
April xx, Monday | Last day to submit thesis to the Graduate School for completion of degree in this semester. *(Next day after last day to drop)*
April xx, Tuesday | Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 20xx. *(Same as last class day)*
April xx, Tuesday | Classes end. Last day for submission of grade replacement requests.
April xx, Thursday | Last day to apply as an undergraduate student for First Summer Session & 11-Week Session.
May xx, Friday | Commencement. *(Must be on Friday)*

Resolution #13-40
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

2014-2015 University Academic Calendar as follows:

**Summer Session 2014**
First Session
*(Actual days First Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for final examinations)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 21, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 24, Monday</td>
<td>Registration for Summer Session begins.</td>
</tr>
<tr>
<td>May 16, Friday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>May 19, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>May 20, Tuesday</td>
<td>Last day for registration and schedule changes (drop and add) for first session by 5:00 pm.</td>
</tr>
<tr>
<td>May 20, Tuesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>May 26, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>June 5, Thursday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>June 11, Wednesday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td>June 23, Monday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>June 24, Tuesday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>June 26, Thursday</td>
<td>Grades due at noon.</td>
</tr>
</tbody>
</table>

Second Session
*(Actual days Second Session: 5 Mondays, 5 Tuesdays, 4 Wednesdays, 6 Thursdays, 5 Fridays, 1 day for final examinations)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25, Wednesday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>June 26, Thursday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>June 27, Friday</td>
<td>Last day for registration and schedule changes (drop and add) for Second Summer Session by 5:00 pm.</td>
</tr>
<tr>
<td>June 30, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>July 4, Friday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>July 15, Tuesday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
</tbody>
</table>
from school without grades by 5:00 pm. Block courses may be dropped only
during the first 50% of their regularly scheduled class meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 21, Monday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td>July 31, Thursday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>August 1, Friday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>August 4, Monday</td>
<td>Grades due at noon.</td>
</tr>
</tbody>
</table>

**Summer Session 2014**
11-Week Summer Session
(Actual class days: 9 Mondays, 11 Tuesdays, 9 Wednesdays, 11 Thursdays,
10 Fridays, 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 21, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 24, Monday</td>
<td>Registration for 11-Week Summer Session begins.</td>
</tr>
<tr>
<td>May 16, Friday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>May 19, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>May 20, Tuesday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm.</td>
</tr>
<tr>
<td>May 20, Tuesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>May 26, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>June 24-25, Tuesday</td>
<td>Midsummer Break (no classes).</td>
</tr>
<tr>
<td>July 4, Friday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>July 8, Tuesday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td>July 15, Tuesday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>July 31, Thursday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>August 1, Friday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>August 4, Monday</td>
<td>Grades due at noon</td>
</tr>
</tbody>
</table>

**Fall Semester 2014**
(Actual class days: 13 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.
Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 21, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 24, Monday</td>
<td>Registration for Fall Semester 2013 begins.</td>
</tr>
<tr>
<td>August 25, Monday</td>
<td>Faculty meetings.</td>
</tr>
<tr>
<td>August 25, Monday</td>
<td>Advising, registration, and schedule adjustments.</td>
</tr>
<tr>
<td>August 26, Tuesday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>September 1, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>September 2, Tuesday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm.</td>
</tr>
<tr>
<td>September 2, Tuesday</td>
<td>State holiday makeup day. Classes which would have met on Monday, September 1, will meet on this day so there will effectively be the same number of Mondays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.</td>
</tr>
<tr>
<td>September 9, Tuesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>October 11-14, Saturday-Tuesday</td>
<td>Fall Break.</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>October 15, Wednesday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>October 20 – 24,</td>
<td>Advising for Spring Semester 2015.</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td></td>
</tr>
<tr>
<td>October 21, Tuesday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>October 24, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>October 27, Monday</td>
<td>Registration for Spring Semester 2015 begins.</td>
</tr>
<tr>
<td>October 30, Thursday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td>November 1, Tuesday</td>
<td>Last day to apply as an undergraduate student for the Spring Semester.</td>
</tr>
<tr>
<td>November 26-30,</td>
<td>Thanksgiving Break.</td>
</tr>
<tr>
<td>Wednesday-Sunday</td>
<td></td>
</tr>
<tr>
<td>December 1, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>December 1, Monday</td>
<td>Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 2014.</td>
</tr>
<tr>
<td>December 2, Tuesday</td>
<td>Last day to submit thesis to the Graduate School for completion of degree in this term.</td>
</tr>
<tr>
<td>December 9, Tuesday</td>
<td>Graduate students last day to remove incompletes given during Fall 2013.</td>
</tr>
<tr>
<td>December 9, Tuesday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>December 10, Wednesday</td>
<td>Reading day.</td>
</tr>
<tr>
<td>December 11, Thursday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>December 18, Thursday</td>
<td>Exams for Fall Semester close at 4:30 pm.</td>
</tr>
<tr>
<td>December 19, Friday</td>
<td>Commencement.</td>
</tr>
<tr>
<td>December 20, Saturday</td>
<td>Grades due at 4:30 p.m.</td>
</tr>
</tbody>
</table>

**Fall Semester 2014 Examination Schedule**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 11 - December 18). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 11 - December 18). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 11 - December 18). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.
Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Time and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 0150, 1120, 1130, 1150, 1160</td>
<td>5:00 - 7:30 Friday, December 12</td>
</tr>
<tr>
<td>CHEM 1121, 1131, 1151, 1161, 2753, 2763</td>
<td>5:00 - 7:30 Monday, December 15</td>
</tr>
<tr>
<td>FREN 1001, 1003, SPAN 1001, 1004, GERM 1001</td>
<td>5:00 - 7:30 Tuesday, December 16</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 1003, GERM 1002</td>
<td>5:00 - 7:30 Wednesday, December 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time and day class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, December 15</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, December 16</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Wednesday, December 17</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Thursday, December 18</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Friday, December 12</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, December 11</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, December 15</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Thursday, December 11</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Wednesday, December 17</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Thursday, December 18</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Friday, December 12</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Tuesday, December 16</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, December 15</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Tuesday, December 16</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Wednesday, December 17</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, December 11</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Friday, December 12</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Thursday, December 18</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Monday, December 15</td>
</tr>
<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Thursday, December 11</td>
</tr>
</tbody>
</table>

**Spring Semester 2015**

(Actual class days: 14 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 14 Fridays.
Effective class days: 14 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 20, Monday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>October 21, Tuesday</td>
<td>Registration for Spring Semester 2014 begins.</td>
</tr>
<tr>
<td>January 9, Friday</td>
<td>Advising and schedule adjustments.</td>
</tr>
<tr>
<td>January 12, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>January 16, Friday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm.</td>
</tr>
<tr>
<td>January 19, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>January 27, Tuesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>March 5, Thursday</td>
<td>Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>March 16, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>March 16-20, Monday-Friday</td>
<td>Advising for Summer Sessions and Fall Semester 2015.</td>
</tr>
<tr>
<td>March 20, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 23, Monday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td>March 23, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 2015 begins.</td>
</tr>
<tr>
<td>April 3-4 Friday-Saturday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>April 16, Thursday</td>
<td>Undergraduate students last day to remove incompletes given during Fall Semester 2014</td>
</tr>
<tr>
<td>April 20, Monday</td>
<td>Last day to submit thesis to the Graduate School for completion of degree in this semester.</td>
</tr>
<tr>
<td>April 28, Tuesday</td>
<td>State holiday makeup day. Classes which would have met on Friday, April 16, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.</td>
</tr>
<tr>
<td>April 28, Tuesday</td>
<td>Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 2014.</td>
</tr>
<tr>
<td>April 28, Tuesday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>April 29, Wednesday</td>
<td>Reading day.</td>
</tr>
<tr>
<td>April 30, Thursday</td>
<td>Final examinations begin.</td>
</tr>
<tr>
<td>May 7, Thursday</td>
<td>Exams for Spring Semester close at 4:30 pm.</td>
</tr>
<tr>
<td>May 8, Friday</td>
<td>Commencement.</td>
</tr>
<tr>
<td>May 9, Saturday</td>
<td>Grades due at 4:30 p.m.</td>
</tr>
</tbody>
</table>

**Spring Semester 2015 Examination Schedule**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (May 1-8). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (May 1-8). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period May 1-8). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:
CHEM 0150, 1120, 1130, 1150, 1160  5:00 - 7:30 Thursday, April 30
CHEM 1121, 1131, 1151, 1161, 2753, 2763  5:00 - 7:30 Friday, May 1
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001  5:00 - 7:30 Monday, May 4
FREN 1002, SPAN 1002, 1003, GERM 1002  5:00 - 7:30 Tuesday, May 5

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Friday, May 1</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Thursday, April 30</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Monday, May 4</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Tuesday, May 5</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Wednesday, May 6</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, May 7</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Friday, May 1</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Thursday, May 7</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Monday, May 4</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Tuesday, May 5</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Wednesday, May 6</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Thursday, Apr 30</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Friday, May 1</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Thursday, Apr 30</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Monday, May 4</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, May 7</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Wednesday, May 6</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Tuesday, May 5</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Monday, May 4</td>
</tr>
<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Thursday, Apr 30</td>
</tr>
</tbody>
</table>

Resolution #13-41
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Revisions to 2013/2014 approved University Academic Calendars to reflect change to last day for graduate students to drop courses without grades as follows:

Background: The Graduate Council approved on 4/16/12 a change in the last day for graduate students to drop courses without grades, with Chancellor Ballard approving this on 2/28/13. This policy change moves the drop date earlier in the term. Under existing policy, courses could be dropped 2 weeks prior to the beginning of final exams with 86% of the term completed. This policy led to reckless course drops by graduate students and abuse of financial aid. The new deadline for graduate students to drop courses without grades that will be included in the University Graduate Catalog states: The last day for a graduate student to drop a course and receive no grade is 5:00 PM on the class day after 64% of the class days are completed for the term. During Fall and Spring terms this corresponds to the 45th class day of the term.

Therefore, the Calendar Committee proposes the following revisions (noted in bold) to the Fall 2013 and Spring 2014 approved University Academic Calendars:
Resolution #13-42
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Curriculum and academic matters contained in the March 7, 2013 Writing Across the Curriculum Committee meeting minutes.

Resolution #13-43
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Curriculum and academic program matters included in the March 8, 2013 Educational Policies and Planning Committee meeting minutes, including Request to consider discontinuing the Certificate in Urban Design within the Department of Geography; Request to consider modification of concentrations within the Department of Geography's BS degree in Urban and Regional Planning; Request to discontinue the BA in Communications within the School of Communication; Request to discontinue BM in Music Therapy within the School of Music; and a Request to rename the Department of Geography to Department of Geography, Planning, and Environment.

Resolution #13-44
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Request to discontinue the MS degree in Recreational Therapy Administration in the Department of Recreation and Leisure Studies within the College of Health and Human Performance included in the March 18, 2013 Educational Policies and Planning Committee meeting minutes.

Resolution #13-45
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Curriculum matters included in the March 8, 2013 Foundations Curriculum and Instructional Effectiveness Committee meeting minutes.
Resolution #13-46
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: not applicable

Report on status of learning outcomes for a University 1000 course, role of student services professionals within the Division of Student Affairs in delivering UNIV 1000 course content, and how UNIV 1000 course achieves liberal arts foundations curriculum requirements including:

Suggested learning outcomes for a UNIV 1000 course:
As a result of participating in a UNIV 1000 course students will be able to:

1. Describe how being a successful college student differs from being a high school student
2. Identify university-level study skills.
3. Construct a time management schedule that effectively balances study time, classwork, cocurricular activities and employment.
4. Explain the major academic policies at the university.
5. Describe opportunities for academic, scholarly, and cultural engagement outside of the classroom.
6. Describe resources available to students that contribute to student success and well-being.
7. Identify opportunities for meaningful participation in campus life.
8. Describe resources for career planning at the Career Center, and identify potential majors and career paths using the FOCUS II.

What is the role of student services professionals in delivering UNIV 1000 course content?
The role of the student services professional (student affairs educators and professional academic advisors) will depend on the seminar model that is adopted for UNIV 1000. The models and the role of student services personnel in the implementation of the course are outlined below. The course models are adapted from the Final Report of UNIV 1000 Committee dated April, 2012.

1. Model 1: The Extended Orientation Model.
   This model makes use of the extended orientation model currently offered at ECU through COAD 1000 (1 credit hour). The overall purpose of this course is to help the student become acculturated to life on campus, develop life skills, investigate career development opportunities, develop the study and critical thinking skills that are necessary for academic success, and take responsibility for their own success in college. This type of course is designed to be interactive and involve group discussion and group activities. Lectures, guest speakers, field trips, exploration activities, and written assignments are commonly used as a part of the course. The extended-orientation model course may be taught by a disciplinary faculty member or by an appropriately qualified student services professional. This model of seminar could also be co-taught by a faculty member and a student services professional.

The Academic/Hybrid Seminar teaches students academic content while also reinforcing student success skills and orienting students to campus life. The seminar introduces students to academic culture through the exploration of a discipline-based theme, employing active and engaged research-based learning. The theme explored in each seminar will be developed with the intention of piquing the interest of first-year students and the seminar content is used as a vehicle for demonstrating the academic enterprise for the students and engaging them with the subject matter, research methods, and written and verbal communication styles appropriate to the discipline underlying the seminar. Students are taught skills that are crucial to academic success
(critical thinking, critical reading, writing, speaking, library-, laboratory-, or field-based research, note-taking, etc.). In this model the faculty member takes the lead role in developing and teaching the course along disciplinary lines. Student services professionals can be involved in one of two ways, depending on the organization of the seminar. In the discipline focused model one or more student services professionals to provide students with seminars, workshops and/or online models that provide information and skills related to student success and campus resources. There is also a model in which an interdisciplinary theme-based seminar is co-taught by a faculty member in coordination with a student services professional. The faculty member teaches the disciplinary content of the course while a student services professional teaches the student success portion of the seminar.

How Would a UNIV 1000 Course fit into the Liberal Arts Foundations Curriculum?
The learning outcomes that are recommended in (I) above are similar to the learning outcomes of many similar courses at other universities. The subcommittee believes that these learning outcomes are important for student success and need to be included in a freshman seminar. That said, the goals recommended in (I) above do not fit any of the learning goals of the Liberal Arts Foundations Curriculum or the proposed general education goals that appear in the UNC GA strategic plan.

Resolution #13-47
Approved by the Faculty Senate:  March 19, 2013
Approved by the Chancellor: not applicable

Report on status of learning outcomes for a University 1000 course, role of student services professionals within the Division of Student Affairs in delivering UNIV 1000 course content, and how UNIV 1000 course achieves liberal arts foundations curriculum requirements to go directly back to the Foundations Curriculum and Institutional Effectiveness Committee to move the process forward.

Resolution #13-48
Approved by the Faculty Senate:  March 19, 2013
Approved by the Chancellor:  April 17, 2013

Faculty recommendation on Scholarship Deadlines stating: The Student Scholarships, Fellowships, and Financial Aid Committee recommends that academic units be told of actual, or estimated, scholarship fund balances no later than February 15 of each year in order to meet the needs of the awarding units.

Resolution #13-49
Approved by the Faculty Senate:  March 19, 2013
Approved by the Chancellor:  April 17, 2013  (with stipulation)

Faculty recommendation on Scholar-Teacher Awards stating:
Whereas, ECU’s Scholar-Teacher Award was established in 1998 by then Vice Chancellor for Academic and Student Affairs Rich Ringeisen to recognize outstanding faculty members who integrate scholarship and teaching; and
Whereas, Each year academic colleges and schools continue to recognize one or more scholar-teacher(s), based on the number of faculty in the unit; and
Whereas, Faculty members recognized with this award have demonstrated excellence in the classroom, as evidenced by SOIS/SPOTS, peer observation, and recommendations of colleagues and students; and

Whereas, Faculty members recognized with this award also have outstanding records of scholarly accomplishments, as evidenced by publication in recognized disciplinary venues, integration of research/creative activity in classroom teaching, mentoring of developing scholars, presentations before scholarly organizations, and other outlets appropriate to the discipline; and

Whereas, A symposium and a luncheon honoring the award recipients are held in conjunction with the Research and Creative Week activities and the recipients’ names are engraved on a plaque hung in the Office of Faculty Excellence; and

Whereas, The award originally consisted of a stipend whereby the Provost matched academic units’ funds $2 for $1 up to a maximum of $2,000 to be used for professional development including professional travel, support of integration of research/creative activity and teaching, student research stipends, and/or other legitimate professional expenditures; and

Whereas, Monetary funding for the past three years has been eliminated.

Therefore Be It Resolved that the Faculty Senate recommends that a monetary award of at least $1,000 be reinstated for this prestigious teaching award.

Therefore Be It Further Resolved that a monetary award of at least $1,000 be awarded to each of the Scholar-Teacher award winners this April 2013 when they are recognized by the University community.

Resolution #13-50
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

Request to discontinue the BA in Women’s Studies within the College of Arts and Sciences.

Resolution #13-51
Approved by the Faculty Senate: April 16, 2013
Received by the Chancellor: May 23, 2013

Formal faculty advice on curriculum and academic matters contained in the February 20, 2013, March 6, 2013, and March 20, 2013 Graduate Curriculum Committee meeting minutes.

Resolution #13-52
Approved by the Faculty Senate: April 16, 2013
Received by the Chancellor: May 23, 2013

Formal faculty advice on curriculum and academic matters contained in the April 1, 2013 Graduate Council meeting minutes.
Resolution #13-53
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: May 23, 2013

Curriculum and academic program matters included in the March 18, 2013 Educational Policies and Planning Committee meeting minutes, including a Request to discontinue the MS degree in Recreational Therapy Administration; Request to discontinue the BA in Women’s Studies; and Academic Program Reviews of Educational Leadership and Higher, Adult, and Counselor Education within the College of Education.

Resolution #13-54
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: May 23, 2013

Curriculum and academic program matters included in the April 12, 2013 Educational Policies and Planning Committee meeting minutes including a Request for Permission to Plan MA in Communication Studies/Speech Communication and Rhetoric distance education degree program; Notification of Intent to Plan MAEd Elementary Education distance education degree program; Notification of Intent to Plan MAEd Middle Grades Education distance education degree program; Request for Permission to Plan a Master of Community Planning Degree; Request to discontinue MA Social Work distance education sites in Elizabeth City and Wilmington; Request to change the name of the Technical and Professional Discourse PhD program within the Department of English to Rhetoric, Writing, and Professional Communication; Request to change the name of the General-Theoretic Master’s Program within the Department of Psychology to Master’s in Industrial and Organizational Psychology.

Resolution #13-55
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: not applicable

Resolution on the proposed Bachelor of Science University Studies degree programs that reads as follows:

The Faculty Senate directs the Chair of the Faculty to charge the Educational Policies and Planning Committee (EPPC) to:

1. Create, in consultation with the University Curriculum Committee, a clear standard by which the Faculty Oversight Committee will be able to judge whether the proposed Bachelor of Science in University Studies (BSUS) thematic core has attempted to circumvent an existing major. The definition should take into consideration not only existing majors’ major requirements but also existing majors’ cognate requirements and (if applicable) foreign language requirements.
2. Define precisely what the Faculty Oversight Committee’s authority and responsibility are.
3. Report to the Faculty Senate, at the first meeting of the Spring 2014 semester about the progress and implementation of the standard and authority and responsibility of the Oversight Committee.
4. Conduct a regular audit of a sample of BSUS degrees to ascertain whether the standard has been applied correctly and consistently, to recommend corrective action.
if the audit finds flaws or inconsistencies, and to report the audit results to the Faculty Senate at the first meeting of the spring semester of the year in which the audit is conducted.

5. The Faculty Oversight Committee should be a part of the academic program review.

Resolution #13-56
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: May 15, 2013

Request for Authorization to Establish a Bachelor of Science in University Studies; Notification of Intent to Plan a Bachelor of Science in University Studies distance education degree program; and Request for Authorization to Establish a Bachelor of Science in University Studies distance education degree program.

Resolution #13-57
Approved by the Faculty Senate: April 16, 2013
Being Held by the Chancellor for further action: May 23, 2013 (with comment)

Request that, as soon as practical, the Provost begin work to have the new academic programs (Bachelor of Science in University Studies and Bachelor of Science in University Studies distance education degree program) moved into an academic college so that created coursework will not be developed outside of an academic unit.

Resolution #13-58
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: May 29, 2013

Resolution on Support of Efforts to Control Storm Water Runoff that states:

WHEREAS, East Carolina University’s mission statement enjoins it “to serve as a national model for public service and regional transformation by […] creating a strong, sustainable future for eastern North Carolina through education, research, innovation, investment, and outreach”; and

WHEREAS, throughout its history our region has been defined by its waterways, which are essential to the health of its people and the vitality of its economy; and

WHEREAS, at the current time, many streams and rivers around our campus, including Green Mill Run and the Tar River, have been significantly degraded by poorly controlled storm water runoff from a variety of locations throughout their watersheds, particularly in high-density urban areas with expansive impervious cover (roads, buildings, sidewalks, parking lots, etc.) in the City of Greenville; and

WHEREAS, more effective storm water management, by reducing or treating runoff and pollutants, can improve water quality, conserve and improve aquatic habitat, reduce erosion, and reduce flood risk; and
WHEREAS, improving water quality and aquatic habitat will preserve and improve the value of our natural resources for the future; and

WHEREAS, better management of storm water runoff entering Green Mill Run will provide a service to ECU’s surrounding community, reduce downstream flood risk and erosion, insulate property values adjacent to Green Mill Run, decrease the risk of property loss or damage, and reduce exposure risk for utility infrastructure crossing under Green Mill Run; and

WHEREAS, these efforts would provide examples of modern storm water management for student education and research, and would serve as public education and awareness tools for understanding impacts from urban storm water runoff and demonstrating proper management techniques; and

WHEREAS, as Eastern North Carolina’s foremost research institution, ECU must lead the region to improve and maintain the health and function of our waterways; and

WHEREAS, ECU has prominently and consistently recognized its need for improved storm water management facilities in its 2012 Comprehensive Master Plan (pages 37, 54, 63, 84, 112, 136, 182, 199, 250, 252-3, 267, 268); and

WHEREAS, the University has already made significant progress on storm water management in recent projects, including the 14th Street parking lot, Coastal Studies Institute in Manteo, The Croatan, Ross Hall Dental School, and North Recreational Complex;

THEREFORE BE IT RESOLVED, that the University Environment Committee asks that the Faculty Senate and Chancellor support the following principles to guide University administration whenever applicable:

1. In all new University construction projects, storm water runoff should be captured and treated using Best Management Practices.
2. The University should make it a high priority to retrofit existing facilities using Best Management Practices.
3. In planning storm water treatment projects, all campus stakeholders should be included: Campus Operations, Parking and Transportation, Administration and Finance, Faculty Senate, and Student Government Association.

Resolution #13-59
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: May 23, 2013

Curriculum and academic matters contained in April 8, 2013 Writing Across the Curriculum Committee meeting minutes, which include removal of writing intensive designation (WI) from some sections of HLTH 3030: Health Behavior and ENGR 2070: Materials and Processes.

Resolution #13-60
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: April 30, 2013
Resolution #13-61
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: May 23, 2013

Revisions to the University Undergraduate Catalog, Section: Undergraduate Studies: Academic Advisement, Progression, and Support Services, Subsection: Student Progression in reference to Liberal Arts Foundations Program, as follows:

(Deletions are noted in strikethrough and additions in bold)

Liberal Arts Foundations Program

The Liberal Arts Foundations program consists of the freshman- and sophomore-level courses that satisfy the requirements in foundations curriculum for baccalaureate degrees. In some majors, notably music, art, and the sciences, sequence course work which must be taken in the freshman and sophomore years requires that some Liberal Arts Foundations requirements be postponed until the junior year. Suggested course sequences and other advising information may be found at www.ecu.edu/advising.

The Goals of the Liberal Arts Foundations Curriculum

The overarching goal of the Liberal Arts Foundations curriculum is to provide students with the fundamental knowledge and abilities essential to their living worthwhile lives both private and public. The curriculum is based on the faculty’s belief that the best way to prepare students for living worthwhile lives is to provide them with a solid foundation in the core disciplines in the liberal arts (the humanities, arts, natural sciences, and social sciences), in conjunction with a multidisciplinary education in the specific areas of health promotion and physical activity and mastery of writing and mathematics competencies. The foundations curriculum provides a common, unified knowledge and skills base to students who will major in different subjects and who come from diverse cultural backgrounds. Foundations courses give students the shared knowledge and abilities necessary to integrate their foundational education with their major. Taken from the perspective of students’ personal, private interests, this foundation and its integration with specialized learning in the students’ majors enables students to live broadly informed, responsible, worthwhile lives. From the public perspective, this integration is essential to good citizenship in an increasingly global yet culturally diverse and conflicted world.

Fundamental Goal Areas

The foundations curriculum is divided into four basic, core disciplinary areas (humanities, arts, natural sciences, social sciences), one multidisciplinary area in health promotion and physical activity, and two areas of competence: writing and mathematics.

All foundations courses in the core liberal arts disciplines must meet the three fundamental goals of a foundational liberal arts education:

- Students must learn the subject matter of one or more of the disciplines in each of the four core areas (humanities, arts, sciences, and social sciences).
Students must learn the fundamental concepts and research methods utilized in one or more of the disciplines in each core area.

Students must learn the relevance of scholarship in the discipline and in its core area to the student’s overall education.

All courses in the required multidisciplinary area (health promotion and physical activity) and competency areas (writing and mathematics) must meet the goals specific to each of these areas.

Goals for the humanities, arts, sciences, social sciences, health promotion and physical activity, writing, and mathematics are available at www.ecu.edu/cs-acad/fsonline/as/liberalartsfoundation.cfm.

Courses that Carry Liberal Arts Foundations Curriculum (FC) Credit

Many courses that carry Liberal Arts foundations curriculum credit are identified in the course listings using the FC designation. However, there may be other courses that also carry foundations curriculum credit. Many majors have specific foundation course requirements (see requirements under specific major listing in section). Students should check the requirements for their intended major degree requirements prior to selecting foundation courses. For example, some majors may require specific science, math, social science, fine arts, and/or humanities courses. Courses in the student’s major prefix area may not count toward foundations curriculum requirements.

English 1100, 1200 (FC:EN) - 6 semester hours

Health (FC:HL) and Exercise and Sport Science (FC:EX) - 3 semester hours (Select at least one course with the FC:HL designation and one course with the FC:EX designation in each area.)

Humanities (FC:HU) and Fine Arts (FC:FA) - 10 semester hours (FC:HU) (FC:FA)

Select at least one course in humanities with the FC:HU designation and one course in fine arts with the FC:FA designation from the following areas:

Humanities (FC:HU)
- Literature (English or American)
- Literature in a foreign language or in translation (See Departments of English and Foreign Languages and Literatures. Foreign languages 1001-1004 will not meet this requirement.)
- Philosophy
- Religious Studies
- Selected Linguistics Courses (ENGL 2740, 3750 only)

Fine Arts (FC:FA)
- Art
- Communication (selected courses COMM 2020, 2410, 2420 only)
- Dance
- English (ENGL 2815 only)
- Music
- Theatre Arts
Mathematics (FC:MA) - 3 semester hours
Three hours of mathematics with the FC:MA designation that is at least equivalent to MATH 1050 (not for some teacher education majors, consult advisor) or 1065 or 1066 or three hours of logic at least equivalent to PHIL 1500 (If logic is used to satisfy this requirement, it may not be used to satisfy the humanities requirement for the baccalaureate degree.) Many majors have specific mathematics course requirements and students should check the requirements for their intended major degree requirements prior to selecting mathematics courses.

Science (FC:SC) - 8 semester hours
At least one course must require laboratory work. Select one or more courses with the FC:SC designation from the following departments:
Anthropology (ANTH 2015, 2016 only)
Biology
Chemistry
Geography (GEOG 1300 only)
Geology
Physics

Social Sciences (FC:SO) - 12 semester hours
Select courses with the FC:SO designation from at least three of the following areas:
Anthropology
Communication (COMM 1001, 3152, 3172, 3390 only)
Economics
Geography
History
Political Science
Psychology
Recreation and Leisure Studies (RCLS 2601 only)
Sociology

Certain honors and interdisciplinary courses (for example, HNRS, CDFR, ETHN, INTL, RCLS, RUSI, and WOST) with the FC designation may be used to satisfy foundations curriculum requirements. For specific courses used to meet the foundations curriculum requirements see course listings Section 9.

Resolution #13-62
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: May 23, 2013 (with stipulation)

Domestic and Global Diversity Course Approvals for CDFR 4303: Families and Cultural Diversity, HLTH 3002: Women’s Health Across the Lifespan, EDUC 3002: Introduction to Diversity.

Resolution #13-63
Approved by the Faculty Senate: April 16, 2013
Received by the Chancellor: May 23, 2013 (with comments)

Formal faculty advice on additional revisions to the ECU Faculty Manual, Part VII, Faculty Research and Scholarship, Section III. Regulation on Research Conduct.
Resolution #13-64
Approved by the Faculty Senate: April 16, 2013
Received by the Chancellor: May 23, 2013 (with comments)

Formal faculty advice on proposed ECU Copyright Regulation.

Resolution #13-65
Approved by the Faculty Senate: April 16, 2013
Approved by the Chancellor: May 23, 2013

Curriculum matters contained in the April 9, 2013 Service Learning Committee meeting minutes, including service learning designation for NURS 4210: Nursing Care of Populations and Communities and COAD 1000: Student Development and Learning in Higher Education (Maynard Scholar and Education Housing Community Sections).

Resolution #13-66
Approved by the Faculty Senate: September 10, 2013
Approved by the Chancellor: October 11, 2013
Approved by the Board of Trustees: October 11, 2013

Revised ECU Mission Statement as follows:
To be a national model for student success, public service and regional transformation, East Carolina University:

- Uses innovative learning strategies and delivery methods to maximize access;
- Prepares students with the knowledge, skills and values to succeed in a global, multicultural society;
- Develops tomorrow’s leaders to serve and inspire positive change;
- Discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond;
- Transforms health care, promotes wellness, and reduces health disparities; and
- Improves quality of life through cultural enrichment, academics, athletics, and the arts.

We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us.
Resolution #13-67
Approved by the Faculty Senate: September 10, 2013
Accepted by the Chancellor: October 11, 2013

Formal faculty advice on curriculum and academic matters contained in the April 17, 2013 and August 21, 2013 Graduate Curriculum Committee meeting minutes.

Resolution #13-68
Approved by the Faculty Senate: September 10, 2013
Approved by the Chancellor: October 11, 2013

Revised College of Nursing Unit Code of Operation.

Resolution #13-69
Approved by the Faculty Senate: September 10, 2013
Approved by the Chancellor: October 11, 2013

Curriculum matters contained in the April 11, 2013 and April 25, 2013 University Curriculum Committee meeting minutes.

Resolution #13-70
Approved by the Faculty Senate: September 10, 2013
Approved by the Chancellor: October 11, 2013

Resolution on online peer observations, as follows:
The Committee supports the following resolution, with a goal for this academic year to gather more information about unit-level policies regarding what activities qualify as satisfying the annual training mandated for faculty who teach online.

Faculty who serve as peer observers of online teaching are permitted to count that activity as an approved activity for the purposes of satisfying the annual DE professional development training for all faculty teaching online courses. This is limited to no more than one such observation every three years.

Resolution #13-71
Approved by the Faculty Senate: September 10, 2013
Approved by the Chancellor: October 11, 2013

Resolution on an academic integrity module for first-year students, as follows:

Whereas educating students as to the importance of academic integrity is a major priority in academia, the Faculty Senate hereby encourages the Dean of Students office to create an online academic integrity module that all incoming East Carolina University students will be required to complete before enrolling in classes for credit.
Resolution #13-72
Approved by the Faculty Senate: October 1, 2013
Received by the Chancellor: November 1, 2013

Formal faculty advice on curriculum and academic matters contained in the August 26, 2013 Graduate Council meeting minutes including request for time extension (CRM PhD student), Affordable Care Act, employer mandate, and graduate assistantships.

Resolution #13-73
Approved by the Faculty Senate: October 1, 2013
Approved by the Chancellor: not applicable

Revised Research and Creative Activity Award Guidelines and Forms.

Resolution #13-74
Approved by the Faculty Senate: October 1, 2013
Approved by the Chancellor: November 1, 2013

Revisions to the Chancellor Survey Form for the Administrator Survey, as follows: (additions are noted in bold print and deletions in strikethrough).

Each Spring, an Administrator Survey is conducted in which faculty rate the performance of the Chancellor, academic vice chancellors, and deans regarding performance of their job responsibilities over the past year. Each year, IPAR asks that each of these upper-level administrators provide self-ratings of the importance of each of their responsibilities. These are used to help process the responses of the faculty on those same items.

Chancellor Ballard suggested changes to the Chancellor Survey Form for the Administrator Survey. Following discussion, the Faculty Governance Committee recommends the following revisions to the survey.

Directions: For each item below, please type one number from 1 - 5 within the brackets to rate the importance of that area of responsibility. Note that the higher the numeric rating, the greater the importance (1="Not Important," 2 – 4 are intermediate ratings, and 5="Essential").

“1. Establishes/maintains administrative structures which are effective in carrying out the policies of the university.

2. Manages the flow of work efficiently and acts promptly.

3. Works effectively within the shared governance of the institution.

4. Maintains an appropriate balance of support for the teaching, research/creative activity and service missions of the university.
5. Allocates the resources of the institution effectively.

6. Allocates the resources of the institution equitably in accordance with institutional priorities and mandates of the Board of Trustees and the Board of Governors.

7. Works effectively for the development of the funding and facilities necessary to support the operations of the university.

8. Represents the university effectively to the community, region, and state.”

Resolution #13-75
Approved by the Faculty Senate: October 1, 2013
Approved by the Chancellor: November 1, 2013

Curriculum and academic program matters acted on and recorded in the September 13, 2013 Educational Policies and Planning Committee meeting minutes including a Certificate Program in Military and Trauma Counseling within the College of Allied Health Sciences, Request to Establish the Master's degree in Biomedical Engineering within the College of Technology and Computer Science, and Request to discontinue certificate programs in School Business Management, Professional Investment Management & Operations, and E-Commerce/Electronic Commerce within the College of Business.

Resolution #13-76
Approved by the Faculty Senate: October 1, 2013
Approved by the Chancellor: November 1, 2013

Curriculum matters acted on and recorded in the September 12, 2013 University Curriculum Committee meeting minutes, including discussion on 5000-level courses and courses within the Department of Political Science and Honors College.

Resolution #13-77
Approved by the Faculty Senate: October 1, 2013
Approved by the Chancellor: November 1, 2013

Curriculum matters acted on and recorded in the September 16, 2013 Foundations Curriculum and Instructional Effectiveness Committee meeting minutes, including Foundations Humanities credit for FORL 2520, French Cinema Classics; Global Diversity Credit for ANTH 1050, Global Understanding, ANTH 2010, Societies Around the World, ANTH 2200, Introduction to Cultural Anthropology, ANTH 3002, Cultures of East Asia, ANTH 3003, Cultures of Africa, ANTH 3004, Cultures of the South Pacific, ANTH 3013, Cultures of Mainland Southeast Asia, ANTH 3016, Cultures of the Caribbean, ANTH 3017, Cultures of Mexico and Guatemala, ANTH 3018, Cultures of South and Central America, ANTH 3200, Women’s Roles in Cross-Cultural Perspective, ETHN 2001, Introduction to Ethnic Studies, GEOG 2110, World Geography – Less Developed Regions; and Domestic Diversity Credit for ANTH 3005, North American Indians.
Resolution #13-78
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: not applicable

Support of System-wide Core Competencies, as follows:

Whereas, the five-year strategic plan, “Our Time, Our Future: The UNC Compact with North Carolina” has defined as a major priority the implementation of system-wide assessments of academic core competencies; and

Whereas, the UNC Strategic Directions General Education Council has, after considered deliberation, recommended Critical Thinking and Written Communication as system-wide core competencies most appropriate for assessment; and

Whereas, UNC Faculty Assembly resolution 2013-11 endorses the core constituencies recommended by UNC Strategic Directions General Education Council and requests campus votes to approve the competencies; and

Whereas, the UNC Faculty Assembly has resolved that the University of North Carolina, under the imprimatur of its constitutive faculty, must offer a general comprehensive education (as articulated in Resolution 2012-06); and

Whereas, the UNC Faculty Assembly has also resolved that an effective curriculum is essential to the development of critical skills necessary for students to become productive citizens and leaders of North Carolina, and that faculty recognize these core competencies as vital to student success (as articulated in Resolution 2012-07); and

Whereas, the core competencies of Critical Thinking and Written Communication are widely recognized by faculty as expressions of a general comprehensive education and as fundamental requirements for successful mastery in all academic disciplines; and

Whereas, economic leaders in North Carolina and nationwide agree that Critical Thinking and Written Communication are fundamental to career success as cited in the Listening Sessions Summary (Strategic Directions Initiatives 2013-2018, Appendices) and

Whereas, our regional accrediting agency, the Southern Association of Colleges and Schools (SACS), periodically and comprehensively examines and affirms the quality of educational programs and requires that the institution place primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.

Therefore, Be It Resolved that the ECU Faculty Senate endorses the General Education Council’s choice of Critical Thinking and Written Communication as two system-wide core competencies for the UNC system; and

Be It Further Resolved that the faculty of ECU and other the constituent UNC institutions must have primary responsibility for the development and administration of assessment instruments consistent with the missions of their respective campuses.
Resolution #13-79
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: not applicable

Support of UNC Faculty Communication with Boards of Trustees, as follows:

Whereas, faculty communication is essential with every decision maker regarding the operations of each institution; and

Whereas, the faculty have established communication with provosts, chancellors, and UNC-GA administrators; and

Whereas, although the ECU Board of Trustees meetings include a report from the ECU Chair of the Faculty, some faculty governance bodies at UNC institutions do not have established avenues of communication with the Board of Trustees of their institution; and

Whereas, the Board of Trustees are key decision-makers regarding the operations of each institution; and

Whereas, UNC Faculty Assembly resolution 2013-09 calls for regular oral and/or written reports from campus faculty senate chairs to their boards of trustees.

Therefore, Be It Resolved that the ECU Faculty Senate endorses UNC Faculty Assembly resolution 2013-09 that each UNC institution Faculty Senate Chair should present an oral and/or written report to the Board of Trustees on a regular basis.

Resolution #13-80
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: December 12, 2013

Approval of the Fall 2013 Graduation Roster, including honors program graduates.

Resolution #13-81
Approved by the Faculty Senate: November 5, 2013
Accepted by the Chancellor: December 12, 2013

Formal faculty advice on curriculum matters acted on and recorded in the September 4, 2013 Graduate Curriculum Committee meeting minutes.

Resolution #13-82
Approved by the Faculty Senate: November 5, 2013
Accepted by the Chancellor: December 12, 2013

Formal faculty advice on curriculum and academic matters acted on and recorded in the September 16, 2013 Graduate Council meeting minutes.
Resolution #13-83
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: December 12, 2013

Inclusion of MATH 1066 within the common final exam schedule in approved University calendars, excluding Fall 2013. This addition will include adding the following text to the Spring 2014, Fall 2014, Spring 2015 approved calendars:

- **Spring 2014**
  - “MATH 1066 5:00 – 7:30 Wednesday, May 7”
- **Fall 2014**
  - “MATH 1066 5:00 – 7:30 Thursday, December 11”
- **Spring 2015**
  - “MATH 1066 5:00 – 7:30 Wednesday, May 6”

Resolution #13-84
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: December 12, 2013

Curriculum and academic program matters acted on and recorded in the [October 11, 2013 Committee meeting minutes](#), including a request to establish new undergraduate concentrations within the Department of Biology, request to discontinue a Certificate in Virtual Reality in Education and Training within the College of Education, request to discontinue the minor in Media Studies within the School of Communication, and a request to establish a new graduate certificate program in Health Communication within the School of Communication.

Resolution #13-85
Approved by the Faculty Senate: November 5, 2013
Acknowledged receipt by the Chancellor but did not approve actions or recommendations included in the program review and response: December 12, 2013

[Academic Program Review](#) of the Department of Geological Sciences and response to the external review recommendations.

Resolution #13-86
Approved by the Faculty Senate: November 5, 2013
Acknowledged receipt by the Chancellor but did not approve actions or recommendations included in the program review and response: December 12, 2013

[Academic Program Review](#) of the Department of Technology Systems (within College of Technology and Computer Science) and response to the external review recommendations.

Resolution #13-87
Approved by the Faculty Senate: November 5, 2013
Acknowledged receipt by the Chancellor but did not approve actions or recommendations included in the program review and response: December 12, 2013

[Academic Program Review](#) of the Counselor Education (within College of Education) and response to the external review recommendations.
Resolution #13-88
Approved by the Faculty Senate: November 5, 2013
Acknowledged receipt by the Chancellor but did not approve actions or recommendations included in the program review and response: December 12, 2013

Administrative Program Review of the Joyner Library and response to the external review recommendations.

Resolution #13-89
Approved by the Faculty Senate: November 5, 2013
Acknowledged receipt by the Chancellor but did not approve actions or recommendations included in the program review and response: December 12, 2013

Administrative Program Review of the Health Sciences Library and response to the external review recommendations.

Resolution #13-90
Approved by the Faculty Senate: November 5, 2013
Being Held by the Chancellor for further action: November 15, 2013 (for further review)

Course cap of 25 students per section for Writing Intensive (WI) courses.

Resolution #13-91
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: not applicable

Writing-Intensive course proposal form

Resolution #13-92
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: December 12, 2013

Request for removal of WI designation for SOCI 4385: Theoretical Perspectives and Applications and a request for WI status for POLS 2090: Writing for Political Science.

Resolution #13-93
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: not applicable

Support of North Carolina Teachers, as follows:

Whereas, the elimination of tenure in NC public schools and its pending implementation plan pose a threat to the quality of public education in the state; and

Whereas, this can have a direct effect on the quality of education at East Carolina University
and on it graduates.

Therefore, Be It Resolved that the ECU Faculty Senate expresses its deep concern over the forthcoming changes in the tenure policy in state public schools; and

Be It Further Resolved that the ECU Faculty Senate urges lawmakers and education policymakers to rethink the legislation and policies that have resulted in these changes.

Resolution #13-94
Approved by the Faculty Senate: December 3, 2013
Received by the Chancellor: January 17, 2014

Formal faculty advice on curriculum and academic matters acted on and recorded in the October 21, 2013 and November 18, 2013 Graduate Council meeting minutes.

Resolution #13-95
Approved by the Faculty Senate: December 3, 2013
Received by the Chancellor: January 17, 2014

Formal faculty advice on curriculum matters acted on and recorded in the October 2, 2013 and November 6, 2013 Graduate Curriculum Committee meeting minutes.

Resolution #13-96
Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: not applicable

2014-2015 Faculty Senate and Agenda Committee meeting dates, as follows:

<table>
<thead>
<tr>
<th>Agenda Committee will meet:</th>
<th>Faculty Senate will meet:</th>
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<tbody>
<tr>
<td>September 2, 2014</td>
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<td>September 23, 2014</td>
<td>October 7, 2014</td>
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<td>March 31, 2015</td>
<td>April 14, 2015</td>
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<td>(2015/16 organizational mtg.)</td>
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Revisions to the *ECU Faculty Manual*, Part VIII, Section I.D.4. and Part XI, Section I.VI.

granting emeritus status to deserving deceased faculty upon request, as follows:

(Additions are noted in **bold** print and deletions in strikethrough.)

Propose *ECU Faculty Manual*, Part VIII, Section I.D.4. to read as follows:

“Based on criteria specified in the unit code and upon recommendation by the unit personnel committee and appropriate administrators, the Chancellor may confer the title “emeritus” or “emerita” upon a retired (including Phased Retirement participant), or permanently disabled, or deceased faculty member, including a Phased Retirement participant, who has made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.”

Propose ECU Faculty Manual, Part XI, Section I.VI. to read as follows:

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

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**Resolution #13-98**

Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: not applicable

Resolution on Contingent Faculty Participation in Shared Governance, as follows:

**WHEREAS**, 41.8% of ECU faculty members are employed on fixed-term (contingent) contracts, according to the 2012–13 Fact Book, and

**WHEREAS**, in particular, the majority or near-majority of the faculty members in the College of Education (53.7%), the School of Dental Medicine (74.1%), the Brody School of Medicine (48.5%), the College of Nursing (75.2%) and the Laupus Health Sciences Library (50.0%) are employed on fixed-term contracts, and

**WHEREAS**, female faculty comprise a significantly higher percentage of the contingent faculty (58.4%) than of the tenured and tenure-track faculty (39.5%) and are thus underrepresented when contingent faculty are excluded, and

**WHEREAS**, the American Association of University Professors (AAUP), in its November 2012 policy “The Inclusion in Governance of Faculty Members Holding Contingent Appointments,” recommends, “Institutional policies should define as ‘faculty’ and include in governance bodies at all levels individuals whose appointments consist primarily of teaching or research activities conducted at a professional level. These include (1) tenured faculty, (2) tenure-track faculty,
(3) full- and part-time non-tenure-track teachers, (4) graduate-student employees and postdoctoral fellows who are primarily teachers or researchers, and (5) librarians who participate substantially in the process of teaching or research,” and

WHEREAS, the AAUP, in the same policy, also recommends, “Eligibility for voting and holding office in institutional governance bodies should be the same for all faculty regardless of full- or part-time status,” and

WHEREAS, the ECU Faculty Manual’s Constitution and By-Laws open membership in the Faculty Senate to “all full-time faculty members of East Carolina University in at least their second year of appointment to the electoral unit which they will represent,” but limits membership of Appellate Committees to tenured faculty and limits membership of Faculty Senate and Academic Committees to those with the rank of instructor, assistant professor, associate professor and professor, i.e. tenured and tenure-track faculty, and

WHEREAS, ECU’s contingent faculty are therefore unrepresented in many important shared governance activities at the university, and

WHEREAS, the Faculty Welfare Committee recognizes that, while some functions such as the evaluation of tenured and tenure-track faculty ought not to be performed by contingent faculty, many contingent faculty possess full membership in the general faculty and all faculty ought to participate as fully as possible in all shared governance activities at the university,

THEREFORE, BE IT RESOLVED that the Faculty Senate instruct the Chair of the Faculty to work with the ECU administration to undertake a study of the roles and status of fixed term faculty on our campus, with a view toward possible changes to the ECU Faculty Manual.

BE IT FURTHER RESOLVED that the Faculty Senate instructs the Chair of the Faculty to direct the Faculty Governance Committee and Committee on Committees to bring to the Senate revisions to the Faculty Manual that integrate contingent faculty as fully as possible in the structures of shared governance, including participation in all appropriate Faculty Senate, Academic and Appellate Committees.

Resolution #13-99
Approved by the Faculty Senate: December 3, 2013
Received by the Chancellor: January 17, 2014  (with comment)

Formal Faculty Advice on University Lactation Support Interim Regulation, as follows:

(Additions are noted in bold print and deletions in strikethrough.)

10. Introduction
It is the intent of East Carolina University to be recognized as a family friendly workplace by assisting working mothers with the transition back to work following the birth of a child by providing lactation support. A lactation support program allows a nursing mother to express breast milk periodically during the work day.

11. Departmental Responsibilities
Departments within East Carolina University will provide space, privacy, and time for nursing mothers to express breast milk for up to one year after the birth of a child.

11.1. Information – Employees (faculty, staff, and where relevant, students employed by the university) shall be advised of this program at the time of application for maternity leave by the appropriate Benefits Counselor. In addition, information regarding this program will be available on appropriate websites.

11.2. Space – At an employee’s request, departments will work with the employee to provide a designated private space that is not in a restroom or other common area for the expression of breast milk for up to one year after the birth of a child.

11.2.1. The space should have a door that can be secured or locked, adequate lighting and seating, and electrical outlets for pumping equipment.

11.2.2. To the extent practicable, the space should be in the proximity of the employees’ work area and relatively close to a source of running water.

11.2.3. Supervisors are encouraged to work with employees to find appropriate locations for expression, and can contact the appropriate Benefits Counselor for assistance in locating an appropriate space.

11.3. Time – Departments may require the employee to use the regularly scheduled paid break time to express breast milk. If time is needed beyond the regularly scheduled paid break times, departments shall make reasonable efforts to allow employees to use paid leave, unpaid time, or make arrangements for a flexible work schedule for this purpose.

11.4. This policy is applicable to ECU employees only and does not require ECU to provide similar resources to members of the general public.

12. Employee Responsibility

12.1. Communication with Management – Employees who wish to participate in this program should discuss this with their supervisor prior to and/or upon return from maternity leave. If an employee wishes, she may consult with her Benefits Counselor to facilitate this discussion. Employees should coordinate with management a mutually agreeable schedule and keep management informed of any additional needs so that appropriate coverage and accommodations can be made.

12.2. Storage - The employee will be responsible for storage of the expressed breast milk. If the expressed breast milk is stored in a University owned refrigerator, all containers must be clearly labeled with name and date.

12.3. Maintenance of Lactation Rooms – Employees will be responsible for keeping any general lactation room clean and orderly. Employees will also be responsible for their own expressing equipment, supplies, and personal belongings.

13. Benefits for the University

This program will yield positive results, such as reduced healthcare cost, reduced absenteeism, improved productivity, lower turnover, and an enhanced university image.
Resolution #13-100
Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: December 12, 2013
Curriculum matters acted on and recorded in the October 10, 2013 and October 24, 2013 Committee meetings.

Resolution #13-101
Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: January 17, 2014
Curriculum matters acted on and recorded in the November 11, 2013 Committee meeting minutes, including requests for writing intensive course designation for WI status for SPAN 4560: Major Latin-American Authors and NURS 4910: Nursing leadership and the healthcare system.

Resolution #13-102
Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: January 17, 2014
Curriculum matters acted on and recorded in the November 12, 2013 Committee meeting minutes, including requests for service learning course designation for BUSI 2200: Leadership I: Team Building and Interpersonal Skills, HLTH 2500: Peer Health Education Training, COAD 6406: Counseling in Schools, NURS 3340/3341: Nursing Care of Children, THEA 3031: Youth Theatre II, THEA 4141: Internship in Production and Performance in Theatre for Youth II, and THEA 3032: Constructing Performance Projects in Theatre for Youth.

Resolution #13-103
Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: January 17, 2014
Curriculum matters acted on and recorded in the October 21, 2013, and November 18, 2013 Committee meeting minutes, including requests for domestic diversity course designation for PSYC 2777, ENGL 4340, ENGL 3240, ENGL 3250, ENGL 3260, ENGL 3300; global diversity course designation for ENGL 2400, ENGL 3280, FORL 2520, ENGL 3290; and foundations course designation for ANTH 1200 (social science), ATMO 1300 (cross-listed with) GEOG 1300 (natural science) and FORL 2690 (humanities).

Resolution #13-104
Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: January 17, 2014
Recommendations on Universal General Education Transfer Component Core Courses, including:
1. Approval of the list of universal general education transfer component core courses.
2. Approval of the recommendation that ECU develop, publish, and maintain selected four-year degree plans identifying community college courses that provide pathways leading
to associate degree completion, admission into the major, and baccalaureate completion.

Note: ECU initiated this action some time ago. At least 20 ECU degree programs have bi-lateral agreements with specific community colleges that enable seamless transfer from the community college into the ECU major. The university adopted a policy that governs the creation of such agreements (Approval and Review of Bilateral Agreements, REG02.07.04). This agreement complies with SACS: Comprehensive Standard 3.4.4: Acceptance of Academic Credit and Comprehensive Standard 3.4.7: Consortial Relationships/Contractual Agreements; Collaborative Academic Arrangements: Policy and Procedures.

3. Approval of the recommendation that the two systems will work together to maintain Currency and effectiveness of the agreement.

Additional information: Revised Community College Articulation Agreement (Draft revision 10-9-13); Associate in Arts Standard Draft; Associate in Sciences Standard Draft; Transfer Course List Updated for Fall 2014

Resolution #13-105
Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: not applicable

Formal faculty advice on the Interim Regulation on Institutional Survey Administration was returned to the Research/Creative Activities Committee for further review.

12/18/14