Resolution #14-01
Approved by the Faculty Senate: February 4, 2014
Received by the Chancellor: March 3, 2014

Formal faculty advice on curriculum matters acted on and recorded in the November 20, 2013 Graduate Curriculum Committee meeting minutes.

Resolution #14-02
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Revisions to Transfer Admission Guidelines to remove MATH 1065 and ENGL 1200 from the required courses for admission of transfer students, as noted below.

(Additions are highlighted and noted in bold print with deletions in strikethrough.)

“Transfer Admission Guidelines

All transfer students must:

- Submit an online application
- Pay the $70 nonrefundable application fee
- Submit ALL official transcripts (in signed/sealed envelopes) from each college/university attended
- ECU will accept official electronic transcripts from the eScripSafe and AVOW transcript services

Note: All applicants who have attended a post-secondary institution for any length of time since graduating high school are considered transfer students. Applicants must also meet all minimum transfer requirements

Only courses with a grade of C or higher from regionally accredited institutions are considered transferable

Please click here to access our Transfer Course Equivalency page.

Students under the age of 24 must also submit an official final high school transcript

The Office of Undergraduate Admissions will consider appropriate placement scores for college credits (i.e. CLEP, DANTE’S, AP).

Meeting the minimum admission qualifications does not guarantee admission. Offers of admission are extended on the basis of a competitive review process, and are subject to enrollment limits

Transferring with an AA, AS or AFA Degree or the 44-hr North Carolina Transfer Core Diploma
• Cumulative 2.5 GPA or higher on all attempted courses from the degree granting institution

Note: Completion of an AA, AS, AFA or the 44-hr NC Transfer Core Diploma will satisfy any Minimum Course Requirements (MCR) deficiency from high school.

Transferring with an Associate of Applied Science Degree

• Cumulative 2.5 GPA from all post-secondary institutions attended.
• Must have completed a minimum of 30 transferable credit hours including the equivalents to ECU's ENGL 1100 Foundations of College Writing, Composition, 1200 Composition and MATH 1065 College Algebra.
• If under the age of 24 on the first day of enrollment at ECU, student must have completed the Minimum Course Requirements (MCR) prior to high school graduation or have completed 6 transferable credit hours in each of the following: English, Math, Science, Social Science and Foreign Language at the college level.

Note: Completion of an AAS degree will not satisfy a Minimum Course Requirements (MCR) deficiency from high school.

Students transferring with an Associate of Applied Science Degree, earned at a North Carolina Community College, into one of the following programs: Bachelor of Science in Industrial Technology (BSIT) and Bachelor of Science in Construction Management (effective Spring 2013)

• Completed Associate in Applied Science (AAS) degree in approved technical area by the first day of enrollment at ECU. The approved AAS programs can be viewed at www.ecu.edu/tecs/bsit
• Cumulative 2.5 GPA from all post-secondary institutions attended.
• Must have completed a minimum of 30 transferable credit hours including the equivalents to ECU's ENGL 1100 Foundations of College Writing, Composition, 1200 Composition and MATH 1065 College Algebra.

Note: Applicants with an approved AAS degree on the list located at www.ecu.edu/tecs/bsit will meet the 30 transferable hours required for admission, but still must have the equivalents to ECU's ENGL 1100 Foundations of College Writing, Composition, 1200 Composition and MATH 1065 College Algebra.

• If under the age of 24 on the first day of enrollment at ECU, student must have completed the Minimum Course Requirements (MCR) prior to high school graduation or have completed 6 transferable credit hours in each of the following: English, Math, Science, Social Science and Foreign Language at the college level.

Note: Completion of an AAS degree will not satisfy a Minimum Course Requirements (MCR) deficiency from high school.

Transferring without a 2 Year Degree or with a GED*

• Cumulative 2.5 GPA from all post-secondary institutions attended
• Completion of minimum course requirements prior to high school graduation or completion of 6 transferable credit hours in each of the following: English, Math, Science, Social Science and Foreign Language at the college level.*
• Must have completed a minimum of 30 transferable credit hours including the equivalents to ECU's ENGL 1100, 1200 an MATH 1065
• Final High School Transcript unless 24 years of age or older/ or GED

Transferring with credits from foreign institutions

• Cumulative GPA of 2.5 or higher
• Official Final College Transcript from all institutions attended
• All official documents must be in English
• Evaluation of official documents from an accredited agency. [Click here](#) for a list of accredited agencies.
• All credits received from a foreign institution will be transferred as departmental electives unless you provide us with course descriptions. Course descriptions should be translated to English.

Deadlines: Transfer Applications for Admission

• Fall Semester: April 15
• Spring Semester: December 1
• Summer 1 & 11 week Session: May 1
• Summer 2 Session: June 1

IMPORTANT NOTE:

Admission of applicants residing outside the State of North Carolina to an online degree, certificate program or individual online course offered by East Carolina University, is dependent on ECU's ability to secure authorization from the applicant’s state of residence, if such authorization is required.

Due to recent changes in higher education regulations, ECU will no longer be able to offer online programs or courses for students residing in Alabama, Massachusetts, Minnesota and Maryland. ECU will work with state authorities to allow students in these states who are currently enrolled in an ECU online or certificate program to complete their degree.

For questions specific to the state authorization process, call 252/737-1268 or email destateauth@ecu.edu.”

Resolution #14-03
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014  (with editorial revisions)

Addition to the [University Undergraduate Catalog](#) regarding the timing of major declaration, as noted below.

(Addition is noted in **bold** print.)

“Declaration or Change of Major and Minor

**Students should declare the major by the time they have earned sixty (60) semester hours of credit. To earn a degree in a timely manner, several academic departments recommend that students declare their major even earlier in their academic careers.** Students should consult their academic advisor regarding the process for declaring a major and/or minor.
Declaring a Major
To declare (to be admitted to) a major, a student must complete the admission requirements for the program and complete the formal admission process as specified by the program. Students may choose to earn a baccalaureate degree, two baccalaureate degrees simultaneously (dual degree), or a double major. Students who hold a baccalaureate degree and wish to pursue a second undergraduate degree will follow the requirements for a dual or second major, below. (See Academic Requirements for Degrees and Minors.)

Student athletes and pre-health/pre-law students are assigned to academic advisors in their majors. Athletics and the Pre-Professional Advising for Allied Health, Medicine, Dentistry, and Law continue to provide monitoring and support in helping these students to meet their program requirements.

Declaring a Minor
If a degree program requires a minor, the minor must be identified at the time the student declares his or her major and must be approved by the major chairperson or dean or his or her designee. All BA degrees require a minor unless the degree requirements include a concentration and/or specified cognates. (See Academic Requirements for Degrees and Minors.)

Resolution #14-04
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Addition to the ECU Faculty Manual, Part VIII, Section I, subsection II.B. Teaching Load as noted below.

The Committee was asked to review Part VIII, Section I, subsection II.B. Teaching Load of the ECU Faculty Manual in light of administrative PRR #02.07.01 Definition of a Semester Credit Hour and determine if a reference to this administrative policy should be included in the manual. The definition is tied to federal financial aid guidelines, and it is understood that faculty do not have much flexibility with this. It is noted that the professional opinion of the faculty of the program is what determines what is an "equivalent amount of work". The policy defines a credit hour as one hour of classroom work plus two hours of work outside the classroom, per week, for fifteen weeks (totaling 45 hours per semester) – or “at least an equivalent amount of work” for internships, practicums, etc.

(Addition is noted in bold print.)

II. Assignments of Faculty Workload
Faculty workload is governed by the Faculty Workload Administrative Regulation.

By the end of the Spring semester for 9 month faculty, and by the end of the summer session for 12 month faculty, and prior to making final faculty workload assignments and after soliciting faculty preferences, the unit administrator shall apprise each unit faculty member, in writing, of the duties and responsibilities for the coming academic year.

A. Assignment of Teaching Responsibilities
The unit administrator assigns teaching responsibilities. If changes in a faculty member's assignment become necessary, the faculty member shall be notified, when possible, at least two weeks prior to the beginning of each semester of such changes prior to the effective date of the amended assignment.

B. Teaching Load
The definition of a semester credit hour is governed by Administrative Regulation #02.07.01.
Full-time faculty members whose primary responsibilities are teaching should not be required to teach more than 12 credit hours per semester or 6 credit hours per summer session, with the exception of faculty members who voluntarily teach directed readings and similar courses. If exceptional circumstances require that a faculty member be assigned more than 12 credit hours in a semester, he or she should be appropriately compensated for the excess teaching load during that term or be given the equivalent reduced teaching load the following semester.

C. Assignment of Released Time
Assignments of released time are governed by Faculty Scholarly Reassignment Administrative Regulation. Faculty members who are to be granted released time shall be informed in writing of the purpose of the reduced assignment.

Resolution #14-05
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: not applicable

Report on revisions to Part VI, Section IV of the ECU Faculty Manual relating to student privacy and conduct and the new GA policies on student disciplinary proceedings noting that no changes were needed to the ECU Faculty Manual, Part VI, Section IV in order to conform with the new GA policies on student disciplinary proceedings.

Resolution #14-06
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Additions to Summer 2014 University Calendar as noted below.

(Additions are highlighted and noted in bold print.)

<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><strong>July 14, Monday</strong></td>
<td><strong>Last day to submit thesis to Graduate School for completion of degree in the summer session.</strong></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 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 and Wednesday</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><strong>July 14, Monday</strong></td>
<td><strong>Last day to submit thesis to Graduate School for completion of degree in the summer session.</strong></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>

Resolution #14-07
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: not applicable

Resolution on Fall 2015 University Calendar, as follows:
Whereas, the UNC Policy Manual, chapter 400.1.6 states “All UNC campuses must ensure that every course offered for academic credit adheres to the standard of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour. The time may include required examination periods, but may not include study days.”; and

Whereas, for ECU this policy means all three credit hour Tuesday-Thursday or Monday-Wednesday classes must have 28 class meetings and Monday-Wednesday-Friday classes must have 42 class meetings. Classes that meet once a week must have 14 class meetings; and

Whereas, in fall semesters, to make up for the Monday lost due to Labor Day, ECU traditionally makes the Tuesday following the holiday in effect a Monday class. Classes that meet once a week on Monday night, meet on Tuesday night. Tuesday day and night classes do not meet the week of Labor Day; and

Whereas, based on a review of the academic calendars of other major North Carolina large state universities, it appears that ECU is the only one to use the Monday make-up day on a Tuesday; and

Whereas, the Calendar Committee conducted a survey of the ECU faculty to get their feelings/perceptions of the ECU make-up day policy and 455 people responded. For the initial question respondents were asked if they were satisfied with the current approach using a make-up day during the semester to take the place of the missed day. Of the 455 respondents, 243 (53.4%) answered they were not satisfied with the current make-up day calendar; and

Whereas, the respondents were asked to rank in order their preference for alternatives to the current calendar and a Monday start was the most popular followed by a Wednesday start; and

Whereas, in order to eliminate the Monday make-up days the Tuesday after Labor Day in the fall semester, the Calendar Committee would like to propose classes start on Monday in August instead of Tuesday. This would eliminate the need for any make-up days; and

Whereas, with a Monday start, there would be 14 class meetings for all five weekdays, with classes ending on Monday and reading day and exams moved up one day; and

Whereas, with a Monday start, the University graduation ceremony could be held on Thursday instead of the traditional Friday and departmental ceremonies could be concluded by Friday instead of Saturday.

Therefore Be It Resolved, that the Faculty Senate supports the efforts of the Calendar Committee to eliminate Fall make-up days and requests that the Committee present this Spring a Fall 2015 academic calendar with a Monday start date.

draft Fall 2015 University Academic Calendar
Spring 2014 Snow Make-up Day Proposal, that reads as follows:

<table>
<thead>
<tr>
<th>Class Missed</th>
<th>Proposed Make-up Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 28 after 12:30</td>
<td>Partial class days are not made up¹</td>
</tr>
<tr>
<td>Wednesday, January 29</td>
<td>Wednesday, April 30, Reading Day</td>
</tr>
<tr>
<td>Thursday, January 30</td>
<td>Tuesday, April 29, previously a Friday make-up</td>
</tr>
<tr>
<td>Friday, January 31</td>
<td>No scheduled make up day, suggest outside activity²</td>
</tr>
</tbody>
</table>

Friday class that was scheduled to meet on Tuesday, April 29 will now meet on Friday, April 18, previously a state holiday.

Excerpts taken from the Policy for Making Up Missed Class Days

1. 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.

2. 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).

Introduction
1.1 All university constituents, including students, faculty, staff, and visitors, should respect the institutional mission and help to ensure that a safe and secure environment, which is conducive to learning, is present at all times. Therefore, each constituent should respect and obey the following rules and regulations pertaining to weapons on university property.

1.2 This policy does not apply to an individual’s legal right to possess or own a weapon off campus.

1.3 Any member of the university community who violates North Carolina General Statute 14-269.2, “Weapons on Campus or other educational property,” may be subject both to prosecution and punishment in accordance with state criminal law and criminal procedures and to disciplinary proceedings by the university.

1. Weapons on Campus or Other Educational Property

1.1 G.S. 14-269.2 makes it unlawful and, in some circumstances, felonious conduct “for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property.”

1.2 The statute makes it a misdemeanor “for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework or any sharp pointed or edged instrument except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and maintenance on educational property.”

1.3 The statute does not apply to:

1.3.1 A weapon used solely for educational, research, clinical or school-sanctioned ceremonial purposes or used in a school-approved program or activity conducted under the supervision of an adult whose supervision has been approved by the school authority;

1.3.2 Armed forces personnel, officers and soldiers of the militia and national guard, law enforcement personnel, any private police employed by an educational institution, when acting in the discharge of the official duties, and armed armored car or courier service guards or hospital or health care facility guards acting in the discharge of the guard’s duties and with the permission of the University;

1.3.3 A person who has a concealed handgun permit issued in accordance with Article 54B of this Chapter, has a concealed handgun permit considered valid under G.S. 14-415.24, or is exempt from obtaining a permit pursuant to G.S. 14-415.25, provided the weapon is a handgun, is in a closed compartment or container within the person’s locked vehicle, and the vehicle is in a parking area that is owned or leased by the University. A person may unlock the vehicle to enter or exit the vehicle, provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit;

1.3.4 An employee of the University who resides on the campus of the institution at which the person is employed when the employee’s residence is a detached, single-family dwelling in which only the employee and the employee’s immediate family reside, the weapon is a handgun and it is possessed in accordance with appropriate statutory criteria.

1.4 The director of the ECU Police Department is responsible for authorizing weapons on campus that meet either 2.3.1. or 2.3.2.

2. Penalties

2.1 Double Jeopardy. It is not “double jeopardy” for both the criminal law enforcement authorities and the university to proceed against and punish a person for the same specified conduct.
2.1.1. The university will initiate its own disciplinary proceedings against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interest of the university.

2.1.2. A resident student should also understand that he or she may be removed from the residence hall for violating the housing contract regulation pertaining to the possession or use of a weapon in the residence halls (see Sec. IV A.3. East Carolina University Campus Living Contract).

2.2. Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees. These safeguards are found in the East Carolina University Faculty Manual, the Board of Governors’ policies applicable to employees exempt from the State Personnel Act, the policies and procedures of the East Carolina University Student Judicial System, and by the regulations of the State Personnel System.

2.3. Unless one of the exceptions enumerated in section 2.3, above, applies, the penalties to be imposed by the university may range from written warnings to expulsions from enrollment and discharges from employment. All mitigating and aggravating circumstances associated with an incident involving weapons, including threatening to use a weapon, will be taken into account when considering an appropriate penalty. However, the following penalties shall be established for the particular offenses described:

2.3.1. Persons who possess or use a gun, rifle, pistol, or other firearm of any kind or powerful explosive* will be suspended for a period of not less than one year (student), or discharged (faculty member, administrator, or other employee). For a second offense, the student will be expelled;

2.3.2. Persons who possess or use a BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp pointed or edged instrument except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and maintenance, will be suspended from enrollment for a minimum period of at least one semester or its equivalent (student), or discharged (faculty member, administrator, or other employee). For a second offense, any student will be expelled.

2.4. In certain instances, established penalties may be reduced due to mitigating circumstances. The established penalty, however, may not be reduced if the violation involves use of a weapon in a manner where bodily harm or injury occurs or where the weapon was involved in another violation of university regulations. In cases where the penalty is reduced, the person should expect some penalty which may include probation, counseling, community service, or loss of certain privileges. A subsequent violation of this policy will result in a progressively more severe penalty, which includes suspension or expulsion of students and discharge of a faculty member, administrator, or other employee.

* This list is not intended to be inclusive of all items that would be considered weapons and, therefore, prohibited by the university.

Resolution #14-11
Approved by the Faculty Senate: February 4, 2014
Received by the Chancellor: March 3, 2014

Formal faculty advice on new and revised Interim Regulations Regarding HIPAA, including no recommended changes to the new and revised interim regulations regarding HIPAA.
Resolution #14-12
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Curriculum matters acted on and recorded in the Service Learning Committee meeting minutes of December 10, 2013, including requests for service learning (SL) designation for ART 3851: Art in the Elementary School, SL*, BIOL 3150: Plant Biology, SL*, ENGL 3880: Writing for Business and Industry, SL*, and ENGL 4950: Children’s Literature, SL*. (The asterisk indicates that only some sections will be designated as SL which is consistent with catalog procedures.)

Resolution #14-13
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Curriculum matters acted on and recorded in the Writing Across the Curriculum Committee meeting minutes of December 9, 2013, including requests for writing intensive (WI) designation for ECON 4700: Applications of Economic Analysis, ENGL 3875: Peer Tutoring, and ENGL 3290: Asian-American Literature and removal of WI designation for COMM 4905: Media Ethics.

Resolution #14-14
Approved by the Faculty Senate: February 4, 2014
Received by the Chancellor: March 3, 2014 (with comment)

Academic Program Review of the Dance Program and response to the external review recommendations.

Resolution #14-15
Approved by the Faculty Senate: February 4, 2014
Received by the Chancellor: March 3, 2014 (with comment)

Academic Program Review of the Department of Psychology and response to the external review recommendations.

Resolution #14-16
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Request to change the name of the Department of Philosophy to Department of Philosophy and Religious Studies.
Resolution #14-17
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: February 17, 2014

Request for authorization to establish a New Distance Education Program – MAEd in Elementary Education in the College of Education; Request for authorization to establish a New Distance Education Program – MAEd in Middle Grades Education in the College of Education; Request for authorization to establish a New Distance Education Degree Program – MA in Communication (emphasis on Health Communication) in the School of Communication, and Request to offer an Accelerated Second Degree BS Nursing option in the College of Nursing.

Resolution #14-18
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Request to create a Minor in Creative Writing in the Department of English; request to discontinue BM in Music Theory Composition in School of Music; Request to retitle BM in Performance to BM in Music in the School of Music; and request to add three new concentrations to the retitled BM in Music degree in the School of Music.

Resolution #14-19
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Revisions to Part XII, Section IV, subsection II.B. 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 noted below.

(Additions are highlighted and noted in **bold print** and deletions in strikethrough.)

"II. Grievance Procedures
B. Level One Grievance Procedures

1. Reporting the Complaint to the East Carolina University Office of Equity and Diversity
   a. To initiate the process, the complainant may contact the OED office or submit a grievance reporting form, available at [http://www.ecu.edu/cs-acad/edc/SubmitAGrievance.cfm](http://www.ecu.edu/cs-acad/edc/SubmitAGrievance.cfm). If this is an appeal from the Dean’s decision as specified under II.A.3, the party making such an appeal is known as the complainant in this process.
   b. Complaints concerning harassment, discrimination, or improper relationships submitted in writing to ECU’s EEO Officer, who is Vice Provost for Equity and Diversity, 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”.
   c. 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 complaint. Any of the deadlines set at Level One Grievance, as enumerated in this II.B, 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.

d. 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.

e. 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.

f. 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.

g. The respondent shall have an opportunity to meet with the Grievance Officer and provide a response to the allegations, both verbally and in writing.

h. 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.

2. Record
   a. 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:
      i) the documentation referenced in II.B.1.b;
      ii) the reply of the respondent, if any;
      iii) and any and all information collected in and relating to the investigation; and, to the extent allowed by applicable law, the portion of the investigation record referenced in II.B.2.a. (i) and (ii) shall be provided by the Grievance Officer to all parties with all due speed, preferably within 14 calendar days of its compilation.

   b. Within 14 calendar days of receiving a copy of the portion of the investigation record referenced in II.B.2.a. (i) and (ii), the complainant and the respondent may append to this record a written response to each of the factual claims of the record therein. In any case where a written response is appended to the record, this will be noted in the investigation record itself.

3. Written Report and Conclusions
   Within 21 calendar days after the procedures listed under II.B.1. are met and the investigation record as specified under II.B.2. 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 to include a report of the Grievance Officer’s findings and conclusions, subject to any legally required redactions; 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.

4. 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. Each complainant and respondent may obtain by request to the Grievance Officer a copy of the investigation records, redacted to the extent required by law.

5. Procedures To Be Followed Upon the Imposition of Sanctions
   a. 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:
      i. 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;
      ii. The complaint was thoroughly investigated by the Grievance Officer;
      iii. 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;
      iv. 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
      v. The respondent was provided with the Grievance Officer’s written report of the findings and conclusions.
   b. 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.C.
   c. When the disciplinary actions include a serious sanction they may -- pursuant to the ECU Faculty Manual -- be sequentially appealed to the Due Process Committee, and the 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.

6. 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.C). 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."
Resolution #14-20
Approved by the Faculty Senate: February 25, 2014
Received by the Chancellor: April 1, 2014
Formal faculty advice on curriculum matters acted on and recorded in the Graduate Curriculum Committee’s meeting minutes of December 4, 2013 and January 15, 2014.

Resolution #14-21
Approved by the Faculty Senate: February 25, 2014
Received by the Chancellor: April 1, 2014
Formal faculty advice on academic matters acted on and recorded in the Graduate Council’s meeting minutes of December 9, 2013 and January 27, 2014.

Resolution #14-22
Approved by the Faculty Senate: February 25, 2014
Approved by the Chancellor: April 1, 2014
Curriculum and academic matters contained in the University Curriculum Committee’s meeting minutes of December 12, 2013.

Resolution #14-23
Approved by the Faculty Senate: February 25, 2014
Approved by the Chancellor: April 1, 2014
Curriculum and academic matters contained in the Writing Across the Curriculum Committee’s meeting minutes of February 10, 2014 including approval of writing intensive (WI) designation for HMGT 4700 and removal of WI designation for HMGT 3990, 3991, 3992.

Resolution #14-24
Approved by the Faculty Senate: February 25, 2014
Approved by the Chancellor: April 1, 2014
Curriculum matters included in the Foundations Curriculum and Instructional Effectiveness Committee meeting minutes of February 3, 2014, including approval for global diversity designation for ENGL 2050, ENGL 2760, ENGL 3720, FILM 3900, and FILM 3901 and domestic diversity designation for ENGL 2700, ENGL 2740, ENGL 4710, ENGL 4730, ENGL 4740, and FILM 4920.

Resolution #14-25
Approved by the Faculty Senate: February 25, 2014
Approved by the Chancellor: April 1, 2014
Curriculum and academic program matters included in the Educational Policies and Planning Committee meeting minutes of February 14, 2014, including request for authorization to develop a minor in Interior Design within the Department of Interior Design and Merchandising, request for
authorization to plan a Doctor of Public Health (DrPH) with two concentrations 1) Public Health Administration and 2) Environmental and Occupational Health within the Department of Public Health in the School of Medicine, and a request for authorization to establish a graduate certificate in Public Management and Leadership within the Department of Political Science.

Resolution #14-26
Approved by the Faculty Senate: February 25, 2014
Approved by the Chancellor: not applicable

No revisions needed to ECU Faculty Manual, Part VI, Section VII to conform with changes detailed in Transmittal Letter #86 dated August 27, 2013 from the University of North Carolina’s Office of the Secretary relating to changes to items located in the UNC Policy Manual about academic program planning and evaluation.

Resolution #14-27
Approved by the Faculty Senate: February 25, 2014
Approved by the Chancellor: April 1, 2014

Whereas, ECU’s Mission statement includes the following: “promotes wellness” and “improves quality of life”; and

Whereas, prohibiting all smoking within sports venues would be consistent with the ECU Mission statement.

Therefore Be It Resolved that the Faculty Senate requests the Chancellor and his administrative staff to review the smoking policies at the sports venues.

Resolution #14-28
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: April 16, 2014

Spring 2014 Graduation List, including Honors Program graduates.

Resolution #14-29
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: n/a

Use of correct terminology and titles of groups and/or reports the first time that they are used in both verbal and written reports, prior to referring to them as acronyms.

Resolution #14-30
Approved by the Faculty Senate: March 18, 2014
Received by the Chancellor: April 16, 2014

Formal faculty advice on curriculum matters acted on and recorded in the Graduate Curriculum Committee meeting minutes of February 5, 2014.
Resolution #14-31
Approved by the Faculty Senate: March 18, 2014
Received by the Chancellor: April 16, 2014

Formal faculty advice on curriculum and academic matters acted on and recorded in the Graduate Council meeting minutes of February 17, 2014.

Resolution #14-32
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: April 16, 2014 (with stipulation)

Revised ECU Faculty Manual, Part XII, Section I. Faculty Grievance Policies and Procedures.

Resolution #14-33
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: April 16, 2014

2015/16 University Academic Calendar, including Summer 2015, Fall 2015, and Spring 2016.

Resolution #14-34
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: April 16, 2014

Curriculum and academic matters contained in the Writing Across the Curriculum Committee meeting minutes of March 3, 2014, including approval of writing intensive (WI) designation for UNIV 4990 and READ 4534 and removal of WI designation for GERM 3350, ENGR 2070, and ENGR 3000.

Resolution #14-35
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: April 16, 2014

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of January 23, 2014 and February 13, 2014.

Resolution #14-36
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: April 16, 2014

Curriculum matters acted on during the Foundations Curriculum and Instructional Effectiveness Committee meeting of February 17, 2014, including approval for global diversity designation for FORL 1662, PLAN 1900, COMM 4185, 3390, 2050 and 1050, COMM 3180, domestic diversity designation for HMGT 1500, SOCW 2010, COMM 4135, COMM 3180, and Foundations Humanities credit for FORL 1662, RELI 2350 and 2340.
Curriculum and academic program matters included in the Educational Policies and Planning Committee meeting minutes of February 28, 2014, including a request to establish a Master of Science degree program in Computer Science in a distance education format within the Department of Computer Science, College of Technology and Computer Science.

Resolution #14-38
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: April 16, 2014 (with stipulation)

Responsibilities and authority of the Bachelor of Science in University Studies (BSUS) Program Faculty Oversight Committee as follows:

1. To act as the program curriculum committee.
2. Advise students on thematic concentration proposal development with special emphasis on ensuring that the proposal does not encroach on an established degree program (see University Studies Program Policy Guidelines).
3. Approve thematic concentration for each student.
4. Provide advice to the Provost and BSUS program director concerning program operations.
5. Conduct an annual audit of a representative sample of BSUS degrees in the late fall in accordance with items 1 and 2 and report the audit to EPPC at the first meeting of the calendar year to ascertain whether the standard has been applied correctly and consistently; recommend corrective action if the audit finds flaws or inconsistencies.
6. Serve as liaison’s to the Colleges they represent to update their constituents concerning the activities of the BSUS program.
7. Participate in the BSUS academic program review.

Resolution #14-39
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor: n/a

Send the entire recommended list of Bachelor of Science in University Studies (BSUS) Program Faculty Oversight Committee members and the motion to include two additional members from the University Curriculum Committee and Faculty Senate to Educational Policies and Planning Committee to consider and report to the Faculty Senate in April 2014.

Resolution #14-40
Approved by the Faculty Senate: March 18, 2014
Acknowledged receipt by the Chancellor: April 16, 2014

Statement of Principles Regarding Budget Reductions and Allocations, as follows:
East Carolina University has endured a challenging budgetary climate in recent years, and will likely face continuing reductions in the near future. In this context, the University Committee on Fiscal Sustainability has been charged with developing a set of recommendations to help ensure that the character and quality of ECU’s academic mission will be maintained. In light of the campus-wide budget discussions currently taking place, the Faculty Senate offers the following statement affirming
the values and principles that should guide any decisions about resource reductions and (re)allocations.

In considering the impending budget reductions, we recommend that the University:
• Give the utmost priority to maintaining educational quality and protecting the academic core, that is, the curriculum-centered student-faculty relationship that lies at the heart of ECU’s academic mission.
• Protect the capacity of faculty and students to engage in the original scholarship and creative activity that is integral to a vibrant academic core.

In addition we also recommend that the University:
• Ensure a budget process that is open and transparent, with opportunities for input from all campus constituencies.
• Give careful consideration to the human cost of budget reductions, and ensure that people are valued and treated with respect.
• Prioritize investments and strategic priorities according to merit and performance, and in light of ECU’s mission and strategic vision.
• Preserve the widest possible access to higher education and consider the impacts of budget decisions on student recruitment, progress and retention.
• Ensure that efforts are made to maintain the diversity of students, faculty and staff.

Resolution #14-41
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: n/a

Proposed Revisions to Post Tenure Review

Resolution #14-42
Approved by the Faculty Senate: April 15, 2014
Acknowledged receipt by the Chancellor: May 21, 2014 (with comment)

Transparency of Financial Impacts in Program Changes

Resolution #14-43
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: n/a

Support of the General Education Council’s Work on System Level Student Learning Outcome Assessment

Resolution #14-44
Approved by the Faculty Senate: April 15, 2014
Received by the Chancellor: May 21, 2014

Formal faculty advice on curriculum matters acted on and recorded in the Graduate Council meeting minutes of February 17, 2014 and March 17, 2014.
Resolution #14-45
Approved by the Faculty Senate: April 15, 2014
Received by the Chancellor: May 21, 2014

Formal faculty advice on curriculum and academic matters acted on and recorded in the Graduate Curriculum Committee meeting minutes of February 5, 2014, March 5, 2014 and March 19, 2014.

Resolution #14-46
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: May 21, 2014 (with changes highlighted below)

Addition to ECU Faculty Manual, Part XI, Section V. relating to Weapons Policy, as follows: (additions noted in bold print).

“The General Assembly recently amended the law about weapons on campus, and as a result ECU has revised their weapons policy. Formal faculty advice on the proposed interim University Regulation Concerning Weapons on Campus was provided to the Chancellor via the Faculty Senate on February 4, 2014 (#14-10).

Until such time that an amended statute is published and/or ECU revises its University regulation, the committee proposes that both the NC General Statute and University regulation be referenced in Part XI, Section V. of the ECU Faculty Manual as noted below.

“II. Weapons Policy
It is a violation of University policy for a member of the University community to possess and/or use a weapon on any university owned or controlled property, or at extracurricular events sponsored by the university. The University Weapons policy is contained in the University Regulation Concerning Weapons on Campus. Any faculty member who violates this policy may be subject to serious sanctions imposed by the university in accordance with due process as outlined in the university’s tenure and promotion policies and procedures, as well as punishment in accordance with state criminal law. For further details and certain exceptions, see North Carolina General Statute § 14-269.2 located online at: http://www.ncga.state.nc.us/ or the University Regulation Concerning Weapons on Campus. (FS Resolution #11-20, February 2011)”

Resolution #14-47
Approved by the Faculty Senate: April 15, 2014
Acknowledged receipt by the Chancellor: May 21, 2014 (with comment)

Formal faculty advice on proposed Regulation on Responding to Complaints of Sexual Harassment, Sexual Misconduct and/or Discrimination on the Basis of Sex.

Resolution #14-48
Approved by the Faculty Senate: April 15, 2014
Received by the Chancellor: May 21, 2014

Formal faculty advice on Faculty Serious Illness and Parental Leave Policy.
Resolution #14-49
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: May 7, 2014 (with comments)

(#12-75 Recommendation establishing Domestic and Global Diversity Course Requirements)

Curriculum matters acted on and recorded in the Foundations Curriculum and Instructional Effectiveness Committee meeting minutes of March 17, 2014, including approval of domestic diversity credit for HGMT 1500 and March 31, 2014, including approval of domestic diversity credit for HIST 1050, HIST 1051, HIST 3210, BUSS 2200, NURS 4906, SOCI 1010, SOCI 2110, SOCI 2111, SOCI 3100, SOCI 3219, SOCI 3326, SOCI 3400, SOCI 4327, SOCI 4341, SOCI 4345, SOCI 4347 and approval of global diversity credit for HIST 1031, HIST 3610, HIST 3615 HIST 3620, HIST 3630, GEOG 2100, GEOG 4320, NURS 4905, RELI 1690, RELI 2400, RELI 2500, RELI 2692, RELI 2693, RELI 2695, RELI 2696, RELI 3692, RELI 3698, RELI 3800, RELI 3896, RELI 3796, SOCI 3235.

Resolution #14-50
Approved by the Faculty Senate: April 15, 2014
Held for further study by the Chancellor: May 21, 2014 (with comment)

Recommendations on COAD 1000.

Resolution #14-51
Approved by the Faculty Senate: April 15, 2014
Received by the Chancellor: May 21, 2014

Formal faculty advice on REG 01.30.01 Institutional Survey Administration, as follows:

After reading REG 01.30.01 and associated documentation, the Research/Creative Activities Committee (RCAC) met and discussed several points made in the document. That feedback was shared with Faculty Senate in December 2013. Faculty Senate tasked the committee with meeting with individuals from the Survey Review and Oversight Committee (SROC). A list of recommendations regarding REG 01.30.01 was sent to the SROC.

Linked below you will find SROC response to our recommendations (#1) which formed the basis for meetings between the groups. Updated documentation was sent to the RCAC on 2/20/14 from Dr. Susan Beck-Frazier. The RCAC met and made additional changes and suggestions (#2). A frequently asked questions document (#3) was created specifically in response to RCAC issues and concerns. The document will be available on the web with easy access to individuals who need to submit their surveys for approval.

1. Response to RCAC feedback from December 2013.
2. An update to REG 01.30.01 Institutional Survey Administration with RCAC feedback.
3. A frequently asked questions document (FAQ) regarding the regulation and the SROC.
Resolution #14-52
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: n/a

University Budget Committee is charged with reviewing ECU’s policies governing faculty promotion raises, as well as, the pros and cons of possible alternative models.

Resolution #14-53
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: n/a

Revisions to the *ECU Faculty Manual*, Part VI, Teaching and Curriculum Regulations, Procedures and Academic Program Development, Section I. Teaching Regulations and Guidelines Related to Faculty, subsection V. Course Expectations and Requirements were referred back to Admissions and Retention Policies Committee for further review.

Resolution #14-54
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: n/a

Revisions to the *ECU Faculty Manual*, Part VI, Teaching and Curriculum Regulations, Procedures and Academic Program Development, Section I. Teaching Regulations and Guidelines Related to Faculty, subsection X. Class Attendance and Participation Regulations were referred back to Admissions and Retention Policies Committee for further review.

Resolution #14-55
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: May 21, 2014

*Creation of a New WE Grade*, Withdrawal with Extenuating Circumstances and Revisions to Related Policies.

Resolution #14-56
Approved by the Faculty Senate: April 15, 2014
Held for further study by the Chancellor: May 21, 2014 (with comment)

*Recommendations* from the Subcommittee on Unit Code Policy.

Resolution #14-57
Approved by the Faculty Senate: April 15, 2014
Held for further study by the Chancellor: May 21, 2014 (with comment)
Approved by the Chancellor: October 15, 2014 (with effective date being 10/20/14)

Revised unit codes of operation, including, Department of Political Science’s Unit Code of Operation, Department of History’s Unit Code of Operation, School of Music’s Unit Code of Operation, Department of Sociology’s Unit Code of Operation, and College of Education’s Unit Code of Operation.
Resolution on Academic Conflicts with Fall 2014 Thursday Home Football Games, as follows:

Whereas, the University Academic Calendar Committee is charged to consider calendar matters for university units and make recommendations on matters affecting the calendar; and

Whereas, the Fall 2014 University Academic Calendar was publicized following the Chancellor’s approval in April 2013; and

Whereas, the publicized 2014 ECU Football schedule (noted below) includes two Thursday home games (October 23 and December 4) that will conflict with University academic activities.

Therefore Be It Resolved, that the Chancellor form a small working group to include Faculty Officers, Academic Council, University Registrar, and University Athletics and Staff Senate representation to address how best to plan for these two Thursday home games and widely publicize the plan in early May 2014 and again in early August 2014 to the University community (faculty, staff, students).

Be It Further Resolved, that the plan address how to consistently handle these yearly academic class conflicts with minimum negative impact to the academic mission of the University.

Fall 2014 University Academic Calendar

2014 ECU Football Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent / Event</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/30/14</td>
<td>vs. North Carolina Central</td>
<td>Greenville, N.C.</td>
<td>TBA</td>
</tr>
<tr>
<td>09/06/14</td>
<td>at South Carolina</td>
<td>Columbia, S.C.</td>
<td>TBA</td>
</tr>
<tr>
<td>09/13/14</td>
<td>at Virginia Tech</td>
<td>Blacksburg, Va.</td>
<td>TBA</td>
</tr>
<tr>
<td>09/20/14</td>
<td>vs. North Carolina</td>
<td>Greenville, N.C.</td>
<td>TBA</td>
</tr>
<tr>
<td>10/04/14</td>
<td>vs. SMU *</td>
<td>Greenville, N.C.</td>
<td>TBA</td>
</tr>
<tr>
<td>10/11/14</td>
<td>at USF *</td>
<td>Tampa, Fla.</td>
<td>TBA</td>
</tr>
<tr>
<td>10/23/14</td>
<td>vs. Connecticut * *</td>
<td>Greenville, N.C.</td>
<td>TBA</td>
</tr>
<tr>
<td>11/01/14</td>
<td>at Temple *</td>
<td>Philadelphia, Pa.</td>
<td>TBA</td>
</tr>
<tr>
<td>11/15/14</td>
<td>at Cincinnati *</td>
<td>Cincinnati, Ohio</td>
<td>TBA</td>
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<tr>
<td>11/22/14</td>
<td>vs. Tulane *</td>
<td>Greenville, N.C.</td>
<td>TBA</td>
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<tr>
<td>11/28/14</td>
<td>at Tulsa *</td>
<td>Tulsa, Okla.</td>
<td>TBA</td>
</tr>
<tr>
<td>12/04/14</td>
<td>vs. UCF *</td>
<td>Greenville, N.C.</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Disposition: Chancellor
Resolution #14-59
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: May 21, 2014

Policy for Making Up Missed Class Days.

Resolution #14-60
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: May 21, 2014

Curriculum and academic program matters acted on and recorded in the Educational Policies and Planning Committee’s April 11, 2014 meeting minutes including Request to establish a new Graduate Certificate in Criminal Justice Education within the Department of Criminal Justice; Request to establish a new Certificate in Entrepreneurship within the College of Business; Request to move the International Management Certificate from the College of Business to the Thomas Harriot College of Arts and Sciences; Request to discontinue the Tax Certificate within the College of Business; Request to move the General Business Concentration from within the Department of Finance to the Department of Management (remaining within the College of Business); Request to create a Business Foundations Certificate within the College of Business; Request to establish a new distance education BS degree program in Family and Consumer Sciences Education, within the Department of Child Development and Family Relations; Request to establish a PhD program in Epidemiology, within the Department of Public Health within the School of Medicine; Request to add a non-thesis option to the MS Biology program within the Department of Biology; Request to establish a new Graduate Registered Health Information Administrator (RHIA) Certificate Program within the College of Allied Health Sciences; Request to change MS degree title from MS in Recreation and Park Administration (RPA) to MS in Recreation Services and Interventions within the College of Health and Human Performance; Request to create two concentrations – Recreation and Park Administration and Recreational Therapy Administration – in the MS in Recreation and Park Administration within the College of Health and Human Performance; Request to create a Cohort Didactic Program in Dietetics Concentration, within the BS degree in Nutrition and Dietetics in the Department of Nutrition Science; and a Request to create a Nutrition with Science Concentration, within the BS degree in Nutrition and Dietetics in the Department of Nutrition Science.

Resolution #14-61
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: May 21, 2014 (with exception)

Recommended Bachelor of Science in University Studies (BSUS) Program Faculty Oversight Committee membership.

Resolution #14-62
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: May 21, 2014

Revisions to the ECU Faculty Manual, Part VI, Teaching and Curriculum Regulations, Procedures and Academic Program Development, Section VII. Academic Program and Curriculum Development.
Resolution #14-63
Approved by the Faculty Senate: April 15, 2014
Approved by the Chancellor: May 21, 2014

Curriculum and academic matters acted on and recorded in the University Curriculum Committee meeting minutes of February 27, 2014, March 6, 2014, and March 27, 2014.

Resolution #14-64
Approved by the Faculty Senate: April 22, 2014
Rejected by the Chancellor: June 3, 2014 (with comments)

Resolution in support of course release opportunities for elected Faculty Officers, as follows:

Whereas, the Faculty Senate is a part of the Chancellor’s division; and
Whereas, in recent years, ECU faculty members have relied heavily on faculty officers (Chair, Vice Chair, Secretary, and Parliamentarian) to represent their collective interests in discussions on a wide-range of academic and institutional policies and procedures; and
Whereas, this growing reliance requires faculty officers to be more involved in all aspects of shared governance, including membership on various academic, administrative, and ad hoc committees; and
Whereas, the time and energy faculty officers are expected to devote to University standing committees are in addition to the responsibilities for teaching, research, and service they owe their respective academic units; and
Whereas, the additional workload places a heavy service burden on those who are willing to serve in leadership roles; and
Whereas, currently the elected Chair of the Faculty is the only faculty leader to receive compensation in the form of a summer stipend and two course releases per academic year; and
Whereas, the elected Vice Chair of the Faculty and the elected Secretary of the Faculty and appointed Parliamentarian are not compensated for their additional duties outside of their individual academic units,

Therefore Be It Resolved, that the Faculty Senate supports offering additional compensation for the four faculty officer positions.

Be It Further Resolved, that the Faculty Senate requests that the Chancellor provides financial support from within the Chancellor’s Division to offer compensation (i.e., at least one course release per semester) for all four faculty officer positions.

Be It Further Resolved, that this compensation for faculty officers will be provided regardless of the academic division in which they hold academic rank.

Resolution #14-65
Approved by the Faculty Senate: April 22, 2014
Approved by the Chancellor: May 7, 2014 (with comments)

(#12-75 Recommendation establishing Domestic and Global Diversity Course Requirements)

Curriculum matters acted on recorded in the Foundations Curriculum and Instructional Effectiveness Committee meeting minutes of April 21, 2014, including approval of domestic diversity credit for
NURS 4210/4211 and DNCE 1000, global diversity credit for CDFR 4100, THEA 1000, and ART 1910(DE) and foundations humanities credit for ENGL 3070, ENGL 3080, ENGL 3090, ENGL 3950.

Resolution #14-66
Approved by the Faculty Senate: September 16, 2014
Approved by the Chancellor: October 15, 2014

Curriculum matters acted on and recorded in the April 10, 2014 University Curriculum Committee meeting minutes.

Resolution #14-67
Approved by the Faculty Senate: September 16, 2014
Approved by the Chancellor: October 15, 2014

Curriculum matters acted on and recorded in the April 24, 2014 University Curriculum Committee meeting minutes.

Resolution #14-68
Approved by the Faculty Senate: September 16, 2014
Approved by the Chancellor: October 15, 2014

Curriculum matters acted on and recorded in the April 14, 2014 Writing Across the Curriculum Committee meeting minutes, including approval of writing intensive (WI) designation for SPED 3005 and the removal of WI designation from SPED 3100, SPED 3200, NURS 4150, CHEM 2250, CHEM 3450, CHEM 3850, CHEM 3950, CHEM 3960, and CHEM 5350.

Resolution #14-69
Approved by the Faculty Senate: September 16, 2014
Approved by the Chancellor: October 15, 2014

Curriculum matters acted on and recorded in the September 8, 2014 Writing Across the Curriculum Committee meeting minutes, including approval of writing intensive (WI) designation for JUST 4300 and removal of WI designation for DANC 4323 and DANC 4047/4048.

Resolution #14-70
Approved by the Faculty Senate: September 16, 2014
Approved by the Chancellor: October 15, 2014

Curriculum matters acted on and recorded in the April 8, 2014 Service Learning Committee meeting minutes, including approval of service learning (SL) designation for DNCE 2200.
UNIT CODE FOR XXXXX

Section I  PREAMBLE

This Code allows for faculty participation in and establishes procedures for the XXXXX’s internal affairs and is consistent with the East Carolina University (ECU) Policy Manual, the ECU Faculty Manual, and all established university policies.

Section II  FACULTY

A. Definitions of the unit’s faculty
B. Criteria for serving as a voting faculty member of the unit (Refer to ECU Faculty Manual, Part IV, Section II.C and Part IX, Section I.D.)
C. Where appropriate, approved criteria for appointment to the graduate faculty (Refer to ECU Faculty Manual, Part II, Section IV.)
D. Criteria for emeritus status in the unit (Refer to ECU Faculty Manual, Part VIII, Section I., subsection I.D.4.)

Section III  ADMINISTRATIVE ORGANIZATION OF THE UNIT

Section IV  STANDING COMMITTEES OF THE UNIT
A. Membership Standing Committees, including membership, terms, and duties of standing committees
B. Personnel Committees, Tenure Committees, Promotion Committees (Refer to ECU Faculty Manual, Part IX, Section I., subsection IV.A.)

Section V  EVALUATION OF FACULTY
NOTE: If the unit has guidelines, they must follow ECU Faculty Manual, Part IV, Section II.E.)

A. 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 (Refer to ECU Faculty Manual, Part VIII, Section I., subsection III; Part IX, subsection IV; Part X, Section I.; and Part XI, Section I.F.).

B. 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

C. Standards for post-tenure review (Refer to ECU Faculty Manual, Part IX., Section II.B.)
Section VI  PROCEDURES FOR MEETINGS WITHIN THE UNIT
Include requirements and procedures for calling meetings, and by whom, agenda requirements and reference to conduct by Robert’s Rules of Order, Newly Revised.  

Section VII  VOTING BY FACULTY MEMBERS
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, (Refer to ECU Faculty Manual, Part IV), and other major reports prior to their submission in final form to person(s) outside the unit

Section VIII  BUDGET
Procedures for discussing with its unit administrator the unit’s
A. Annual budget request
B. Annual report

Section IX  AMENDMENT PROCEDURES
Include procedures for amending code, how much prior notice is required, and what kind of vote is required (majority, 3/5, etc.). Refer to Robert’s Rules of Order, Newly Revised “Bylaws,” #55, Article IX. and to ECU Faculty Manual, Part IV. “This Code MUST be approved by a majority of the permanently tenured faculty members of the unit.”

Resolution #14-72
Approved by the Faculty Senate: September 16, 2014
Accepted by the Chancellor: October 15, 2014

Formal faculty advice to include no recommended changes to the Review Process and Procedure for EPA Non-Faculty Employees.

History: Chancellor: October 12, 2005; Board of Trustees: December 16, 2005; Amended: January 1, 2009; Revised December 2, 2013; Board of Trustees approved January 13, 2014.

Related Policies:
Section 611 of the Code of the University of North Carolina, "Review of Personnel Actions Affecting Specified Employees Exempt from the State Personnel Act (EPA)"
UNC Policy Manual 300.1.1, Senior Academic and Administrative Officers
UNC Policy Manual 300.2.1, Employees Exempt from the State Personnel Act

Additional References:
ECU Policy for Employees Exempt from the State Personnel Act
ECU Human Resources Benefits
Human Resources

Contact Information:
Assistant Vice Chancellor for Human Resources and Director of EPA Administration, (252) 328-9882
Review Process and Procedure for EPA Non-Faculty Employees

Introduction

East Carolina University is committed to fair and equitable treatment for all employees. The University administration is charged by law and University policy with managing and directing its human resources, including but not limited to workforce size, recruitment, training, work assignments, hours of employment, promotion, demotion, transfer, or dismissal. Where there are concerns or problems related to employment, employees, their co-workers and their supervisors are strongly encouraged to find informal means of resolving them. Employees may pursue formal requests in accordance with the Review Procedure outlined in section 4 below.

1. General Considerations

1.1. The University has established this Review Process and Procedure for those actions stated in Section 3 below.

1.2. EPA Non-Faculty Employees (hereinafter "Employees") have the right to use this Review Process & Procedure ("Review Process & Procedure") free from threats or acts of retaliation, interference, coercion, restraint, discrimination, or reprisal. Employees and students may not be retaliated against for participating in a review as an employee, a witness, an employee assistant, or as a Review Committee member. Any person who retaliates against another person for exercising rights in good faith under this Review Process & Procedure will be subject to appropriate and prompt administrative action by the University.

2. The EPA Non-Faculty Employee Review Committee (the "Committee")

2.1. Roles and Responsibilities of the Committee

The Committee hears requests for reviews brought by Employees covered by the Review Process & Procedure.

2.2. Composition of the Committee

The Chancellor shall appoint five (5) EPA Non-Faculty employees to serve as regular committee members representing EPA non-faculty employees across the divisions of the University. Additionally, the Chancellor shall appoint three (3) EPA Non-Faculty employees to serve as alternate Committee members. The Chancellor shall endeavor to have each division have representation on the Committee. All regular and alternate members of the Committee must be subject to the Review Process & Procedure.

The three (3) alternates will be appointed to: fill the unexpired terms of regular members who may leave the Committee; or, to serve in the event that a regular member is not available to serve or must recuse him/herself because of a conflict of interest; or, if the Employee is a member of the regular

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1 "EPA Employees" are "Employees Exempt from the State Personnel Act" which includes Senior Academic and Administrative Officers as defined in Section I.B and governed by Section III of the UNC policy 300.1.1, and employees designated within the non-teaching EPA Instructional or Research category under G.S. 126-5, and as defined in UNC Policy 300.2.1.

2 The Chancellor may designate an individual to fulfill any responsibility of the Chancellor under this Review Process & Procedure if he or she chooses to delegate any assignment.
member's division. If an alternate is appointed to fill the unexpired term of a regular member, the Chancellor shall appoint a new alternate member to represent the division previously served by the replaced regular member.

Upon expiration of a regular member's term, a new member of the Committee will be appointed from among the three alternates and a new alternate will be appointed to represent the division previously served by the regular member whose term has expired.

The Committee's membership year is July 1 through June 30. New appointees assume membership on July 1 and expiring terms end on June 30 of each year. Membership may continue in the event that the Committee is actively hearing a case, or there is a currently pending review.

A Committee member may not participate in a review he or she brings on his or her own behalf, in any case in which he or she has been materially involved or in any case that arose within that Committee member's department or division in instances where a Vice Chancellor or division head is the respondent.

2.3. Appointments to the Committee

The Assistant Vice Chancellor for Human Resources is responsible for facilitating the work of the Committee, including orienting new members and managing this appointment process. For initial appointments, and subsequently on an annual basis in May or as soon thereafter as practicable, the Chancellor may send a memorandum to the Vice Chancellors requesting nominees. The Chancellor will send a letter of appointment to the selected individuals to fill the expired terms of regular and alternate members. When a vacancy occurs during a regular or alternate member's term due to inability to continue through the remainder of the unexpired term, the Chancellor will solicit a nomination from the head of the division represented by that regular or the alternate member, or another unrepresented division. The Chancellor will send a letter of appointment to the individual(s) selected to fill the unexpired term of the regular or alternate member(s).

The regular members of the committee will elect the Chair of the Committee ("Committee Chair" or the "Chair") annually in July or as soon thereafter as practicable. The Committee will also elect a vice chair, who will preside in the event that the Chair is unable to fulfill the requirements of this position. The Chair and Vice Chair are permitted to serve multiple terms.


3.1 Requests for review are subject to the standards set out below, which define matters which may or may not be reviewed under this Review Process & Procedure. A University official may choose to offer a proposed resolution to a dispute without such offer conferring jurisdiction under this Review Process & Procedure where such jurisdiction is not otherwise present. Matters that can be reviewed shall be limited to claims that:

3.1.1 Discharge for cause or other disciplinary action violated the interpretation and application of any provision of The University of North Carolina Policy Manual Section 300.2.1.

3.1.2 Discontinuation, expiration of term appointments, or terminations with notice upon allegations of violations of the notice requirements, or the Equal Employment Opportunity and Protected Activity provisions of the University of North Carolina Policy Manual Section 300.2.1

3.2 Matters outside the Committee's jurisdiction. Absent a demonstration by the employee that the decision was based on a factor reviewable under the University of North Carolina Policy Manual
Section 300.2.1, the Committee has no jurisdiction to review pursuant to the Review Policy and Procedure:

3.2.1. Dissatisfaction by an Employee with the general application of a University, School/College or Department policy, regulation, or practice or with a University official's decision-making on the ground it is undesirable or inadvisable.

3.2.2. Complaints, reviews or appeals that are exclusively subject to another University procedure or are exclusively within the scope of another University committee such as, but not limited to, intellectual property determinations, research ethics, Campus Police trespass appeals, parking appeals or assignments, and health and safety concerns. The outcome of such matters may be presented to and considered by the Committee when they have a direct relevance to a matter which otherwise is within the scope of the process subject to the specific disclosure and confidentiality rules of the other University procedure or Committee.

3.3 Written Request for Review Statement Required

3.3.1 An Employee must file a written request review statement ("Statement") using the form available on the ECU HR website (link provided above) with the Chair of the Committee.

3.3.2 Absent exceptional circumstances, the signed, written Statement shall be submitted within 20 working days of the decision cited in the Statement. The deadline for submitting the Statement may be extended only if, in the judgment of the Chair, there are significant extenuating circumstances. The act of filing a Statement does not extend employment.

3.4 Referral to the Office for Equity and Diversity

If the Statement submitted by the employee includes an allegation of prohibited discrimination and/or harassment based on a protected class as set forth in the University's Equal Opportunity, Harassment, and Non-Discrimination Policies, the Statement is first referred to the University's Office of Equity and Diversity ("OED") for assessment. The Statement is held in abeyance during any preliminary review and/or investigation by the OED. The OED will conduct a preliminary review to determine if part or all of the concerns outlined in the Statement are in the purview of the OED. The OED shall endeavor to complete its preliminary review within 10 working days but may, depending upon the specifics of the issues involved, request the Chair of the Review Committee (the "Chair") to provide additional time, if/as necessary. If the preliminary review determines that part or all of the concerns outlined in the Statement are found to be within the purview of the OED, the OED will investigate those concerns in accordance with the review procedures outlined in the Equal Employment Opportunity Plan. If there are no findings by the OED that result in a violation of the University's Equal Opportunity, Harassment and Non-Discrimination Policies, the OED will issue a notice of outcome to the Chair.

4. Review Procedures

4.1. Convening the Committee

Not later than 10 working days after receipt of the Statement, the Chair shall convene the Committee for its initial meeting. At this meeting or before, the Chair will provide the members of the Committee with an orientation covering the role and responsibilities of the Committee and a review of the process. At this meeting, the Committee shall review the Statement and determine whether the matter as stated falls within the jurisdiction of the Committee or not. Relevant considerations include, but are not limited to, the employment status of the Employee and the subject matter of the concerns in the Statement.
If the matter is not eligible for review, the Committee may:

4.1.1 Allow the Employee to amend the Statement in writing within five working days of Employee's receipt of notice of an opportunity to amend his/her Statement. The Committee will review the amended Statement pursuant to Section 4.1 above; or

4.1.2 Dismiss the Statement, in writing, for failure to state a concern that is eligible for review under this Review Process and Procedure.

If the matter is eligible for review under the Policy, the Committee Chair shall, within 10 working days, forward a copy of the Statement to those named by the Employee as responsible ("Respondent(s)"), together with notice that a written response to the Statement concerns must be provided to the Committee Chair and the Employee within 10 working days. A copy of the Statement must also be submitted to the University Counsel and the appropriate Vice Chancellor.

4.2 Challenges to a Committee Member

4.2.1 Challenge by the Committee. If, in the opinion of the Committee, the membership of the Committee is for any reason inappropriate, then the Chair shall submit a written recommendation to the Chancellor that changes in membership are necessary to ensure objective and timely review in that case. Upon such request, the Chancellor shall have the discretion to make any changes to the Committee necessary for the Committee to function effectively including, but not limited to, replacement of the Chair. The decision of the Chancellor regarding the disposition of such a request must be in writing and shall be included in the Official Record.

4.2.2 Challenge by a party. Any party may request that a member of the Committee be removed. The party shall submit the request for removal of a Committee Member to the Chair in writing no later than five (5) working days after receipt of the Notice described at Section 4.5. The Chair shall forward the request to the Chancellor. The decision of the Chancellor regarding the disposition of the request is final, must be in writing, and shall be included in the Official Record.

4.3 Assistants

This Review Process is not intended to be a formal legal process nor do the formal rules of evidence apply. Neither the Employee nor the Respondent(s) may have an attorney actively participate at the Review Hearing (the "Hearing"). (Attorney is defined as anyone with a Juris Doctorate, or other recognized law degree, regardless of whether or not that person is licensed to practice law in the State of North Carolina and/or whether or not that person is "representing" the employee.) However, the Employee and the Respondent(s) is/are entitled to have one assistant (the "Assistant") of the party's choice present at all meetings and at the Hearing to aid the party in developing their case. The Assistant may not be a witness or speak at the Hearing or otherwise actively participate in the Hearing. An attorney may serve as an Assistant. Information shared by a party with their Assistant is considered confidential and shall not be divulged except as required by law. Each party shall confirm the identity of any Assistant who will attend the hearing to the Chair in writing no later than five (5) working days after receipt of the Notice described at Section 4.5.

Upon request of the Chair, the Office of the University Counsel ("OUC") may designate an attorney to provide procedural advice to the Committee.

4.4 Confidentiality. Members of the Committee, parties, Assistants and witnesses shall maintain strict confidence concerning all aspects of the review process. This is required by state law as well as University policy.
4.5 Notices of Meetings. The Chair shall send notices of the scheduled meetings to all Committee members, the Employee, and the Respondent(s). The Notice will

4.5.1 set the date for the Hearing not later than four weeks from the date that the Respondent(s) submitted the response to the Statement;

4.5.2 identify the review the Committee will be hearing, and the parties and the Committee members;

4.5.3 instruct the parties to exchange one copy of their proposed exhibits and witness lists at least five (5) working days in advance of the Hearing, and a sealed copy to the Chair for the Record, but in no case shall information be provided to the Committee prior to the Hearing. References to the documents during the Hearing shall be by exhibit number with page references as applicable;

4.5.4 inform the parties that, at least two (2) working days prior to the hearing, they must list whether or not there are any factual or other items that can be agreed upon and reduced to written stipulations signed by the parties prior to the Hearing. The parties shall present the stipulations to the Chair;

4.5.5 remind parties of any other applicable deadlines in accordance with this Review Process and Procedure (e.g., challenges to a Committee member at Section 4.2.2, identification of Assistants at Section 4.3); and

4.5.6 instruct the parties to bring to the Hearing at least one copy of each exhibit for each Committee member, one copy for the court reporter and one copy for each party.

The Chair of the Committee may consider and grant a reasonable extension of any deadlines established in this Review Process and Procedure at the request of one of the parties based on extenuating circumstances and/or at the recommendation of the Committee.

4.6 The Hearing

4.6.1 Court Reporter. The Chair shall arrange a court reporter to record all Hearings and maintain the exhibits presented by the parties at the Hearing. The University shall bear the expense of the court reporter. No other recordings of the Hearing shall be allowed.

4.6.2 Amendment of Statement. Once the Hearing begins, the Employee shall not have the right to amend the Statement without the unanimous vote of the Committee. If any amendment to the Statement is allowed, the Chair shall promptly notify the Respondent(s) of this action and defer subsequent proceedings until the Respondent(s) have had the opportunity to respond to this revision. A respondent shall have 10 working days to respond to any amended Statement.

4.6.3 Attendance at the Hearing. The only persons allowed to attend the Hearing are the Committee, the Assistant Vice Chancellor for EPA Administration; counsel from the OUC, to advise the Committee; the court reporter, the Employee and the Employee's Assistant and the Respondent(s) and the Respondent(s)' Assistant. Any other persons who are witnesses shall only attend the Hearing while they are testifying.

4.7 Guidelines for the Conduct of the Hearing

4.7.1 Committee Participation. Hearings shall be conducted with the Chair and all five (5) Committee members present.
4.7.2 Control of Hearings. The Chair shall preside over the Hearing. Consistent with the principles of impartiality and equity, the Chair shall determine, in consultation with the Committee, among other things, the following:

4.7.2.1 The order of testimony presentation, if it deviates from the standard order described below;

4.7.2.2 Whether a party has provided adequate justification for accepting evidence into the record at the Hearing;

4.7.2.3 The order and procedure for questioning the parties and witnesses;

4.7.2.4 Compliance with all procedures; and

4.7.2.5 The admissibility of all evidence

4.7.2.5.1 Whether evidence is relevant to the issues involved in the review and may rule that evidence not be considered.

4.7.2.5.2 If evidence is excluded, the Chair shall state the reasons for the exclusion on the record and the materials shall be included in the Official Record; and

4.7.2.6 The appropriateness of all questions and the method of questioning. The Chair should not allow any questions that are irrelevant, immaterial, unduly repetitious, or abusive.

The Committee shall keep a copy of all exhibits, whether admitted or not, for inclusion in the Official Record.

4.7.3 Testimony. Parties shall have the right to testify, to present testimony of witnesses and other evidence, to hear and question witnesses offered by the other party, and to examine all documents and other information considered by the Committee. If a witness cannot or will not appear, and the Chair determines that testimony of the witness should be admitted into evidence, the Chair shall identify the witness, disclose the statement of the witness and, if possible, provide for questions. So long as it does not substantially delay the Hearing process, the Chair may, at his or her discretion, call a recess so that reasonable time is provided for the examination of all evidence and for the preparation of appropriate responses. The Committee will carefully consider the weight and credibility of any written witness statements, taking into account whether it is sworn and that the witness is not subject to cross-examination, either of which may reduce its credibility.

4.7.4 Order of presentation. The standard order of presentation is as follows:

4.7.4.1 The Employee may make an opening statement that does not exceed 10 minutes;

4.7.4.2 The Respondent may make an opening that does not exceed 10 minutes;

4.7.4.3 The Employee presents the Employee's case through the Employee's own testimony, exhibits and witnesses. The Respondent(s) may question the Employee and the Employee's witnesses after the Employee finishes testifying/examining each of the witnesses. The Committee members may ask questions of the Employee/each of the Employee's witnesses after the Employee and the Respondent(s) finish their questioning. The Employee's case shall not exceed two (2) hours, excluding cross-examination of the Employee's witnesses by Respondent(s) or questions by the Committee;
4.7.4.4 At the conclusion of the Employee's presentation, the Committee will recess to consider if the Employee has met the Employee's burden of demonstrating that, using the standard of preponderance of the evidence (which is the same as the "greater weight of the evidence.") the Employee has experienced an injury that would entitle the Employee to relief and that such injury is remediable. If the Committee decides that the Employee's evidence is insufficient to meet the preponderance of the evidence standard, then the Committee shall adjourn the Hearing and prepare a report as outlined below.

4.7.4.5 If the Committee does not adjourn the Hearing at the conclusion of Employee's presentation of evidence, then the Respondent(s) may present evidence through the testimony of parties, exhibits, and witnesses. The Employee may question the Respondent and the Respondent's witnesses after the Respondent(s) finishes testifying/examining each of the witnesses. The Committee members may ask questions of the Respondent and each of the Respondent's witnesses after the Respondent(s) and Employee finish their questioning. Each Respondent shall have two (2) hours to present their case excluding cross examination of Respondent(s)' witnesses by Employee or questions by the Committee.

4.7.4.6 At the conclusion of the Respondent(s)' presentation, the Chair may allow the Employee and the Respondent(s) to present rebuttal evidence following the same format as set out above. Each party shall have an additional 30 minutes to present rebuttal evidence case, excluding cross examination by the other party(ies).

4.7.4.7 Once all of the evidence has been presented, the Employee may make a closing statement. The closing statement shall not include a discussion of information not presented in the Hearing and shall not exceed 20 minutes.

4.7.4.8 The Respondent(s) may make a closing statement. The closing statement shall not include a discussion of information not presented at the Hearing and each Respondent's closing statement shall not exceed 20 minutes.

4.7.4.9 The Chair shall adjourn the Hearing.

5. Deliberations and Report of the Review Committee

Upon the conclusion of the Hearing, the Committee shall deliberate and decide based solely on material presented in the Statement, the evidence presented at the Hearing, and such written or oral arguments as the Committee, in its discretion, may allow. The Committee should be careful not to simply substitute its judgment for that of the Respondent(s). The Employee has the burden of proof and must show, using the standard of preponderance of the evidence (which is the same as the "greater weight of the evidence") that the Employee has experienced an injury that would entitle the Employee to relief and that such injury is remediable. The Chair will prepare a brief written report of the Committee's findings and recommendations for the Chancellor (the "Report").

6. Official Record.

The Chair shall prepare the record (the "Official Record") of the review as outlined here:

6.1 The Official Record of the review process shall consist of all correspondence between the Committee or the Chair and the Employee and/or Respondent(s) pertaining to the review, and every document and exhibit that was either submitted to or given consideration by the Committee, along with the court reporter's transcript of the Hearing and the Committee's Report. Documents offered but not admitted in evidence shall be clearly labeled to that effect and placed in a separate file for
record-keeping purposes and possible reference in the event a point on appeal relates to failure to admit evidence offered. All documentation relevant to the Committee’s procedural rulings, factual findings, recommendations, and any other aspects of its final report shall be included in the Official Record.

6.2 The Official Record should be forwarded to the Chancellor along with the Committee’s final report.

6.3 Once the Official Record has been delivered to the Office of the Chancellor, or a review is terminated, Committee members shall destroy in a confidential manner any extra copies of documents, and any personal notes taken during the Hearing process, consistent with the University's records retention schedule. Any original or unique records must be forwarded to the Chair for maintenance in accordance with the records retention schedule.

6.4 Delivery of Committee’s Report.

6.4.1 The Chair shall send the Committee’s Report, along with the Official Record of the review to the Chancellor. A copy of the Report shall be sent to the parties.

6.4.2 The Report should describe any recommendation in favor of the employee, as appropriate. Separate from issuing the Report, the Committee, through its Chair, may communicate to the Chancellor changes to the process the Committee deems reasonable.

6.4.3 The Committee shall attempt to complete this task within six (6) weeks after the Hearing.

6.5 Withdrawal of Request for Review. The Employee may withdraw the request for review at any time during the review process.

6.5.1 If the Committee has been appointed, the Employee shall provide the written withdrawal to the Chair. The Chair shall notify the Committee and the Respondent(s), with a copy to the Employee, and the review process will be closed.

6.5.2 If the Committee has provided its Report to the Chancellor at the time of the Employee’s decision to withdraw the request for review, then the Employee shall provide the written withdrawal to the Chancellor. The Chancellor shall notify the Respondent(s) and the review process will be closed.

7. Chancellor’s Decision

Upon receipt of the Committee's Report of the Hearing, the Chancellor may accept or reject any or all findings and recommendations of the Committee, may remand the matter to the Committee for further consideration, or may seek clarifying information from the Committee (the "Chancellor's Decision"). Unless the Chancellor deems it necessary in the best interest of the University to adjust the deadline, within twenty (20) working days of the Chancellor's receipt of the Report, the Chancellor shall notify the Employee of the Chancellor's Decision by a method of delivery that requires a signature for delivery, which includes, but is not limited to the following: certified or registered mail, return receipt requested, Federal Express, or another commercial delivery service that obtains a signature. The Chancellor shall send copies of the Chancellor's Decision to the Respondent(s) and members of the Committee.

8. Appeal of the Chancellor's Decision

8.1 If the Chancellor's Decision is favorable to the Employee, his or her decision shall be final. If
the Chancellor's Decision is unfavorable to the Employee in a case involving separation from employment or suspension without pay, the Employee will not receive further pay, without regard to whether there is an appeal to the Board of Trustees or the Board of Governors. The Employee may appeal an unfavorable Chancellor's Decision to the Board of Trustees (the "Board"), for the reasons outlined in Section 611 (1) (b) of The Code of The University of North Carolina. The appeal shall be transmitted through the Chancellor and be addressed to the Chair of the Board. No provision of this Policy shall be interpreted to extend an employee's right to pay beyond the expiration of the employee's term of appointment while an appeal is pending under this Review Process and Procedure.

8.2 If the Employee wishes to appeal an unfavorable Decision by the Chancellor, the Employee shall file a notice of appeal with the Chancellor, by certified mail, return receipt requested, or by another means that provides proof of delivery within 10 working days of the Employee's receipt of the Chancellor's Decision. The notice of appeal shall include a brief statement of the basis for the appeal, and allegations that the discharge, discipline or policy interpretation or application was illegal and violated a policy of the University or Board of Governors, or that the applicable notice requirements set forth in the Policy were violated.

8.3 The appeal to the Board shall be decided by the Board. The OUC shall provide an attorney to advise the Board of Trustees on procedural matters. The Board may delegate the duty of conducting a review to a standing or ad hoc committee of at least three (3) members. The Board, or its committee, shall consider the appeal on the Official Record. In all cases, review shall be limited to the question of whether the Chancellor committed clear and material error in reaching his or her decision.

8.3.1 The Board or board committee chair shall provide, by certified mail, return receipt requested, a written schedule (the "Schedule") to the Employee and to the Chancellor for the filing of objections to the Official Record and position statements. The Schedule, which may be altered as the Board chooses, may provide as follows:

8.3.1.1 the Employee shall have 10 working days after receipt of the Schedule to file objections to the Official Record with the Board, with a copy to the Chancellor;

8.3.1.2. the Employee shall have 30 working days after receipt of the Schedule to file a position statement with the Board, with a copy to the Chancellor;

8.3.1.3. the Chancellor shall have 30 working days after receipt of the Employee's position statement to file the Chancellor's position statement and response to objections to the Official Record, with a copy to the Employee.

8.3.2 The decision of the Board shall be the final Agency decision.

Resolution #14-73
Approved by the Faculty Senate: October 7, 2014
Approved by the Chancellor: November 6, 2014

Curriculum and academic program matters acted on and recorded in the September 12, 2014 Educational Policies and Planning Committee meeting minutes, including update on name change for College of Engineering and Technology and discontinuation and deletion of Performance Improvement Certificate Program (GC#14-31) and deletion of Environmental Planning Concentration
within the Master of Science in Technology Systems (MSTS) within the College of Engineering and Technology (GC#14-31).

Resolution #14-74
Approved by the Faculty Senate: October 7, 2014
Approved by the Chancellor: November 6, 2014

Curriculum matters acted on and recorded in the September 11, 2014 University Curriculum Committee meeting minutes, including revision to curriculum proposal form and policies and procedures for new undergraduate certificates.

Resolution #14-75
Approved by the Faculty Senate: October 7, 2014
Editorial correction: November 5, 2014
Accepted by the Chancellor: November 6, 2014 (with suggested edits included below)

WHEREAS, the Diversity Goal of East Carolina University commits the institution 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, the University Diversity Vision recognizes that “diversity and respect for human difference within the academe is a key source of intellectual vitality and innovative spirit;” and

WHEREAS, the University’s Creed calls our community members to act with personal and academic integrity; respect and appreciate the diversity of our people, ideas, and opinions; be responsible in words and actions; and engage in purposeful citizenship by serving as positive role models; and

WHEREAS, the recently approved Strategic Plan of the University pledges to make ECU “a national model for campus safety and the safest campus in the UNC system;” and

WHEREAS, such acts of hatred threaten to the very existence of the University as an institution rooted in traditions and practices of reasoned, respectful, and ennobling discourse.

THEREFORE BE IT RESOLVED, that members of the Faculty Senate of East Carolina University roundly condemn acts motivated by hatred on campus, in the broader community, and around the globe.

BE IT FURTHER RESOLVED, that the Faculty Senate urges all faculty members, staff, and students to engage in thoughtful dialogue, wherever possible and in the true spirit of diversity, about hate crimes on and near ECU with the goal of fostering respect for all people and ensuring a safe environment for learning and working and to continue constructive dialog in the future.
BE IT FURTHER RESOLVED, that the Faculty Senate strongly urges the University administration to train the appropriate personnel including law enforcement to recognize and report hate crimes, to employ its full powers to investigate such crimes, to pursue all legal remedies, to sanction parties who violate the university Racial and Ethnic Harassment Policy or participate in the harassment of people based on religion, gender or sexual orientation, to report such incidents in the University’s yearly safety report, and to report to the Faculty Senate about the disposition of investigations and actions as soon as practical.

Suggested edits:

BE IT FURTHER RESOLVED, that the Faculty Senate strongly urges the University administration to train the appropriate personnel including law enforcement to recognize and report hate crimes, to employ its full powers to investigate such crimes, to pursue all legal remedies, to sanction parties who violate the University Racial and Ethnic Harassment Nondiscrimination Policy and other related policies and regulations by participating or participating in the harassment of people based on University protected classes religion, gender or sexual orientation, to report such incidents in the University’s yearly safety report as required by the Clery Act, and to report to the Faculty Senate consistent with the requirements in the ECU Faculty Manual, Part XII, Section IV: “Grievance Procedures for Complaints of Unlawful or Prohibited Harassment, Discrimination or Improper Relationships Brought Against East Carolina Faculty Members or Administrators Holding Faculty Status,” Number V: Annual Report about the disposition of investigations and actions as soon as practical.

Resolution #14-76
Approved by the Faculty Senate: November 4, 2014
Approved by the Chancellor: December 16, 2014

Approval of Fall 2014 Graduation Roster, including honors program graduates.

Resolution #14-77
Approved by the Faculty Senate: November 4, 2014
Received by the Chancellor: December 16, 2014

Formal faculty advice on curriculum and academic matters acted on and recorded in the September 8, 2014 (GC#14-40) and October 20, 2014 (GC#14-41) Graduate Council meeting minutes, including actions acted on and recorded in the September 3, 2014 (GCC#14-42) Graduate Curriculum Committee meeting minutes.
Proposed Revisions to the Academic Unit Code Screening Committee Charge

(Deletions are noted in strikethrough and additions in bold print.)

1. Name:  Unit Code Screening 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 appointment 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 reviews academic unit codes and changes to existing academic unit codes to insure compliance with Part IV, Academic Units, Codes, and Seven Year Unit Program Evaluation and Part III, Section I. UNC Policy Manual and the UNC Code (UNC Board of Governors) of the ECU Faculty Manual and other appropriate documents.
   B. The committee revises the "Guidelines for Writing and Revising a Unit Code of Operation" when necessary.
   C. The committee coordinates the review of and recommends related policies and procedures for unit codes with the Faculty Governance Committee and/or other committees as appropriate.

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 does not have a standard meeting time.
The committee meeting time is scheduled for the third Wednesday of each month.
Resolution #14-79
Approved by the Faculty Senate: November 4, 2014
Approved by the Chancellor: December 16, 2014

Curriculum and academic matters acted on and recorded in the October 9, 2014 University Curriculum Committee meeting minutes including a new course in the School of Theatre and Dance.

Resolution #14-80
Approved by the Faculty Senate: November 4, 2014
Approved by the Chancellor: December 16, 2014

Curriculum and academic matters acted on and recorded in the October 10, 2014 Educational Policies and Planning Committee meeting minutes, including request deletion of existing concentrations within BFA in Art: Fabric Design and Weaving Design (consolidation of content under existing concentration, Textile Design) and deletion of concentration in Wood Design within the School of Art and Design; request conversion of a MA in Geography to a MS in Geography within the Department of Geography, Planning and Environment (GC#14-2); request elimination of the Jazz Studies Minor and Certificate in Jazz Studies and Certificate in Suzuki Pedagogy within the School of Music; request elimination of the Public Health Analysis and Management concentration in the MPH degree program in the Department of Public Health within the School of Medicine (GC#14-7); request to establish new concentrations in Epidemiology and Health Administration in the MPH degree program in the Department of Public Health within the School of Medicine (GC#14-7); and request for Exception to 20% Rule on Transfer Credit from the National Defense University (NDU) to the MSTS and MSNT Degree programs in the Department of Technology Systems within the College of Engineering and Technology (GC#14-31).

Resolution #14-81
Approved by the Faculty Senate: November 4, 2014
Approved by the Chancellor: December 16, 2014

Curriculum and academic matters acted on and recorded in the October 20, 2014 Foundations Curriculum and Instructional Effectiveness Committee meeting minutes, including approval for domestic diversity designation for GEOG 4340 and global diversity designation for MUSC 2209 and HIST 3462.

Resolution #14-82
Approved by the Faculty Senate: November 4, 2014
Received by the Chancellor: December 16, 2014

Formal Faculty Advice on Proposed Regulation on Protection for Reporting Improper Government Activities with no suggested revisions.

Authority: Chancellor
History: Initiated July 2011; Revised February 2014
Related Policies: ECU Faculty Manual - Part VII, Section II
                   Regulation on Research Misconduct - REG10.45.01
                   Regulation on Responding to Complaints of Sexual Harassment, Sexual Misconduct and/or Discrimination on the Basis of Sex - REG06.40.01
1. State Employees

1.1 East Carolina University encourages State employees to report, verbally or in writing, to their supervisor, the Chancellor, or to the appropriate campus office with authority (as described below), evidence of activity by the University or any State employee that constitutes:

1.1.1 A violation of State or federal law, rule or regulation, or a University policy embodying the same;
1.1.2 Fraud;
1.1.3 Misappropriation of State resources;
1.1.4 Substantial and specific danger to the public health and safety; or
1.1.5 Gross mismanagement, a gross waste of monies, or gross abuse of authority, whether relating to state or federal resources (including, but not limited to, grants and contracts).
1.1.6 It is the policy of ECU that state employees shall be free of intimidation or harassment when reporting to public bodies about matters of public concern; including offering testimony to or testifying before appropriate legislative panels.

1.2 Protection from Retaliation

1.2.1 Neither the Chancellor nor any other State Employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against a State employee regarding the State employee’s compensation, terms, conditions, location, or privileges of employment because that person, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, activity as described in Section 1 of this Regulation or N.C. Gen. Stat. § 126-84(a)(1)-(5) unless the State employee knows or has reason to believe that the report is inaccurate.

1.2.1.2 No State employee may retaliate against another State employee because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, any activity as described in Article 1 of this Regulation or N.C. Gen. Stat. § 126-84(a)(1)-(5).

1.2.2 Neither the Chancellor nor any other State employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against a State employee regarding the employee’s compensation, terms, conditions, location, or privileges of employment because that employee has refused to carry out a directive which in fact constitutes a violation of State or federal law, rule or regulation or poses a substantial and specific danger to the public health and safety.

1.2.2.1 No State employee shall retaliate against another State employee because the employee has refused to carry out a directive that may constitute a violation of State or...
federal law, rule or regulation, or poses a substantial and specific danger to the public health and safety.

1.2.3 The protections of this Regulation and Article 14 of Chapter 126 the North Carolina General Statutes shall include State employees who report any activity described in Section 1.1 of this Regulation or N.C. Gen. Stat. § 126-84 to the State Auditor as authorized by N.C. Gen. Stta. § 147-64.6B or Program Evaluation Division as authorized by N.C. Gen. Stat. § 120-36(10).

1.3 Notice. ECU shall post notice or otherwise inform its employees of the protections and obligations of this Regulation and Article 14 of Chapter 126 of the North Carolina General Statutes in accordance with applicable law.

2. Additional actions or protections

2.1 External sponsors of specific ECU programs may have additional protections for whistleblowers or may mandate additional reporting requirements for activities that they fund.

2.2 ECU will comply with sponsor requirements for whistleblower protections and notifications.

3. Reporting Suspected Improper Activities

3.1 Individuals who have reason to suspect improper activities should, as soon as possible, report their suspicions, verbally or in writing, to their immediate supervisor or if the supervisor is involved in the suspected improper activities, to the supervisor’s manager.

3.2 Students who have reason to suspect improper activities should, as soon as possible, report their suspicions, verbally or in writing, to the Dean of Students or Dean of the Graduate School.

3.3 Individuals reporting suspected improper activities are encouraged to provide as much specific information as possible including names, dates, locations, events that took place, and the perception of why the incident(s) may constitute improper activities. Anonymous written and telephonic communications will be accepted.

4. Investigation Procedures

4.1 ECU sectors including Internal Audit, Human Resources, and Equity and Diversity, may have specific procedures when coordinating and conducting investigations of certain types of suspected improper activities. Members of the University community should immediately report suspected improper activities to the appropriate sector and should not conduct an investigation or review themselves.
Formal Faculty Advice on Proposed Employment of Related Persons (Anti-Nepotism) Policy

(Additions are noted in bold print and deletions in strikethrough)

Authority: Board of Trustees
History: New
Related Policies: Office of State Human Resources Selection Policy; UNC General Administration Employment of Related Persons Policy; UNC General Administration Guidelines on Implementing Anti-Nepotism Policy
Additional References:
Contact for Info: Associate Vice Chancellor, Department of Human Resources (telephone: 252-328-9847)

1. Introduction

This policy serves to uphold the university’s high standards of professional and ethical conduct, specifically with respect to employee interpersonal relationships. The intent of this policy is to provide assurance that all employees are able to work in an environment where they can be objectively supervised and evaluated.

This policy defines the types of employee interpersonal relationships that by their very existence create an inherent conflict of interest that affects an employee’s ability to be objectively supervised or evaluated. This policy also proscribes specified conduct with respect to employee interpersonal relationships and provides for disciplinary action for violations of this policy.

2. Definitions

2.1 Amorous Relationship

An Amorous Relationship exists when two individuals voluntarily engage in a romantic relationship, for examples examples include: dating, engaged to be married, and/or sexually intimate.

2.2 Familial Relationship

A relationship between two related persons. For purposes of this policy, “related persons” includes:

- Husband/Wife
- Domestic Partner
- Parent/Child
- Brother/Sister
- Grandparent/Grandchild
- Aunt/Uncle and Niece/Nephew
- First Cousins
- Guardian/Ward
- Anyone living in the same household or whose relationship is so closely identified with another as to suggest a conflict, or
- Ex-, Step-, Half-, and In-Law relationships as appropriate based on the above list.

The prohibitions in this policy applicable to familial relationships or amorous relationships shall continue after the termination of the relationship (e.g., divorce) until such time as there is no effect
upon impartiality.

2.3 Employment Decision

A decision that includes, but is not limited to, one relating to the search, selection, or appointment of an individual to employment; establishing the terms and conditions of employment; determining compensation; evaluating work performance; voting for or otherwise considering reappointment, promotion, or tenure; issuing disciplinary action; or any other action that assesses, determines, or influences work performance, career progress, or other employment status.

3. Prohibited Conduct

3.1 Employment Decisions

A University employee shall not have or share authority for employment decisions for an employee with whom the individual has or has had an amorous or familial relationship.

4. Duty to Disclose

All actual or potential conflicts of interest created by an amorous or familial relationship as defined in this policy shall be disclosed to the Department of Human Resources in order to avoid a potential violation of this policy.

4.1 New Employee

Upon hire, all new employees have a duty to disclose any actual or potential conflicts of interest created by an amorous or familial relationship as defined in this policy by contacting the Department of Human Resources.

4.2 Change in Status

A change in an employee’s status (i.e. employment, or personal relationship) that would establish an actual or potential violation of this policy (where one did not exist previously) creates a duty to disclose the actual or potential conflict of interest by contacting the Department of Human Resources. For example, an employment action (i.e., new hire, promotion, position reclassification, reassignment of job responsibilities) or a decision of two employees to begin dating may result in a potential violation of policy as described in section 3.1.

4.3 Failure to disclose an actual or potential conflict of interest or failure to disclose in a timely manner shall constitute a violation of this policy.

5. Conflict Management Plan
Upon appropriate disclosure pursuant to section 4 and where determined to be appropriate, Human Resources will oversee the development, approval and monitoring of a conflict management plan to avoid a violation of this policy. Failure to adhere to an approved conflict management plan shall constitute a violation of this policy.

6. Disciplinary Action

Employees who violate this policy will be subject to disciplinary action up to and including dismissal. Such disciplinary action shall be conducted in accordance with existing University policies and procedures.

7. This policy is not intended to impede hiring of faculty spouses/partners as outlined in the Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure.

87. Reporting

The Chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

Resolution #14-84
Approved by the Faculty Senate: November 4, 2014
Approved by the Chancellor: not applicable


Resolution #14-85
Approved by the Faculty Senate: December 2, 2014
Received by the Chancellor: January 22, 2015

Formal faculty advice on curriculum and academic matters acted on and recorded in the November 17, 2014 Graduate Council meeting minutes, including actions recorded in the Graduate Curriculum Committee (GCC) meeting minutes of April 16, 2014 including conceptual framework for manual and SharePoint; 2013-2014 GCC Annual Report: August 27, 2014 including graduate proposal form and new graduate certificate application; October 1, 2014 (GC# 14-43) including Renumber and Revision of Existing Course: MATH 5000 (to 6005), Revision of Existing Degree: MA in Mathematics, and Revision of Existing Certificate: Statistics Certificate within the Department of Mathematics and Proposal of New Course: COHE 6550, COHE 6640, Title Revision of Existing Course: HIMA 6060, Prerequisite Revision of Existing Courses: COHE 6410, 6420, 6430, 6440, 6450, 6470, 6480, 6490, 6510, 6600, 6630 and Deletion of Existing Course: HIMA 5060, Revision of Existing Degree Requirements: MS in Health Informatics and Information Management, Revision of Existing Certificates: Health Care Administration Certificate, Health Informatics Certificate, Registered Health Information Administrator Certificate within the Department of Health Services and Information Management in the School of Allied Health Sciences, programmatic items that were forwarded to EPPC including Removal of the thesis and non-thesis options and creation of a health information option within the MS in Health Informatics and Information Management, Department of Health.
Services and Information Management in the School of Allied Health Sciences; and October 15, 2014 (GC# 14-44) including a revision of Graduate Student Progression Procedure for Existing Degree: MSN in Nursing and Prerequisite Revision of Existing Courses: NURS 8114, 8115, 8118, 8121, 8122, Title Revision of Existing Concentration within the DNP: Adult Gerontology Primary Care Nurse Practitioner (AGPCNP) to Adult-Gerontology Primary Care Nurse Practitioner (A-GPCNP), Revision of Post-BSN to DNP Requirements: NURS 8277 added to the Scholarly Practicum Courses and title Revision of Post-BSN to DNP Core: AGPCNP Clinical Core to A-GPCNP Clinical Core in the School of Nursing.

Resolution #14-86
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015  (with revisions highlighted below)

Revisions to the University Undergraduate Catalog to include adoption of key provisions of the new Student Success Policies for Fall 2015.

Earlier this Fall, the Admission and Retention Policies Committee reviewed a report from the Working Group on Fostering Undergraduate Student Success regarding proposed changes to ECU retention policies to adhere to UNC Policy Manual 400.1.5[G], adopted 08/01/2014 as Guidelines Related to Fostering Undergraduate Student Success for rules on withdrawals and the implementation of an early warning system and the new student retention policy changes outlined in the Student Success Policies (for Fall 2015) including:

1. A student whose cumulative GPA falls below 2.0 is placed on warning. If, during the semester that the student is on warning, the cumulative GPA falls below 2.0, then the student is placed on probation. If, during the semester on probation, the cumulative GPA falls below 2.0, then the student is suspended from the university for one semester. Students will be allowed to take summer courses during warning and probation and suspension periods.
2. A student on probation who has below a 2.0 cumulative GPA will continue on probation if he/she earns at least a 2.5 term GPA.
3. A student whose cumulative ratio of completed to attempted hours falls below 80% will receive a warning and an academic progress alert.
4. Students who are enrolled in 12+ attempted credit hours during their first semester (fall or spring) will be academically suspended if they receive a GPA of 0 (including “I” incomplete grades) for that semester.

The Committee requests the adoption of the above key provisions for insertion into the University Undergraduate Catalog as follows:

(Additions are noted in bold print, deletions in strikethrough)

“Academic Eligibility Standards
Retention requirements are based on GPA hours attempted at ECU and/or transfer hours from another institution. The minimum academic requirements to avoid probation and/or suspension are as follows:

<table>
<thead>
<tr>
<th>GPA Hours at ECU (identified in Banner Self Service Transcript) plus transferred credit hours</th>
<th>Minimum cumulative GPA required on all courses taken at ECU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29 semester hours</td>
<td>1.8 GPA</td>
</tr>
<tr>
<td>30-59 semester hours</td>
<td>1.9 GPA</td>
</tr>
</tbody>
</table>
A student who possesses a baccalaureate degree and who is working toward a second baccalaureate degree must maintain a minimum cumulative GPA of 2.0 on all work attempted on the second baccalaureate degree. Many academic programs require a GPA greater than 2.0 for admission. (See specific major requirements.) Please note that Academic Eligibility and Satisfactory Academic Progress for Financial Aid are not the same. Please contact Student Financial Aid for more information about Satisfactory Academic Progress for continuation of receipt of student financial aid at ECU (www.ecu.edu/financial/).

Grade point calculations are made and the report is posted to the web. Grades are mailed to the student at the end of each semester and each summer term upon written request (for each semester/term) from the student. Academic difficulty is reported on a student’s transcript in Banner Self Service. Notification of academic difficulty standing is provided to the student via e-mail to his/her ECU e-mail account, and also posted on his/her Degree Works report.

The report indicates the following academic standing codes as appropriate:

<table>
<thead>
<tr>
<th>GPA Hours at ECU (identified in Banner Self Service Transcript) plus transferred credit hours</th>
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<tr>
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</tr>
<tr>
<td>30-59 semester hours</td>
<td>1.9 GPA</td>
</tr>
<tr>
<td>60-74 semester hours</td>
<td>2.0 GPA</td>
</tr>
<tr>
<td>75 or more semester hours</td>
<td>2.0 GPA</td>
</tr>
</tbody>
</table>

If the academic standard is not attained by the end of the next semester of enrollment, the student will be suspended. If either of the following conditions has been met during the semester of probation, the student is granted an “automatic appeal” and will be allowed to continue his/her enrollment.

1. The student earns a 2.5 or higher GPA on 12 or more attempted hours, or
2. The student’s cumulative GPA results in a deficit of five or fewer quality points from the total quality points required by the academic standard.

Please note: The automatic appeal allows a student to return to ECU but does not remove the suspension from the student’s record. If the student fails to attain the required academic standard then he/she will advance to the next level of suspension. The student will receive one of the following codes as appropriate:

3A — Probation after first suspension
3B — Probation after second suspension
3C — Probation after third suspension
3D — Probation Nontraditional student

Academic Suspension:
Academic Suspension (4A): This code indicates the first time that the student’s scholastic performance has not met the requirements necessary to continue enrollment. The student is suspended for one semester followed by readmission on probation.
Academic Suspension (4B): This code indicates the status of a student who has become academically ineligible for a second time. A student becoming ineligible a second time will be suspended for one academic year (two consecutive semesters).
Academic Suspension (4C): This code indicates the status of a student who has become academically ineligible for a third time. If a third suspension occurs, the student will be readmitted only by successful appeal to the Student Academic Appellate Committee.

Nontraditional Student Suspension (4D): This code indicates the status of a student who has become academically ineligible. For readmission options available to students in this status, see Readmission Under Forgiveness Policy under Readmission, below.

Students on probation or suspended from the university have the following options:

- Students may attend summer session(s) at ECU. At the end of the summer session(s), the student must have either a cumulative ECU GPA for their retention period; be within five quality points of the GPA needed for their retention period; or earn a GPA of 2.5 on 12 or more semester hours by attending both summer terms. The retention period is defined as follows:

<table>
<thead>
<tr>
<th>GPA Hours at ECU (identified in Banner Self-Service Transcript) plus transferred credit hours</th>
<th>Minimum cumulative GPA required on all courses taken at ECU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29 semester hours</td>
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</tr>
<tr>
<td>60-74 semester hours</td>
<td>2.0 GPA</td>
</tr>
<tr>
<td>75 or more semester hours</td>
<td>2.0 GPA</td>
</tr>
</tbody>
</table>

Students at East Carolina University are expected to be in Good Academic Standing. For students to be considered in Good Academic Standing, a cumulative GPA of 2.0 is required. If a student fails to meet Good Academic Standing, he/she will be placed on academic warning, probation, or suspension as detailed below.

Note: The Exception to the minimum GPA policy applies to undergraduate degree-seeking student enrolled in 12+ attempted hours during his/her first semester (fall or spring) will be academically suspended if he/she receives a GPA of 0.0 (including “I” incomplete grades) for that semester.

**Academic Standing (see Table 1)**

1) A student whose cumulative GPA falls below a 2.0 is placed on “warning.”
2) If, at the end of the semester that the student is on “warning,” the cumulative GPA remains below a 2.0, the student is placed on “probation.”
3) If, at the end of the semester that the student is on “probation,” the cumulative GPA remains below 2.0, the student is “suspended” from the university unless the student’s GPA for that semester is at least a 2.5, in which case the student remains on probation instead.
4) A student whose cumulative ratio of completed to attempted hours falls below 80% will receive a warning and an academic progress alert.

Note: The exception to the minimum GPA policy applies to undergraduate degree-seeking student enrolled in 12+ attempted hours during his/her first semester (fall or spring) will be academically suspended if he/she receives a GPA of 0.0 (including “I” incomplete grades) for that semester.

**Table 1. Academic Standing**

<table>
<thead>
<tr>
<th>Policy</th>
<th>Good Standing as Measured by</th>
<th>Consequences if Standard not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>End of Semester 1</td>
<td>End of Semester 2</td>
</tr>
</tbody>
</table>

<p>| | | | |
| | | | |</p>
<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>GPA = 2.0+</th>
<th>Cumulative GPA &lt;2.0 Warning</th>
<th>Cumulative GPA&lt;2.0 Probation</th>
<th>Cumulative GPA &lt;2.0 Suspension (1 semester)</th>
</tr>
</thead>
</table>

**Academic Warning:**
This code indicates that the student is not performing at an acceptable level for progression toward graduation. (Warning is assigned to students whose cumulative grade point average is less than 2.0 [required for graduation] but meets the minimum GPA required for his or her retention period.)

**Academic Probation**
This code indicates that the student has not met the required academic standards.

**Suspension**
A student suspended from the university must serve a semester-long dismissal. Students may attend summer terms at East Carolina University during this time. Please note: If a student is suspended after a spring term, he/she may continue to enroll in summer terms without completing a readmission application. Students who were A student suspended at the end of the fall term or suspended after the summer term, must complete a readmission application and be readmitted to attend a summer term.

Students attending one or more of the summer terms will be held to the same academic standards as during a fall and spring term. Academic standing for summer is calculated at the conclusion all summer terms. (For this purpose, Summer I, Summer II, and the 11-week summer term will be considered one term). For example, if a student is on academic probation prior to attending one or more summer terms, and he/she does not earn at least a cumulative GPA of 2.0 (or GPA of 2.5 over all summer terms), the student will be suspended for the fall term.

During the time of suspension, students may complete course(s) elsewhere, but must earn a 2.5 GPA on those course(s) in order to be readmitted to East Carolina University. Please refer to the readmission policies for the university. Students should work with their advisor in identifying transferrable courses.

Students readmitted to East Carolina University after suspension are placed on “Probation after Suspension” and expected to achieve a minimum cumulative GPA of 2.0. If during the semester a student is on probation and he/she does not achieve a the cumulative 2.0 GPA, the student will be suspended unless he/she earns at least a 2.5 term GPA in that semester, in which case the student he/she remains on probation instead.

Students may attend a regionally accredited institution and transfer credits back to ECU. Students must have a 2.5 GPA on all transferable credit to be eligible to apply for re-admission to ECU. Credit will be awarded for all transferable courses for which a grade of C (2.0) or better was earned. Please note that transfer credits may affect the student’s retention GPA requirements. Although credit may be allowed for courses the equivalent of which the student was previously enrolled in at ECU, duplicate credit will not be granted under any circumstances. For additional regulations applying to transfer credit, see Section 2, Admission and Readmission.

**Appeals of Suspension**
A student who wishes to appeal his or her suspension must appeal in writing to the Student Academic Appellate Committee. Continuing students who have served a portion of their suspension and who wish exemption from the remainder may also submit an appeal to resume attendance. The completed
appeal packet must be received in the Office of the Registrar by 5:00 p.m. on the day of the deadline published on the Registrar’s website University calendar.

The Student Academic Appellate Committee normally will not approve an appeal unless it is based on personal, medical or psychological problems of an extreme nature that were unforeseeable and uncontrolable and the student provides evidence that the situation has been remedied. The written appeal must contain the following information....”

Resolution #14-87
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015

Curriculum and academic matters acted on and recorded in the November 14, 2014 Educational Policies and Planning Committee meeting minutes, including a request to relocate the Department of Nutrition Science from the College of Human Ecology to the College of Allied Health Sciences and the Department of Microbiology and Immunology’s response to their Program Review.

Resolution #14-88
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015

Revisions to the ECU Faculty Manual, Part II. ECU Organization and Shared Governance, Section II, subsection IV of the By-laws of the Faculty Constitution of ECU, as follows:

(Additions are noted in bold print and deletions in strikethrough)

By-laws of the Faculty Constitution of East Carolina University

http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part2section2.pdf

Subsection IV. Faculty Senate, Academic and Administrative Committees, Membership, and Structure Membership

Membership of Faculty Senate Committees and Academic Committees shall consist of faculty members in at least their second consecutive year of full-time employment at East Carolina University, holding academic rank (instructor, assistant professor, associate professor and professor). A majority of the members of all committees must be tenured or tenure-track faculty members, and in no case shall more than two elected members of each committee be fixed term faculty members. The Chancellor and the Chair of the Faculty are ex-officio members of all committees.

Members of committees serve in accordance with their ability, training, and experience rather than as representatives of their electoral unit.

The process for election of academic and selective administrative committees will be as follows:

1. The Academic and Administrative Committee preference forms will be distributed to all faculty, by the Committee on Committees with assistance of the office personnel in January. The completed forms are due in the Faculty Senate office in February.
2. The Committee on Committees will review all preference forms and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the floor of the Faculty Senate. Election of Academic and Administrative Committee members will take place at the Faculty Senate Organizational Meeting in April. Election will be by majority present and voting.

Members are elected to staggered three-year terms, which may extend to the beginning of the fall semester. Faculty members are not eligible to serve as an elected regular member on more than one standing university academic committee at a time. Service on a single academic or administrative committee is limited to election to two consecutive 3-year terms with ineligibility for election to the same committee for at least one year. Student members are nominated by the Student Government Association for appointment by the Chancellor.

Faculty Senate and Academic Committees meet on a standard schedule, set and revised by the Committee on Committees. When a Faculty Senate academic committee deals with matters which directly concern any administrator these matters should be discussed with the administrator during the development of a proposed policy. Further, the administrator should have adequate input before the finished resolution is presented to the Senate. This not only would involve ex-officio committee members but also would involve working with any administrator involved in a particular policy under consideration.

All University Academic Committees are Standing Committees of the Faculty Senate. Information relating to each committee is available in the Faculty Senate office and electronically on the Faculty Senate web site.

Officers: Officers of each committee are elected from the membership of the committee, excluding ex-officio, by the members of the committee, for a term of one year. Previous service as a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson, and a secretary. Upon organization of the new committees, at the Committees' Organizational meetings beginning in the Fall, the former chairperson if available will turn over committee records to the new chairperson. The Chair of the Faculty may declare an elected member's seat vacant upon the occurrence of three consecutive absences of that member. The Chair of the Faculty will appoint faculty members to fill vacancies of any University Academic Committee that may occur during the academic year. Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

The charge of each Faculty Senate and academic committee is on file in the Faculty Senate office and available electronically on the Faculty Senate web site. Many administrative committee charges are available on the East Carolina University web site.

Each committee shall operate according to the latest version of *Robert's Rules of Order, Newly Revised*. Minutes of each committee are on file in the Faculty Senate office and available electronically on the Faculty Senate web site and shall be sent to members of the committee and Chair of the Faculty.

A file on each committee's activities, minutes, and other records shall be maintained in the Faculty Senate office. All committees and subcommittees, unless prohibited explicitly by the committee's charge, University policies, or state statutes, shall hold their regular and special meetings in open session in accordance with the North Carolina Open Meetings Law, and the chairperson of committees shall inform the Senate office of the time and place of such meetings so they may be placed on the Senate calendar and publicized in order that interested faculty may attend.
The committees’ annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees’ annual reports will be kept on file in the University Archives, Faculty Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office.

The Chair of the Faculty shall each year compile the Annual Report of the Faculty Senate. This report, among other things, shall contain a summary of Senate and Senate committees' activities for the immediate past year.

The Annual Report of the Faculty Senate will be distributed to the Chancellor, academic Vice Chancellors and made available on the Faculty Senate web site. Copies of the report will also be kept on file in the University Archives and the Faculty Senate office. In addition, copies of the Annual Report of the Faculty Senate will be distributed to the members of the Faculty Senate not later than the first regular Faculty Senate meeting of the next academic year.

Currently there are two Faculty Senate committees (Agenda Committee and Committee on Committees), five appellate committees (Due Process Committee, Faculty Grievance Committee, Grievance Board, Hearing Committee, and Reconsideration Committee), and 20 academic committees as follows:

- Academic Awards Committee
- Admission and Retention Policies Committee
- Calendar Committee
- Distance Education and Learning Technology Committee
- Educational Policies and Planning Committee
- Faculty Governance Committee
- Faculty Welfare Committee
- Foundations Curriculum and Instructional Effectiveness Committee
- Libraries Committee
- Research/Creative Activity Grants Committee
- Service Learning Committee
- Student Academic Appellate Committee
- Student Scholarships, Fellowships, and Financial Aid Committee
- Teaching Grants Committee
- Unit Code Screening Committee
- University Athletics Committee
- University Budget Committee
- University Curriculum Committee
- University Environment Committee
- Writing Across the Curriculum Committee

As the need arises, additional committees are created, by the Committee on Committees to assist in the academic policy-making process.
Resolution #14-89
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015

Curriculum and academic matters acted on and recorded in the October 23, 2014 University Curriculum Committee meeting minutes.

Resolution #14-90
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015

Revised School of Medicine and College of Health and Human Performance unit code of operations.

Resolution #14-91
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015

Curriculum and academic matters acted on and recorded in the November 17, 2014 Foundations Curriculum and Instructional Effectiveness meeting minutes, including approval for domestic diversity designation for MRCH 2239 Fashion and Culture and ETHN 3501 - Selected Topics in Ethnic Studies: Humanities; global diversity designation for MRCH 4300 Global Economics and ETHN 3500 Selected Topics in Ethnic Studies: Global Perspectives; and foundations humanities credit for ETHN 3500 Selected Topics in Ethnic Studies: Global Perspectives.

Resolution #14-92
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015

Curriculum and academic matters acted on and recorded in the November 10, 2014 Writing Across the Curriculum Committee meeting minutes, including approval of writing intensive (WI) designation for COMM 2500, ENGL 4091 and ENGL 4951 and removal of WI designation for NEUR 4950 & NEUR 4951.

Resolution #14-93
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015

Curriculum and academic matters acted on and recorded in the November 11, 2014 Service Learning Committee meeting minutes, including approval of service learning (SL) designation for ENGL 1100 for specific sections only, EDTC 4001 for specific sections only and THEA 3021 for all sections.
Resolution #14-94
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: not applicable

2015/2016 Faculty Senate and Agenda Committee Meeting Dates

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<thead>
<tr>
<th>Agenda Committee</th>
<th>Faculty Senate</th>
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<td>(2016/2017 organizational mtg.)</td>
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Resolution #15-01
Approved by the Faculty Senate: January 27, 2015
Received by the Chancellor: March 4, 2015

Resolution on Open Chancellor Searches

Whereas, the Chancellor of East Carolina University is the leader of the faculty, staff and administration of the University; and

Whereas, the Board of Trustees and Chancellor must work closely to fulfill the unique mission of East Carolina University; and

Whereas, our Chancellor is the public face of the university and sets the tone for the University’s engagement with the community;

Therefore, Be It Resolved That, the East Carolina University Faculty strongly endorse the January 9th, 2015 Faculty Assembly Resolution on Chancellor Searches (below) that states the finalists should meet with all campus and community constituent groups in open forums so they may provide written feedback to the search committee; and

Be It Further Resolved That, consistent with prior Chancellor searches at East Carolina University, the faculty be well represented on the search committee, ideally by election of one or more representatives to the committee.

Resolution on Chancellor Searches
(Approved by the UNC Faculty Assembly on January 9, 2015)

Whereas, selection of a new Chancellor is one of the most important decisions for a university and the community in which it operates; and
Whereas, faculty, staff, students, alumni and other local community members are the long term shareholders in the process of Chancellor selections; and

Whereas, an understanding and appreciation for the culture and values of the university and its community is essential for success of a Chancellor; and

Whereas, there is no better way for Chancellor candidates to get a sense of the culture of the institution than participating in open meetings with the university community; and

Whereas, the university and the candidates can model the transparency desired and required of public institutions in hiring decisions; and

Whereas, new Chancellors will have the best opportunity for a smooth transition into their positions with the support of the campus community as determined by feedback from open meetings;

Resolved, that campuses conduct searches for Chancellors whereby the process is confidential through the initial stages followed by campus visits by the finalists to meet with all campus and community constituent groups in open forums and where those in attendance are encouraged to submit written feedback to the Search Committee.

Resolution #15-02
Approved by the Faculty Senate: January 27, 2015
Received by the Chancellor: March 4, 2015

Resolution Endorsing The Faculty Assembly Resolution Regarding The Transition in Leadership and Direction of The UNC System

Whereas, President Tom Ross has and continues to serve the University of North Carolina in an exemplary manner; and

Whereas, the Board of Governors’ recent decision to transition to new leadership has occurred with a lack of transparency about the reasons behind that decision; and

Whereas, East Carolina University plays a unique role in the UNC System, and believes in open and inclusive decision making that respects the needs and missions of the constituent institutions;

Therefore Be It Resolved That, the East Carolina University Faculty strongly endorse the January 24
th, 2015 Faculty Assembly Resolution Regarding the Transition in Leadership and Direction of the UNC System (below).

Resolution Regarding The Transition in Leadership And Direction of The UNC System
(Approved by the UNC Faculty Assembly on January 24, 2015)

Whereas, Chairman John Fennebresque of the UNC System Board of Governors (BOG) in his press conference on 16th of January, 2015 suggested the need for a “transition in leadership” of the UNC system to move the University in new directions; and

Whereas, the stated need for transition required the precipitous decision to replace Tom Ross as President of the University of North Carolina System; and
Whereas, the UNC Faculty Assembly has observed President Tom Ross to exhibit exemplary, visionary and inclusive leadership of the UNC System; and,

Whereas, President Tom Ross continues to lead the UNC System in the best interests of the University and all the people of the State of North Carolina, in a manner that:

- Ensures access to the University system to all qualified students; and
- Provides higher education to North Carolina’s citizens, regardless of race, ethnicity, or socioeconomic status, in a manner that is "as free as practicable," by developing and protecting financial aid and tuition structures; and
- Attracts and retains the best faculty and staff for all UNC campuses; and
- Builds a strong leadership team at the UNC General Administration that works effectively with the BOG to develop and support the capacity of individual campuses to fulfill their missions in the context of the system; and
- Effectively manages the system’s complex budget during a period of drastically decreasing budgets; and
- Strengthens campus leadership by selecting Chancellors committed to academic excellence and the respective missions of the system’s diverse campuses; and
- Promotes a comprehensive liberal arts based education that prepares students for careers and lifelong learning; and

Whereas, the UNC Faculty Assembly is deeply concerned that the precipitous decision to replace an acknowledged highly effective system leader will diminish the opportunities to attract and retain strong, effective and visionary leaders at all levels of the University system.

Therefore Be It Resolved That, the Faculty Assembly of the University of North Carolina expresses its most sincere thanks and highest respect for the exemplary work and leadership of President Tom Ross; and,

Be It Further Resolved That, the UNC Faculty Assembly strongly endorses the manner in which President Tom Ross continues to lead the University of North Carolina System; and

Be It Further Resolved That, the UNC Faculty Assembly calls upon the Board of Governors to articulate the rationale for their stated need for a “transition in leadership,” a transition that implies a change in direction that has neither been discussed nor vetted with campus leadership, faculty, or the people of North Carolina.

Resolution #15-03
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015

Curriculum and academic matters acted on and recorded in the December 8, 2014 Graduate Council meeting minutes including Exception to academic eligibility (min. GPS) for students readmitted after an absence (GC#14-47); Revision of the Graduate Transfer Credit Policy (GC#14-48); November 5, 2014 Graduate Curriculum Committee meeting minutes including curriculum actions (GC#14-45) College of Education - Department of Literacy Studies, English Education, and History Education; College of Nursing; College of Engineering and Technology - Department of Computer Science; College of Allied Health Sciences - Department of Communication Sciences and Disorders; and College of Engineering and Technology - Department of Construction Management; Programmatic actions (GC#14-46), which were forwarded to Educational Policies and Planning Committee included proposal for a new graduate certificate in Residential Construction Management in the Department of
Resolution #15-04
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015

Revisions to the University Curriculum Committee Charge as follows:

(Deletions are noted in strikethrough and additions 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, certificates, and minors.
   D. The committee reviews and acts on proposals for new courses and course revisions.
E. The committee reviews and acts on proposals for new degree programs, certificates, and minors and on revisions to established degree programs, certificates, and minors.

F. The committee reviews and acts on revisions to the standards and requirements for admission to and retention in degree programs, certificates, and minors.

G. The committee considers other items that affect the curriculum of undergraduate programs.

H. The committee acts on recommendations from the Council of for Teacher Education regarding proposed changes in teacher education requirements.

I. 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.

J. The chair or appointed representative serves as an ex-officio member on the Academic Program Development Collaborative Team, and as appropriate, any university-wide administrative committee that involves undergraduate curriculum.

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 #15-05
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015

Curriculum and academic matters acted on and recorded in the November 13, 2014 and December 11, 2014 University Curriculum Committee meeting minutes.

Resolution #15-06
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015

Curriculum and academic matters acted on and recorded in the December 8, 2014 Writing Across the Curriculum Committee meeting minutes, including removal of writing intensive (WI) designation from BIOL 3504, BIOL 4505, BIOL 4550, and RCLS 4004.
Resolution #15-07
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015

Curriculum and academic matters acted on and recorded in the January 12, 2015 Writing Across the Curriculum Committee meeting minutes, including notification of change in prefixes of WI courses: ENGL 2760 and ENGL 3770 (re-prefixed as LING 2760 and LING 3770); notification of change in credit hours of WI course CMGT 4300 from 4 to 3 SCH; and approval of writing intensive (WI) designation for CMGT 4320 and COMM 2010.

Resolution #15-08
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015 (with stipulation)

Revised School of Hospitality Leadership Unit Code of Operation.

Resolution #15-09
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015

Curriculum and academic matters acted on and recorded in the December 12, 2014 Educational Policies and Planning Committee meeting minutes including request from the Department of Foreign Languages to consolidate all of its major programs (B.A. in French, B.S. in French, B.A. in German, B.S. in German, B.A. in Hispanic Studies, B.S. in Hispanic Studies Education) into one single B.A. program called Foreign Languages and Literatures, and to establish six concentrations in French, French Education, German, German Education, Hispanic Studies and Hispanic Studies Education within the Department of Foreign Languages and Literatures; Request from the Department of Recreation and Leisure Studies to eliminate concentrations in Outdoor Recreation, Community and Nonprofit Recreation, Recreational Sport Leadership and Commercial Recreation and Tourism in the B.S. in Recreation and Parks Management within the College of Health and Human Performance.

Resolution #15-10
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015

Request from the Thomas Harriott College of Arts and Sciences to remove the college level restriction on declaring a major and update the University Undergraduate Catalog to reflect this removal.

Resolution #15-11
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015

Department of Child Development and Family Relations Program’s Unit Academic Program Review; Department of Sociology Unit Academic Program Review; and Department of Physics Unit Academic Program Review.
Resolution #15-12
Approved by the Faculty Senate: January 27, 2015
Received by the Chancellor: March 4, 2015

Formal Faculty Advice on Proposed Regulation on Conflicts of Interest, Commitment, and External Professional Activities for Pay Regulation

No changes are being recommended.

Related Policies:
Objectivity in Research Under Public Health Service Grants, Cooperative Agreements, or Contracts-REG10.45.02
ECU Patent Policy-POL10.40.01
ECU Copyright Regulation-REG10.40.02
ECU Use of University Facilities and Outdoor Facilities Regulation-REG07.30.05
UNC Policy Manual 300.2.2-Conflicts of Interest and Commitment
UNC Policy Manual 300.2.2[G]-Guidelines on Implementing the UNC Conflict of Interest and Commitment Policy
UNC Policy Manual 300.2.2.1[R]-Regulations on External Professional Activities for Pay by Faculty and Non-Faculty EPA Employees
UNC Policy Manual 300.2.2.2[R]-Regulations for Senior Academic and Administrative Officers on External Professional Activities for Pay and Honoraria
UNC Policy Manual 300.5.1-Political Activities of Employees
UNC Policy Manual 500.1-University Research Relationships with Private Enterprise and Publication of Research Findings
UNC Policy Manual 500.2-Patent and Copyright Policies
ECU COI/COC Standard Operating Procedures
BSOM Standard Operating Procedure - Conflicts of Interest Regarding Interactions with Industry

Additional References:
N.C. Gen. Stat. § 14-234 Public Officers or Employees Benefiting from Public Contracts; Exceptions
N.C. Gen. Stat. § 133-32 Gifts and Favors Regulated
N.C. Gen. Stat. § 126-22 The Privacy of State Employee Personnel Records
Public Health Service Conflict of Interest Regulation, Promoting Objectivity in Science 42 CFR 50 Subpart F
NIH Conflicts of Interest Resource Page
National Science Foundation Grant Policy Manual-Chapter V-Section 510
UNC GA Opinion Letter from David Lombard Harrison dated August 3, 2012

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APPENDIX
I. Inappropriate Use or Exploitation of University Resources

1. INTRODUCTION

As relationships between ECU employees and students and private industry, federal and state
governments, and nonprofit agencies have grown in number and scope, there has been a
corresponding increase in concern about conflicts of interest and commitment. While these
individuals are encouraged to engage in appropriate relationships with public and private agencies
outside of the University, there is a need for commonly understood principles and corresponding
procedures that will identify, address, and manage potential conflicts that would detract from or
interfere with an employee’s dedication of unbiased primary professional loyalty, time, and energy
to University teaching, research, and service.

All members of the University community are expected to avoid conflicts of interest and conflicts of
commitment that have the potential to directly and significantly affect the University’s interests or
compromise their objectivity in carrying out their University Employment Responsibilities, including
research, service, and teaching activities and administrative duties, or otherwise compromise
performance of University responsibilities, unless such conflicts are disclosed, reviewed, and
appropriately managed in accordance with the provisions of this Regulation.

2. POLICY AND SCOPE

2.1 This Regulation sets forth procedures for implementation of the UNC Board of Governors’
policy and guidelines concerning conflicts of interest and commitment and external
professional activities for pay affecting University employment. Every individual has an
obligation to become familiar with, and abide by, the provisions of this Regulation.

2.2 It is the policy of East Carolina University that activities undertaken by its faculty, staff, and
students in furtherance of the mission of the University shall be conducted in an ethical and
transparent manner, consistent with federal and state law and university policy.

All Covered Individuals (as defined at Section 3.6), including full-time and part-time EPA faculty
and professional employees, are covered by this Regulation. This Regulation covers faculty and
EPA non-faculty employees who are on leave if the leave is funded at least partially from
University sources. It covers faculty and EPA non-faculty employees insofar as their University
responsibilities are concerned, with additional specific requirements for individuals that apply for
or receive, Public Health Service (PHS) funding by means of a grant or cooperative agreement.
3. DEFINITIONS

3.1 “Conflict of Commitment” (COC) relates to an individual's distribution of time and effort between obligations to University employment and participation in other activities outside of University employment. The latter may include such generally encouraged extensions of professional expertise as professional consulting (i.e. External Professional Activities for Pay). Such activities promote professional development and enrich the individual's contributions to the institution, to the profession, and to society. However, a conflict of commitment occurs when the pursuit of such outside activities involves an inordinate investment of time or is conducted at a time that interferes with the employee's fulfillment of University Employment Responsibilities.

3.2 “Conflict of Interest” (COI) relates to situations in which financial or other personal considerations, circumstances, or relationships may compromise, may involve the potential for compromising, or may have the appearance of compromising a Covered Individuals’ objectivity in fulfilling their University duties or responsibilities, including research, service and teaching activities and administrative duties. The bias that such conflicts may impart can affect many University responsibilities, including decisions about personnel, the purchase of equipment and other supplies, the selection of instructional material for classroom use, the collection, analysis and interpretation of data, the sharing of research results, the choice of research protocols, the use of statistical methods, and the mentoring and judgment of student work. A Covered Individual may have a conflict of interest when he or she, or any member of that person’s Immediate Family, has a personal financial interest in an activity that may affect decision making with respect to his or her University Employment Responsibilities.

3.3 “Conflict of Interest Committee” (COIC) is a standing committee appointed by the Institutional Official to make recommendations to the Conflict of Interest Officer regarding this Regulation, associated Standard Operating Procedures, and the management of COI/COC, including the development of appropriate COI/COC management mechanisms. The Committee shall consist of at least five members, four of which shall be faculty members and/or staff. An attorney from the Office of University Counsel will serve as a non-voting ex officio member of the COIC and will be available to advise regarding applicable law and university policies.

3.4 “Conflict of Interest Officer” (COIO) means the individual within the ECU Office of Research Integrity and Compliance who is delegated responsibility from the Institutional Official to implement this Regulation and associated SOPs, including the day-to-day operations of COI/COC management.

3.5 “Covered Employee” is defined as any faculty or EPA non-faculty person employed by the University of North Carolina or a Constituent Institution or other agency or unit of the University of North Carolina.

3.6 “Covered Individual” includes Covered Employee, Postdoctoral Fellow, or any individual involved in the design, conduct, and/or reporting of sponsored research at ECU, regardless of employee classification (CSS, SPA) or student status.

3.7 “External Professional Activities for Pay” is defined as any activity that: 1) is not included within one's University Employment Responsibilities; 2) is performed for any entity, public or private, other than the University employer; 3) is undertaken for compensation; and 4) is based upon the professional knowledge, experience and abilities of the employee. External activities for pay of employees covered by the State Personnel Act are addressed separately.
from this Regulation in the State Personnel Act, Section 3 Employment and Records, Secondary Employment.

3.8 “Department” means an academic department, a professional school without formally established departments, or any other administrative unit designated by the Chancellor for the purposes of implementing this Regulation. “Department Head” refers to the person with supervisory responsibility for the Covered Individual, whether in an academic or non-academic department.

3.9 “Disclosure” refers to a formal statement made by a Covered Individual that a Conflict of Interest or Commitment does or may exist. At a minimum, disclosures are made annually and as specified in the COI/COC SOPs and shall include the Covered Individual’s Financial Interests. The process for making a Disclosure and the review thereof is described in the COC/COI SOPs.

3.10 “Financial Interest” is defined as:

3.10.1 Payment for services to the Covered Individual not otherwise defined as institutional salary (e.g. consulting fees, honoraria, paid authorship, royalties);

3.10.2 Equity or other ownership interest in publicly or non-publicly traded entities (e.g. stock, stock options, or other ownership interest); or

3.10.3 Intellectual property rights and interests upon receipt of income related to such rights and interests, held by the Covered Individual or members of his/her immediate family. Income from investment vehicles, such as mutual funds or retirement accounts, in which the Covered Individual or member of his/her immediate family do not directly control the investment decisions and intellectual property rights assigned to the Institution and agreements to share in royalties related to such rights are excluded from the definition of Financial Interest. Covered Individuals are required to disclose Financial Interests in a timely manner.

3.11 “Honoraria” means a gratuitous payment of money or anything of value made to a person for services rendered for which fees cannot legally or are not traditionally made. Such payment is distinguished from hire or compensation for service. An example of Honoraria includes, but is not limited to, a payment made to a Covered Individual by an agency of the federal government or a private entity to offset costs incurred by that Covered Individual (such as travel, lodging, and food) incident to the performance of a service for the party paying the Honoraria.

3.12 “Human Subjects Research” means any systematic investigation that (a) is designed to develop or contribute to generalizable knowledge and (b) obtains data through intervention or interaction with living human individuals and/or obtains identifiable private information about living human individuals, including by means of observation or recording of behavior. Intervention includes both physical procedures and manipulations of the human subject or human subject’s environment that are performed for study purposes. Interaction includes communication or interpersonal contact between an investigator and a human subject. Private information includes information that individuals can reasonably expect will not be made public. This definition also encompasses any experiment that involves a test article and one or more human subjects (i.e., a “clinical investigation” per FDA regulations).

3.13 “Immediate Family” of a Covered Individual includes his or her spouse and dependent children.
3.14 “Inappropriate use or exploitation of University Resources” means using any services, facilities, equipment, supplies or personnel which members of the general public may not freely use for other than the conduct of University or other Institutional Responsibilities. A person engaged in external professional activities for pay may not use University Resources in the course and conduct of externally compensated activities, except as allowed by this Regulation. Under no circumstances may any employee use the services of another employee during University employment time to advance the externally compensated employee’s professional activities for pay. (See Appendix I)

3.15 “Institutional Official” (IO) means the individual responsible for implementation of this Regulation and associated SOPs and is the institution’s Chief Research Officer. The IO delegates this authority to the COIO, but remains ultimately responsible.

3.16 “Project” means any research, creative activity, testing, evaluation, service, training, and/or instructional plan conducted under the auspices of the University.

3.17 “Public Health Service” (PHS) means the section of the U.S. Department of Health and Human Services, and any components of the PHS to which the authority of the PHS may be delegated. The components of the PHS include, but are not limited to: the National Institutes of Health; Centers for Disease Control and Prevention; Food and Drug Administration; and Health Resources and Services Administration. Funding overseen by the financial conflict of interest regulations is issued by the Department of Health and Human Services (DHHS) and administered by the National Institutes of Health (NIH).

3.18 “University Employment Responsibilities” include primary duties and secondary duties.

3.18.1 Primary Duties consist of assigned teaching, scholarship, research, institutional service requirements, administrative duties and other assigned employment duties.

3.18.2 Secondary Duties may include professional affiliations and activities traditionally undertaken by Covered Individuals outside of the immediate University employment context. Secondary Duties may or may not entail the receipt of honoraria, remuneration, or the reimbursement of expenses (UNC Policy Manual, 300.2.2.2 [R]) and include:

3.18.2.1 membership in and service to professional associations and learned societies;
3.18.2.2 membership on professional review or advisory panels;
3.18.2.3 presentation of lectures, papers, concerts or exhibits;
3.18.2.4 participation in seminars and conferences;
3.18.2.5 reviewing or editing scholarly publications and books without receipt of compensation; and
3.18.2.6 service to accreditation bodies.

Secondary Duties, which demonstrate active participation in a profession, are encouraged provided they do not conflict or interfere with the timely and effective performance of the individual’s Primary University Duties or University policies.

4. CONFLICT OF INTEREST
This Regulation informs faculty about situations that generate conflicts of interest related to employment responsibilities, provides mechanisms for individuals and the Institution to manage those conflicts of interest that arise, and describes situations that are prohibited.
Every individual has an obligation to become familiar with, and abide by, the provisions of this Regulation. At a minimum, all are required to receive COI/COC training and annually complete a Disclosure. If a situation raising questions of COI/COC arises, Covered Individuals should discuss the situation with the COIO and are encouraged to make a formal Disclosure to the University.

4.1 Categories of Potential Financial Conflicts of Interest.

Activities that may involve financial conflicts of interest can be categorized under four general headings: (1) those that are allowable if disclosed appropriately; (2) those that are allowable with administrative approval and are disclosed; (3) those that generally are not allowable and require an approved conflict of interest management plan; and (4) those that are not allowable under any circumstances. The following examples are merely illustrative and do not purport to include all possible situations within the four categories:

4.1.1 Activities allowable if disclosed appropriately.

The examples cited below involve activities external to University employment, and thus, may present the appearance of a financial conflict of interest but have little or no potential for affecting the objectivity of the Covered Individual's performance of University Employment Responsibilities; at most, such situations could prompt questions about Conflicts of Commitment.

If a Covered Individual meets his/her assigned workload, participation in allowable activities would permit:

4.1.1.1 A Covered Individual receiving royalties from the publication of books or for the licensure of patented inventions subject to ECU Patent and Copyright Policies.

4.1.1.2 A Covered Individual receiving compensation in the form of honoraria or expense reimbursement, in connection with service to professional associations, service on review panels, presentation of scholarly works, and participation in accreditation reviews.

4.1.2 Activities requiring disclosure for further administrative review and analysis.

The examples cited below suggest a possibility of conflicting interests that can impair objectivity, but disclosure and resulting analysis of relationships may render the activity permissible and may result in the establishment of an approved management plan.

4.1.2.1 A Covered Individual requiring students to purchase the textbook or related instructional materials of the employee or members of his or her immediate family, which produces compensation for the employee or family member.

4.1.2.2 A Covered Individual receiving compensation or gratuities from any individual or entity doing business with the University. Note that no university employee may seek or receive any gift, reward, or promise of reward for recommending,
influencing, or attempting to influence the award of a contract by his or her employer (See G.S. 14-234 and G.S 138A).

4.1.2.3 A Covered Individual serving on the board of directors or scientific advisory board of an enterprise that provides financial support for University research and the employee or a member of his or her immediate family may receive such financial support.

4.1.2.4 A Covered Individual or a member of his or her immediate family having an equity or ownership interest in a publicly or non-publicly-traded entity or enterprise.

4.1.2.5 Covered Individual accepting support for University research under conditions that require research results to be held confidential, unpublished, or inordinately delayed in publication. Research conducted by faculty or students under any form of sponsorship must maintain the University’s open teaching and research philosophy and must adhere to a policy that prohibits secrecy in research. Such conditions on publication must be in compliance with UNC Policy Manual, 500.1 and 500.2, and with campus Intellectual Property policies.

4.1.3 Activities or relationships generally not allowable or permitted unless an approved Conflict of Interest management plan is in place.

The examples cited below involve situations that are not generally permissible because they involve potential financial conflicts of interest or they present obvious opportunities or inducements to favor personal interests over institutional interests. An approved Conflict of Interest management plan is required.

4.1.3.1 A Covered Individual participating in University research involving a technology owned by or contractually obligated (by license, option to license, or otherwise) to an enterprise or entity in which the individual or a member of his or her immediate family has a consulting or EPAP relationship, has an equity or ownership interest, or holds an executive position.

4.1.3.2 A Covered Individual participating in University research that is funded by a grant or contract from an enterprise or entity in which the individual or a member of his or her immediate family has an equity or ownership interest.

4.1.3.3 A Covered Individual assigning students, postdoctoral fellows, or other trainees to University sponsored research projects sponsored by an enterprise or entity in which the individual or a member of his or her immediate family has equity or ownership interests.

4.1.4 Activities NOT allowable under any circumstances.

4.1.4.1 A Covered Individual making referrals of University business to an external enterprise in which the individual or a member of his or her immediate family has a financial interest.
4.1.4.2 A Covered Individual associating his or her own name with the University in such a way as to profit financially by trading on the reputation or goodwill of the University.

4.1.4.3 A Covered Individual making unauthorized use of privileged information acquired in connection with one’s University responsibilities.

4.1.4.4 A Covered Individual signing agreements that assign Institution patent and other intellectual property rights to third parties without prior Institutional approval.

4.1.4.5 Any activity otherwise prohibited by law or university policy.

4.2 Honoraria

4.2.1 Honoraria Received Performing Secondary Duties.

Except as otherwise noted in this section, Covered Employees who receive an Honoraria while performing Secondary Duties, and not secondary employment, may receive and retain the Honoraria; provided, however, that all Honoraria, including the nature and amount of said Honoraria, must be disclosed to the Covered Employee’s supervisor and to the COIO.

Covered Employees who are Senior Academic and Administrative Officers are subject to special regulations regarding honoraria which require leave to be taken when External Professional Activities for Pay will take place during the regular work week. Please refer to the UNC Policy Manual, 300.2.2.2[R].

4.2.2 Honoraria Received Performing Activities Related to University Employment Responsibilities.

In those instances when State-reimbursed travel, work time, or resources are used or when the activity can be construed as related to the Covered Individual’s University Employment Responsibilities on behalf of the State, the employee shall not receive any financial consideration, including Honoraria. In these instances, the employee may request that the Honoraria be paid to the University. The Honoraria may be retained by the employee only for activities performed outside of normal working hours, as defined by the University, or while the employee is on earned paid or annual leave, and all expenses are the responsibility of the employee or a third party that is not a State entity.

Specifically, Covered Employees may not receive any financial consideration, including Honoraria, for engaging in activities that are related to general University Employment Responsibilities, but which are not Secondary Duties as defined in this Policy. For example, a University employee may be invited to speak at an event unrelated to the University, unrelated to research or field of study, and unrelated to that Covered Employee’s Primary and Secondary Duties. In this case the Covered Employee may receive Honoraria, but may not request reimbursement or perform the activities on work time, without taking leave. Another example would be if a Covered Employee were asked to speak at a privately-sponsored symposium at the University, because of the Covered Employee’s position on the faculty or the administration, but not in the course of performing Secondary Duties. Even if all speakers were to be given Honoraria at the symposium, the Covered Employee could not accept it.
because this activity would be considered related to that Covered Employee’s University Employment Responsibilities.

4.3 Gifts and University Contracts

4.3.1 Gifts Regulated. Pursuant to N.C. Gen. Stat. § 133-32(a), University employees who are charged with the duty of: 1) preparing plans, specifications, or estimates for public contract; or 2) award or administer public contracts; or 3) inspect or supervise construction may not willfully receive or accept any gift or favor from a contractor, subcontractor, or supplier who currently has a contract with a governmental agency, or has performed under such a contract within the past year, or anticipates bidding on such a contract in the future; provided, however, unless the gift or favor is permitted under N.C. Gen. Stat. 133-32(d). Further, pursuant to N.C. Gen. Stat. § 14-234, no University employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the University. Violation of these laws is a criminal offense.

4.3.2 No influencing of contract maker/administrator. Pursuant to N.C. Gen. Stat. § 14-234(a)(2), no University employee who will derive a direct benefit from a contract with the University (i.e., if the employee or his or her spouse) (1) has more than a ten percent (10%) ownership or other interest in an entity that is a party to a contract with the University; (2) derives income or commission directly from such contract; or (3) acquires property under the contract, may attempt to influence any person who is involved in making or administering the contract (i.e., if he or she: 1) participates in the development of specifications or terms or in the preparation of the contract; or 2) oversees performance of the contract or has the authority to make decisions regarding the contract or to interpret the contract). This includes, but is not limited to, contracts for employment of an employee’s spouse.

4.3.3 Although customary honoraria and reimbursement for actual costs generally are not considered to be gifts, if reimbursements or honoraria are significantly in excess of fair market value or customary amounts (e.g., expensive resort sojourns, coverage of family member expenses, etc.), they are de facto gifts and must be disclosed as such. Receipt of Honoraria or reimbursement is conditioned upon such being in compliance with all applicable laws and University policies, including Standard Operating Procedures adopted by University Departments.

4.3.4 University employees may not accept any financial or other favors in exchange for privileged access by current or potential University vendors to University facilities or employees. Covered individuals must report any personal compensation a project sponsor pays to or for the benefit of a covered individual outside contracted project support to the University.

4.3.5 A University employee may not receive compensation from an external source for performance of University work except through a University contract or grant. Any situation that involves a grant or a contract and an EPAP requires careful COI/COC management.

4.3.6 For purposes of this Regulation, gifts and donations that have been made to the University or to a University-affiliated foundation for the benefit of the professional
activities of a covered individual, are considered to be a financial interest of the intended beneficiary and must be disclosed.

4.4 Intellectual Property Transactions

4.4.1 Required Action:

4.4.1.1 All Covered Individuals who are University inventors are required to disclose their and their Immediate Family’s personal or financial interests related to the invention in the course of the licensing process.

4.4.1.2 Covered Individuals who are inventors of technologies licensed or otherwise made available by the University to a third party must complete and submit an applicable Conflict of Interest Disclosure before execution of the license or other agreement by the Office of Technology Transfer. Any Covered Individual who is an inventor and who holds equity in, is an officer or director of, or provides consultative services to, an entity that has licensed or otherwise acquired rights to University invention(s) or copyright(s) will be deemed to have a Conflict of Interest under this Regulation.

4.4.1.3 External consulting relationships between a Covered Individual who is an inventor and the licensee of that invention are permitted only when reviewed and approved in accordance with this Regulation and the COI/COC SOPs.

4.5 Managing Conflicts of Interests
The Conflict of Interest Officer (COIO) administers the University’s program to manage conflicts of interests and conflicts of commitment. The COIO will work with faculty, unit heads and other appropriate administrators, and the COIC to define appropriate management mechanisms for identified COI/COC or to determine that a COI/COC may not be managed. Possible measures to be taken in managing COI/COC include, but are not limited to:

- Public disclosures of Financial Interests
- Reformulation of the work plan
- Close monitoring of the project by an independent review committee
- Substituting supervisors and/or other personnel
- Termination or reduction of involvement in the project where a COI/COC cannot be managed
- Termination of inappropriate student involvement in projects
- Severance of relationships that pose actual, potential, or the appearance of conflicts
- Separation of the Covered Individual from involvement in Human Subjects Research in the critical areas of recruitment, inclusion/exclusion evaluation, enrollment, and adverse event evaluation and reporting

Covered Individuals shall comply with management mechanisms established by the COIO, including the COIO’s determination that conflicts cannot be managed for a particular activity/activities. If a Covered Individual disagrees with management mechanisms established by the COIO, or the COIO’s determination that conflicts cannot be managed for a particular
activity/activities, the Covered Individual may appeal to the Institutional Official. The decision of the Institutional Official is final.

4.6 Confidentiality

Conflict of Interest Disclosures, review information, and any related management plans containing information having direct bearing on a Covered Employee’s employment are considered, generally, to be a part of that Covered Employee’s Personnel File; provided, however, in certain circumstances, federal or state law may require or permit the University to disclose such information to third parties.

5. CONFLICT OF COMMITMENT AND EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY

5.1 Although full-time faculty and other non-faculty EPA employment is not amenable to precise, time-clock analysis and monitoring, administrators at the department and school levels regularly evaluate the work of employees within their units. The formal occasions for determining whether a Covered Employee/Individual is devoting sufficient time and energy to University employment include regular reviews of performance. In addition, complaints from students, colleagues, or administrators about possible failures to meet assigned responsibilities may arise and require investigation. The issue, in each case, is whether the employee is meeting the requirements of the job. If presented with evidence that a faculty member is not meeting full-time responsibilities to the University, the UNC Policy Manual Chapter 100.1 prescribes that "neglect of duty” is a ground for disciplinary action, including the possibility of discharge. The following describe instances of activities that require specific monitoring to demonstrate the absence of conflict of commitment.

5.2 External Professional Activities for Pay

The University of North Carolina and its constituent institutions seek to appoint and to retain, as employees, individuals of exceptional competence in their respective fields of professional endeavor. Because of their specialized knowledge and experience, these individuals have opportunities to apply their professional expertise to activities outside of their University employment, including secondary employment consisting of paid consultation with or other service to various public and private entities. These practical compensated applications of professional qualifications enhance capabilities in teaching, research, and administration. Thus, participation of covered individuals in external professional activities for pay, typically in the form of consulting, is an important characteristic of academic employment that often leads to significant societal benefits, including economic development through technology transfer. However, such external professional activities for pay are to be undertaken only if they do not:

5.2.1 Create a Conflict of Commitment by interfering with the obligation of the individual to carry out all primary University Employment Responsibilities in a timely and effective manner;

5.2.2 Create a Conflict of Interest because of the individual's status as a Covered Individual of the University;

5.2.3 Involve any inappropriate use or exploitation of University resources;

5.2.4 Make any use of the name of the University of North Carolina or ECU for any purpose other than professional identification;
5.2.5 Claim, explicitly or implicitly, any University responsibility for the conduct or outcome of the External Professional Activities for Pay.

5.3 Process

The **UNC Policy Manual, 300.2.2.1 [R]**, contains provisions established to monitor possible Conflicts of Commitment. A faculty or non-faculty EPA employee who wishes to engage in External Professional Activity for Pay must adhere to this regulation to provide satisfactory assurances that such activity will not interfere with University Employment Responsibilities. This regulation may not apply to faculty and non-faculty EPA employees serving on academic year (9-month) contracts, if the External Professional Activity for Pay is wholly performed and completed outside of the contract service period and the activity does not conflict with the policies of ECU or The UNC Board of Governors and is not conducted concurrently with a contract service period for teaching, research, or other services to the Institution during a summer session.

5.4 Use of Annual Leave. Covered Employees who are faculty do not need to take annual leave for External Professional Activities for Pay so long as the faculty member complies with the notice and approval procedures of this Policy and that of the UNC Board of Governors (UNC Policy Manual 300.2.2.1[R]). In contrast, Senior Academic or Administrative Officers usually have to take annual leave for External Professional Activities for Pay.

5.5 Faculty may only engage in External Professional Activities for Pay when it does not interfere with the individual's University Employment Responsibilities with express approval from the appropriate Department Head, as stated in UNC Policy Manual, 300.2.2.1[R].

5.6 Political Activities. The Board of Governors has established rules for monitoring and regulating the involvement of University employees in political candidacy and office holding that could interfere with fulltime commitment to University duties. Please refer to **UNC Policy Manual, 300.5.1** for specific policy details.

6. ENFORCEMENT OF REGULATIONS

6.1 Possible sanctions for violation of this Regulation and associated COI/COC SOPs can range from administrative intervention to termination of employment or of enrollment in accordance with applicable University policies, including the Faculty Manual (Part IX, Section I, VI). Violations may include, but are not limited to: (a) failure to timely disclose personal or financial interests as required, failure or refusal to respond to requests for additional information, providing incomplete, misleading, or inaccurate information; (b) failure to comply with a prescribed management or monitoring plan; or (c) engaging in an External Activity for Pay without receiving prior approval.

APPENDIX I. Inappropriate use or exploitation of University Resources

1. "Inappropriate use or exploitation of University Resources" means using any services, facilities, equipment, supplies or personnel which members of the general public may not freely use for other than the conduct of University or other Institutional Responsibilities. A person engaged in external professional activities for pay may not use University Resources in the course and conduct of externally compensated activities, except as allowed by the ECU Regulation on Conflicts of Interest, Commitment, and External Professional Activities for Pay. Under no
circumstances may any employee use the services of another employee during University employment time to advance the externally compensated employee’s professional activities for pay.

2. Except where the use is in compliance with all of the following requirements, Covered Employees may not use University resources for the conduct of External Activities for Pay. Examples of such resources include, but are not limited to, offices, laboratories, classrooms, athletic facilities, materials, property, equipment, scientific instruments, software, databases, IT resources, or the services of another University employee. By using any University resource in the conduct of an EPAP, a Covered Employee is deemed to have agreed to the requirements specified in this Appendix I. The requirements for the use of University resources for the conduct of EPAPs include:

2.1 The use must comply with all laws, regulatory requirements, applicable University policies, and the terms and conditions of university contracts. For example, if a software license states that software may only be used by the University for its business use, said software may not be used by a Covered Employee in his or her conduct of an external professional activity for pay.

2.2 The Covered Employee is responsible for the use of the University resource(s) and shall indemnify and hold harmless the University for any damages, losses, costs, or other injuries sustained by the University, as a result of third party claims or otherwise, that result from or are related to such use. A Covered Employee shall always exercise reasonable care and use University resources in a safe and professional manner. In its sole discretion, the University may require a Covered Employee to purchase insurance coverage in connection with her/his use of University resources for EPAP, naming the University as an insured party, if the University determines at any time that the institution has any material risk of liability because of the employee’s activity. The amount and other requirements of such a policy shall meet or exceed any parameters the University deems appropriate for the situation.

2.3 The overall cost to the University must be negligible, i.e., the marginal cost of the use is nearly zero. There should be no financial consequence to the University for use of a University resource by a Covered Employee in the conduct of an EPAP.

2.4 The use must not interfere with a Covered Employee’s ability to carry out University Employment Responsibilities in a timely and effective manner. Time spent engaged in the use of a University resource for the conduct of an External Professional Activity for Pay is not considered to be University work time.

2.5 The use must in no way interfere with the use of University resources for University purposes. The use of such resources in the support the University’s teaching, research, service missions will at all times take priority.

2.6 The use neither expresses nor implies sponsorship or endorsement by the University of the Covered Employee’s conduct of the EPAP. Mere identification of the University as the Covered Employee’s employer is permitted, provided that such identification is not used in a manner that implies sponsorship or endorsement by the University. Any other use of the University’s name, marks, or other indicia by the Covered Employee is prohibited.
2.7 Covered Employees do not have any expectation of privacy in the use of University Resources for the conduct of EPAPs. Employees are prohibited from storing confidential information associated with his/her EPAP on any University device or in any University facility, including but not limited to, computer hard drives, remote storage, or campus office space. The ECU Office of Internal Audit and Management Advisory Services, the State Auditor and others (including government regulatory agencies) may examine uses of University resources, including reviewing any and all information related to EPAP that may be found in or on any University facility or device, and the Covered Employee should not expect notification of such reviews.

2.8 The use of specialized equipment and/or facilities by a Covered Employee requires advance approval, in writing by:

2.8.1 Administrator with the appropriate authority to approve EPAP use of a facility or site;
2.8.2 The Covered Employee’s Immediate Supervisor or Department Chair;
2.8.3 The Covered Employee’s next highest University Administrator; and
2.8.4 Final Approval from the Chief Research Officer.

2.9 Documentation that the Covered Employee has received any specialized training necessary to appropriately conduct activities with said equipment, facilities, or site must be provided as part of a Covered Employee’s request to use specialized equipment or facilities.

2.10 Employees must consult their supervisors and the COIO, in advance, regarding use of University resources for EPAPs to ensure that said use is appropriate under University policy and applicable law.

2.11 The University may require a Covered Employee, or his or her affiliated legal entity, to enter into a Facility Use Agreement with the University that specifies the terms and conditions under which the Covered Employee may use University facilities, which may include payment of use fees and other charges. For example, such an agreement would be required where an Athletic Coach or a faculty member may wish to operate a for-profit summer camp on University property.

2.12 Confidential information in the possession of the University, including that to which the Covered Employee may otherwise have access to in the performance of University Employment Responsibilities, may never be used by a Covered Employee for the conduct of an EPAP. Such information includes, but is not limited to, education records, protected health information, personally identifiable information (such as social security numbers and credit card information), personnel file materials, university research records and information relating to University owned intellectual property, generally, and any other information that is made confidential by law.

2.13 Under no circumstances may any employee use the services of another employee during University employment time to advance the externally compensated employee’s professional activities for pay.

2.14 Covered Employees acknowledge that violation of these requirements is grounds for disciplinary action, up to and including, termination of University employment.
“Readmission Under Forgiveness Policy

Former East Carolina University students who have not been enrolled at ECU for a minimum of three two consecutive academic years (six semesters four 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 failing grade (F) was received.

Students returning under the forgiveness policy will return under one of the following classifications:

1. Students whose cumulative GPAs are 2.0 or above once the failing grades are removed will be placed on Good Standing during the first semester of attendance.
2. Students whose cumulative GPAs are less than 2.0 once the failing grades are removed will be placed on Probation during the first semester of attendance.

Students will be held accountable for the Academic Standing and Academic Progress requirements as identified in the Academic Rules and Regulations section.

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 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 average is obtained.

A student may be readmitted under the Forgiveness Policy only one time.

For degrees with distinction, all ECU grades, including those earned prior to readmission under the forgiveness policy, will be included in calculations.
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 #15-14
Approved by the Faculty Senate: January 27, 2015
Held by the Chancellor: March 4, 2015  (for further study)

Response to the UNC Fostering Undergraduate Student Success (FUSS) Policies

In response to the UNC Fostering Undergraduate Student Success (FUSS) policies, the Admission and Retention Policies Committee was charged with the task of addressing East Carolina University’s compliance. The specific charged was to review items 1-5 below and suggest how the compliance will be monitored, and bring them forward to the Senate for approval.

1. Determine whether it is reasonable or desirable to implement a campus-wide practice of monitoring course offerings to ensure students’ ability to graduate within four years, or whether current, department and college-level efforts are sufficient.

Response: Course offerings are sufficiently monitored at the college and unit levels to ensure students’ ability to graduate within four years.

2. Determine what “appropriate student progress” is vis-à-vis the general education curriculum and where ECU’s Foundations Curriculum requirements allow students to make such progress (Part III, Section C(1)).

Response: Appropriate student progress is the successful completion of a significant number of courses at the appropriate numerical level in accordance with a given student’s years enrolled at ECU.

3. Determine what constitutes potentially "excessive" and "unnecessary" extra-foundations requirements and whether ECU program currently have any such excessive or unnecessary requirements.

Response: Excessive Foundations requirements are those that are so restrictive that if a student were to change programs/majors he/she would require additional semesters to meet the FC of another program/major. The programs that ECU has in this category are high-demand and successful programs.

4. Determine what constitutes "excessive" admission requirements to majors and whether ECU has programs that impose such excessive requirements.

Response: Excessive admission requirements are admission requirements so high/extensive that those not admitted to the program require additional time (semesters) in another program to attain graduation. The programs that ECU has in this category are high-demand and successful programs.
5. Determine how compliance with these regulations will be maintained into the future, including the triennial review called for in Part III, Section C.

Response: The role of overseeing compliance with FUSS policies must be written into the charge of a Faculty Senate Committee. This is the responsibility of ECU’s Committee on Committees.

Resolution #15-15
Approved by the Faculty Senate: January 27, 2015
Received by the Chancellor: March 4, 2015

Resolution on Weeknight Football Games

Whereas, the education of our students is always the first priority; and

Whereas, the disruption of the schedule required to host a weeknight football game, with class rescheduling, parking issues, and higher rates of absenteeism is antithetical to that priority; and

Whereas, the East Carolina Pirates are a big enough draw that during the first year in a new conference ESPN scheduled the Pirates for two home games on Thursday night, a particularly disruptive decision as it doubled the impact on classes meeting Thursday.

Therefore Be It Resolved That, the ECU Faculty Senate urges that Athletic Director Jeff Compher and Chancellor Steve Ballard strongly advocate to the American Athletic Conference that it adopts a policy that no institution in the conference have more than one weeknight home football game per year; and

Be It Further Resolved That, the ECU Faculty Senate also endorses the Department of English Resolution (below) on the conflict between parking changes required for Thursday night football games and instructional needs.

_____________________

Department of English Resolution on Weeknight Football Games
(批准于2014年11月19日英语系)

Whereas, the primary purpose of a university is instruction.

Whereas, students and state citizens pay fees for said instruction.

Whereas, the policy of towing vehicles in parking lots effectively mandates a cancellation of classes by depriving students of their vehicles if they do not leave class to retrieve them.

Whereas, the completion of online assignments is not a suitable replacement for face to face classes, as indicated by the university’s own policy forbidding extensive use of online instruction in courses designated face-to-face.

Whereas, the primary conflict between class time and football is due to issues related to parking.

Therefore Be It Resolved That, the English Department of East Carolina University objects to the recommended class cancellations, and the disruption of parking facilities on the ECU campus in
advance of Thursday night football games as a violation of the central function of the university.

Be It Further Resolved That, the English department urges the Provost and the Chancellor to work towards a solution that would eliminate the current conflict between the academic function of the university and the occurrence of Thursday night football games.

Resolution #15-16
Approved by the Faculty Senate: January 27, 2015
Received by the Chancellor: March 4, 2015

Resolution on Renaming Aycock Hall

Whereas, Governor Charles B. Aycock’s record of strong support and accomplishments in building public schools and increasing funding for education earned him the nickname “the Education Governor;” and

Whereas, the East Carolina University Board of Trustees and Chancellor Leo Jenkins honored those accomplishments by naming a newly constructed resident hall in Governor Aycock’s honor in 1961; and

Whereas, there is now an increased understanding of Governor Aycock’s belief in white supremacy and his actions to disenfranchise African-American voters; and

Whereas, East Carolina University’s 2014-2019 strategic plan Beyond Tomorrow states that we will “Keep our commitment to diversity and inclusiveness. ECU welcomes all people to be part of our living, working, and learning community. We grow in strength as we diversify our students, staff, and faculty.”; and

Whereas, Persons of Color comprise 22% of ECU’s student body and 24% of the Faculty;

Therefore Be It Resolved That, the East Carolina University Faculty strongly endorse the recommendation of the Chancellor and his ad hoc Naming Committee to rename the Hall and as stated in the report that “continued use of that name dishonors the University's standards and is contrary to the best interest of the University in that it prevents the University from fostering a ‘diverse community where intellectual freedom, scholarly discipline, and the rigorous pursuit of knowledge thrive” for students, staff, and faculty, and does not reflect our intolerance of such racist actions.’;” and

Be It Further Resolved That, consistent with ECU’s academic mission, the complete legacy of Charles Brantley Aycock be reflected in appropriate educational materials, presentations, lectures and displays and that any new name for the Hall reflect the diversity of the university.
Resolution on Tuition

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,

We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us;” and

Whereas, a strong faculty is required to fulfill this mission; and

Whereas, a broad, diverse, and talented student body is also key to transforming eastern North Carolina; and

Whereas, years of declining state funding have placed increasing pressure on the institution to find funds to recruit and retain faculty; and

Whereas, while the faculty regard raising tuition as a last resort, the rate of loss of outstanding faculty to other institutions has reached crisis proportions.

Therefore Be It Resolved That, the faculty of East Carolina University support the tuition increase needed to generate the salary increases needed to maintain competitive salaries with our peer institutions; and

Be It Further Resolved That, the faculty support the use of a portion of that tuition increase to maintain access for students with demonstrated financial need.

Resolution #15-18
Approved by the Faculty Senate: February 24, 2015
Received by the Chancellor: March 31, 2015

Formal faculty advice on curriculum and academic matters acted on and recorded in the January 26, 2015 Graduate Council meeting minutes (GC#15-1) including revision of Graduate School Strategic Plan; Revision to ECU Faculty Manual, Section II, Part IV, Graduate School Organization (excluding Section G); Revision to Graduate Faculty Criteria, Department of Physical Therapy within the College of Allied Health Sciences, School of Communication and consideration of a Request to Plan a DrPH (Doctor of Public Health) in Public Health within the School of Medicine; January 14, 2015 Graduate Curriculum Committee meeting minutes including curriculum actions (GC#15-2) from the Department of Literacy Studies, English Education, and History Education within the College of Education;
Resolution #15-19
Approved by the Faculty Senate: February 24, 2015
Approved by the Chancellor: March 31, 2015

Revised Student Academic Appellate Committee Charge

(Deletions are noted in strikethrough and additions in bold print.)

1. Name: Student Academic Appellate Committee

2. Membership:
   8 elected faculty members 7 regular and 2 alternate 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 including alternates 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, **including January, June, July and August.**

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Resolution #15-20  
Approved by the Faculty Senate: February 24, 2015  
Received by the Chancellor: March 31, 2015

**Formal Faculty Advice on Proposed Web Content Regulation**
The Committee reviewed the proposed regulation and is suggesting no revisions to the document provided below. In addition, after reviewing the content found in the *ECU Faculty Manual*, the Committee found no revisions necessary.

**Authority:** Chief Information Officer  
**History:** ITCS Policy Number 1.700 – Effective July 17, 2000 (Information Resources Coordinating Council – IRCC Approved); Revised February 22, 2006; Amended December 14, 2009 (Executive Council Approved); Reviewed November 7, 2011; Interim Approved September 16, 2014.

**Related Policies:**
- ECU Academic Computer Use Policy  
- ECU University Student and Employee Computer Use Policy  
- East Carolina University Patent Policy  
- East Carolina University Copyright Regulation

**Additional Resources:**
- [https://www.section508.gov/](https://www.section508.gov/)  
- [http://www.ada.gov/](http://www.ada.gov/)  
- [http://www/ecu/edu/accessibility](http://www/ecu/edu/accessibility)  
- ECU Publications: Guidelines for Using the East Carolina University Logo  
- ECU Policy Statement on commercial exploitation of classroom materials

**Contact Information:**
- Chief Information Officer – Don Sweet – 328.9000

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1. **Purpose of Regulation**
The East Carolina University Web Page Policy provides guidance and minimum content-neutral standards for faculty, staff, and student web developers contributing to the university’s web presence by maintaining web pages on university servers or providing web content to students for instructional purposes. University web space is provided to support the academic and administrative functions of the university. University-related websites are an important means of conducting university business, including but not limited to advancement, communication, education, research, and scholarship.

Specifically, this regulation is designed to:

- a. Promote the use of websites in a manner consistent with the mission of the university;
b. Address security issues associated with university information and equipment, and enable appropriate online transactions of university business;

c. Mandate that the development of websites comply with university policies, and applicable state and federal laws; and

d. Provide necessary management and oversight of the university’s resources.

1.1 Web Pages Subject to This Policy
All websites on university servers are subject to this policy. Websites on university servers are either Official University Web Pages or Unofficial Web Pages.

**Official University Web Pages** include the East Carolina University home page ([www.ecu.edu](http://www.ecu.edu)); academic department and program pages; office, administrative, and support unit pages; news and information pages; and any other World Wide Web address that is otherwise sponsored or endorsed or created on authority of a university department or administrative unit; including course pages residing outside the secure course management system.

**Unofficial Web Pages** are maintained by individual university computer account holders on university servers, such as personal faculty and staff web pages; individual student web pages and university-recognized student organization web pages.

2. Minimum Requirements for Both Official University Web Pages and Unofficial Web Pages

2.1 Accessibility
ECU requires web authors of both official and unofficial faculty and staff web sites at ecu.edu to comply with accessibility requirements mandated by federal and state law. Such requirements include but are not limited to adherence to [Section 508](#). Accordingly, ECU web resources will be accessible to persons with disabilities, where feasible, or a reasonable accommodation will be offered to qualified persons such as providing alternative formats or auxiliary aids and/or making adjustments.

2.2 Hosting within .edu domain
All official websites will be hosted within the .edu domain. Exceptions to this requirement may be granted by the University Web Oversight Committee based on compelling business, technical or security reasons.

2.3 Affiliation and Disclaimer
Official University Web Pages must include a link to the [ECU Web Terms of Use/Disclaimer](#).

Unofficial Web Pages: The appearance or design of an Unofficial Web Page should not create confusion that a reasonable person viewing that page would believe that it is an Official University Web Page, or is otherwise sponsored or endorsed or created on authority of a university department or administrative unit. To reduce the likelihood of confusion, every Unofficial Web Page maintained on a university server must contain the following disclaimer:

*This web page is not a publication of East Carolina University, nor is it in any way sponsored or endorsed or created on authority of a university department or administrative unit. The author(s) of this page are solely responsible for its content.*
Advertising by external, unaffiliated organizations is not permitted on any university webpage. Advertising is defined as banner ads or other promotional messages being displayed on webpages in exchange for direct compensation (monetary or otherwise) for their delivery. This regulation does not prohibit the appropriate recognition of sponsors or donors on the webpages of programs supported by their contributions.

2.4 Web Applications and Databases
ITCS must be notified of all intentions to put interactive applications on ECU operated servers. Such applications must be reasonably constrained due to concerns about security, server performance, operational monitoring, and ongoing maintenance. Collecting data received through web applications using applications, such as ColdFusion scripting requires a data source be established on the server. ITCS has the right to deny requests for data sources or to disable existing data sources if security or performance concerns are brought to our attention. Applications that require extensive scripting or involve monetary transactions must be approved by ITCS. Data that is sensitive, private, or requires increased protection is generally not allowed on all public web servers. There are special cases, where information may be collected; however, in all such cases the security requires the approval of ITCS and the data owner. Sensitive information should not be displayed or collected by any website residing outside a secure connection.

2.5 Minimum Requirements for Official University Web Pages Only
2.5.1 General Appearance
All Official University Web Pages must follow the minimum design requirements.

2.5.2 University Content Management System Regulation
Effective July 1, 2011, official websites hosted in the ecu.edu domain are to be created and maintained using the content management tools approved by the University Web Oversight Committee.

2.5.3 Maintenance
Each department, office and academic center must designate one person to be the site’s primary web contact (PWC). The PWC is responsible for ensuring his or her department, office, or academic website adheres to the university web policy. The PWC may delegate steps needed to be in accordance with the policy, such as content creation, but should be prepared to serve as the primary informational contact for inquiries regarding the site. Each area must designate a PWC to obtain space on ECU web servers. In the absence of a PWC, the chair or director will be listed by default.

Official web pages must be kept up to date. Out-of-date information should be removed and new information added on a regular basis. To verify when a site was last updated, all sites will automatically display a "date last modified: mm/dd/yyyy" in the footer of the page. Only active files should be kept on the Internet servers. Inactive sites and files should be removed from official directories and stored either locally or on another campus network.

3 Oversight
Oversight of web pages subject to this policy is the responsibility of the University Web Oversight Committee. Violations of the web policy will be made known to the PWC for resolution. Noncompliance with applicable policies and/or laws may result in removal of web pages or directories from the main web server and/or removal of links to the site from the upper level university web pages and site index. Oversight of web pages will be consistent with the First Amendment.

Beginning January 1, 2014, a quarterly sample of web sites will be reviewed by Disability Support Services, ITCS, and Marketing to ensure sites meet ADA, security, and design requirements. The PWC will be notified if sites are out of compliance and be giving a reasonable timeline to make
corrective action. If corrective action is not taken, then the site will be removed from ECU servers and as appropriate the Dean, Director, Department Chair, or Vice Chancellor will be notified.

3.1 Responsibility at Termination
An author of an unofficial web page is solely responsible for moving that page to a new non-university server once the employment and/or academic relationship with East Carolina University has ended, such as when an individual leaves university employment, a student graduates or is otherwise no longer enrolled at ECU, or where a student organization ceases to exist. ECU reserves the right to remove unofficial websites authored by an individual and/or group who/that no longer maintains an employment and/or academic relationship with ECU without notice as part of its routine maintenance of university servers.

Resolution #15-21
Approved by the Faculty Senate: February 24, 2015
Received by the Chancellor: March 31, 2015 (with comment)

Recommendations Regarding Promotion Raises for ECU Faculty

In a 2014 report to the Faculty Senate, the University Budget Committee examined recent salary increases for ECU employees. Among other things, the report noted that “there are disparities in faculty salary increases across divisions and colleges, including raises for promotion.” In response to this information, the UBC was charged by the Faculty Senate (Resolution #14-52) with reviewing ECU’s policies governing faculty promotion raises. Our review and recommendations follow.

Recommendations

- The University Budget Committee recommends the establishment of a formal policy guaranteeing a raise for all faculty achieving promotion, with funds provided centrally (i.e., not by departments and colleges).

- The University Budget Committee recommends that promotion from Assistant to Associate Professor include a raise of $4,000 and that promotion from Associate Professor to Professor include a raise of $6,000.

- The University Budget Committee recommends that the policy include fixed-term faculty who achieve an increase in rank, but makes no specific recommendation as to the amount of fixed-term raises.

Policies at Peer Institutions
To provide context, the committee contacted ECU’s peer institutions and other UNC system schools to request information about promotion raise policies. The institutions that responded are listed below. It is noteworthy that all of the institutions have in recent years provided campus-wide promotion raises, although in some cases (such as NC State and UNC-Greensboro) this is not codified. Western Michigan and Wright State are governed by a union contract.

<table>
<thead>
<tr>
<th>Peer Institutions</th>
<th>Assistant to</th>
<th>Associate to</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Tennessee State</td>
<td>8%</td>
<td>10%</td>
</tr>
<tr>
<td>Northern Illinois</td>
<td>$7,200</td>
<td>$9,000</td>
</tr>
<tr>
<td>Ohio University</td>
<td>$6,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>Old Dominion University</td>
<td>$4,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>University</td>
<td>Average Year</td>
<td>High Year</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Texas Tech University</td>
<td>$5,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>University of North Dakota</td>
<td>$4,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Virginia Commonwealth</td>
<td>$1,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Western Michigan*</td>
<td>$4,500</td>
<td>$6,500</td>
</tr>
<tr>
<td>Wright State*</td>
<td>7.50%</td>
<td>7.50%</td>
</tr>
<tr>
<td>UNC Institutions</td>
<td>5%</td>
<td>7%</td>
</tr>
<tr>
<td>NCSU</td>
<td>$3,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

**Cost**
The cost of providing for promotion raises is dependent upon the number of promotions. Looking at the past five years at ECU, there were, on average, 54 promotions from Assistant to Associate Professor (45 in Academic Affairs and 9 in the Health Sciences) and 17 promotions from Associate to Full Professor (12 in Academic Affair and 5 in the Health Sciences). These figures are used in the analysis below.

**Promotion Raise Scenarios**
To estimate the cost of different scenarios, salaries were drawn at random from ECU’s salary database in order to simulate both an average year and a year with higher than expected promotions. For this analysis, no distinction was made between 9-month and 12-month salaries. Appendix A shows how Assistant Professors with different salaries would fare under three different proposals. In general, percentage raises are more costly than set amounts, although this could be partially offset by a cap.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Average Year</th>
<th>High Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2000/$3000</td>
<td>$159K</td>
<td>$320K</td>
</tr>
<tr>
<td>$3500/$5000</td>
<td>$274K</td>
<td>$454</td>
</tr>
<tr>
<td>$4000/$6000</td>
<td>$318K</td>
<td>$475</td>
</tr>
<tr>
<td>$5000/$7000</td>
<td>$389</td>
<td>$558</td>
</tr>
<tr>
<td>$6000/$9000</td>
<td>$477</td>
<td></td>
</tr>
</tbody>
</table>

**Further Considerations**
- In an era of flat or declining state appropriations, money for centralized promotion raises will, in most years, have to be funded through an ‘internal cut’. Thus, raises will need to be offset by reductions in permanent funds totaling $300-400 thousand in other areas of the budget. Given existing budget allocations at ECU, much of this cut can be expected to be taken from Academic Affairs and the Health Sciences, which may result in reduced budget flexibility and increased fiscal pressures at the college level.

- Given that our suggested figures are higher than has generally been the norm at ECU, we expect that this proposal will be welcomed by most faculty. That said, for faculty members with relatively high salaries, these dollar amounts equate to small raises in percentage terms (see Appendix A).
We therefore consider the university-wide commitment to be a minimum, and would expected that some colleges and/or units may wish to supplement these figures for retention purposes.

- Enacting the new policy will exacerbate existing problems of salary compression, which could negatively impact morale, and may also lead to increased pressure for redress, placing strain on future budgets.

- The inclusion of fixed-term faculty will add additional cost, but it is difficult to estimate how much. Last year, 21 fixed-term faculty members achieved an increase in rank (6 in Academic Affairs and 15 in the Health Sciences), figures that would likely increase once there are fiscal incentives. If promotion raises are implemented for fixed-term faculty, we recommend that the appropriate Faculty Senate committee(s) undertake a review of the criteria for advancement in rank, and the policies and procedures governing the process.

**Appendix A. Hypothetical Raises for Assistant Professors under different scenarios**

<table>
<thead>
<tr>
<th>Hypothetical Raise for 20 faculty members (Assistant to Associate)</th>
<th>Salary</th>
<th>5.00%</th>
<th>7.50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts and Communication</td>
<td>$53,624</td>
<td>7.46%</td>
<td>$2,681.20</td>
</tr>
<tr>
<td>Harriott College of A&amp;S</td>
<td>$53,636</td>
<td>7.46%</td>
<td>$2,681.80</td>
</tr>
<tr>
<td>Human Ecology</td>
<td>$53,636</td>
<td>7.46%</td>
<td>$2,681.80</td>
</tr>
<tr>
<td>Harriott College of A&amp;S</td>
<td>$57,684</td>
<td>6.93%</td>
<td>$2,884.20</td>
</tr>
<tr>
<td>Fine Arts and Communication</td>
<td>$59,708</td>
<td>6.70%</td>
<td>$2,985.40</td>
</tr>
<tr>
<td>Harriott College of A&amp;S</td>
<td>$59,708</td>
<td>6.70%</td>
<td>$2,985.40</td>
</tr>
<tr>
<td>Health and Human Performance</td>
<td>$61,820</td>
<td>6.47%</td>
<td>$3,091.00</td>
</tr>
<tr>
<td>Education</td>
<td>$63,067</td>
<td>6.34%</td>
<td>$3,153.35</td>
</tr>
<tr>
<td>Harriott College of A&amp;S</td>
<td>$64,262</td>
<td>6.22%</td>
<td>$3,213.10</td>
</tr>
<tr>
<td>Human Ecology</td>
<td>$65,780</td>
<td>6.08%</td>
<td>$3,289.00</td>
</tr>
<tr>
<td>Harriott College of A&amp;S</td>
<td>$66,064</td>
<td>6.05%</td>
<td>$3,303.20</td>
</tr>
<tr>
<td>Harriott College of A&amp;S</td>
<td>$66,792</td>
<td>5.99%</td>
<td>$3,339.60</td>
</tr>
<tr>
<td>Human Ecology</td>
<td>$70,000</td>
<td>5.71%</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Technology and Computer Science</td>
<td>$74,875</td>
<td>5.34%</td>
<td>$3,743.75</td>
</tr>
<tr>
<td>Allied Health</td>
<td>$77,889</td>
<td>5.14%</td>
<td>$3,894.45</td>
</tr>
<tr>
<td>Harriott College of A&amp;S</td>
<td>$79,740</td>
<td>5.02%</td>
<td>$3,987.00</td>
</tr>
<tr>
<td>Brody School Of Medicine</td>
<td>$86,020</td>
<td>4.65%</td>
<td>$4,301.00</td>
</tr>
<tr>
<td>Business</td>
<td>$103,224</td>
<td>3.88%</td>
<td>$5,161.20</td>
</tr>
<tr>
<td>Brody School Of Medicine</td>
<td>$222,225</td>
<td>1.80%</td>
<td>$11,111.25</td>
</tr>
<tr>
<td>Brody School Of Medicine</td>
<td>$303,600</td>
<td>1.32%</td>
<td>$15,180.00</td>
</tr>
<tr>
<td><strong>Mean Raise (for 54 raises)</strong></td>
<td></td>
<td><strong>5.74%</strong></td>
<td><strong>$3,993</strong></td>
</tr>
<tr>
<td><strong>Total Cost (for 54 raises)</strong></td>
<td>$216,000</td>
<td></td>
<td>$215,595</td>
</tr>
</tbody>
</table>

Resolution #15-22
Approved by the Faculty Senate: February 24, 2015
Approved by the Chancellor: March 4, 2015

Curriculum and academic matters acted on and recorded in the January 26, 2015 Foundations Curriculum and Instructional Effectiveness Committee meeting minutes, including approval for global

Resolution #15-23
Approved by the Faculty Senate: February 24, 2015
Approved by the Chancellor: March 31, 2015

Recommendations regarding COAD 1000 including that the Division of Student Affairs continue to oversee COAD 1000 through the 2016-2017 academic year and that in the spring 2017 term, the Foundations Curriculum and Instructional Effectiveness Committee report to the Faculty Senate its findings regarding the impact of COAD 1000 on student success, personal growth, grade point average, retention, and like factors.

Resolution #15-24
Approved by the Faculty Senate: February 24, 2015
Approved by the Chancellor: March 31, 2015

Curriculum and academic matters acted on and recorded in the January 22, 2015 University Curriculum Committee meeting minutes, including curricular actions within the Department of Foreign Languages and Literatures, Department of Geological Sciences, Department of Psychology, Department of Geography, Planning, and Environment, Department of Biology, College of Health and Human Performance, and College of Engineering and Technology.

Resolution #15-25
Approved by the Faculty Senate: February 24, 2015
Received by the Chancellor: March 31, 2015

Resolution on Adherence to the UNC Policy on Centers and Institutes and the Proposed Changes to that Policy, as follows:

Whereas, East Carolina University has a distinct mission and a unique role to play within our region; and

Whereas, our Board of Trustees, Chancellor and his administration, and the faculty of East Carolina University are best informed and positioned to make decisions about how we pursue our mission;

Therefore, Be It Resolved that the East Carolina University Faculty Senate strongly endorse the February 20th, 2015 Faculty Assembly Resolution Calling For Adherence To UNC Policy 400.5[R] (below) which clearly states the role of each campus in establishing, managing, and discontinuing their Centers and Institutes; and
Be It Further Resolved that the East Carolina University Faculty Senate also oppose the proposed insertion of the Board of Governors and/or the President of the UNC System into decisions about Center and Institute discontinuation, which belong at the campus level.

UNC FACULTY ASSEMBLY
Resolution Calling For Adherence To UNC Policy 400.5[R]: Planning, Establishing, and Reviewing Centers and Institutes in The University of North Carolina

Whereas, Policy 400.5[R] Stipulates:

A. “The University of North Carolina (UNC) encourages partnerships within, across, and beyond its constituent institutions that maximize the capacities of UNC to address complex problems of importance to North Carolina, the nation and the world. Such partnerships may take the form of centers and institutes”

B.1.a “Full authority for oversight of institutional centers and institutes rests at the campus level, including establishment, management and discontinuation.”

B.2.b. “The board of trustees of each administrative campus has the authority to approve campus level policies centers and institutes and to authorize establishment and discontinuation of institutional centers and institutes.”

B.5 “Campus level policies must provide a clear process for the discontinuation of centers and institutes, whether on probationary status, performing satisfactorily, or in other extraordinary circumstances. For those entities that involve only a single campus, the process should include approval by the Board of Trustees and notification to the UNC Office of Research and Sponsored Programs. For those centers and institutes that require significant and sustained cooperation among more than one UNC campus, agreement must be reached and documented by the partner Chancellors or designee before the recommendation to discontinue goes before the Board of Trustees at the administrative campus. If such an agreement cannot be reached by partner Chancellors or designees, then UNC General Administration, through the Office of Research and Sponsored Programs, will convene partners and determine an acceptable solution.”

Whereas, the Proposed Draft Amendment to UNC Policy Manual 400.5 [R], Section E. 1. b, inserts the ability of “the president or the Board of Governors [to] determine that a center or institute should be considered for discontinuation;”

Therefore, Be it Resolved that the Faculty Assembly calls upon the Board of Governors to act in keeping with established UNC policy that exclusively designates campus based leadership with the authority to discontinue a center or institute; and

Be it Further Resolved that the Faculty Assembly opposes the insertion of the authority of president or Board of Governors into the process for the establishment, management and discontinuation of centers and institutes which currently is assigned by policy solely to campus based leadership.
Resolutions:

Resolution #15-26
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015
Approval of Spring 2015 Graduation List, including Honors Program graduates.

Resolution #15-27
Approved by the Faculty Senate: March 17, 2015
Accepted by the Chancellor: March 31, 2015

Formal faculty advice on curriculum and academic matters acted on and recorded in the February 16, 2015 Graduate Council meeting minutes (GC#15-4), including the Graduate Dismissal Policy; February 4, 2015 Graduate Curriculum Committee meeting minutes including programmatic actions (GC#15-5) forwarded to Educational Policies and Planning Committee that include discontinuation of the MS in Vocational Evaluation in the Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences, deletion of the Environmental Planning and Development concentration within the MSTS and title/content revision of the Information Assurance Certificate (to Cyber Security Profession) in the Department of Technology Systems within the College of Engineering and Technology; February 18, 2015 Graduate Curriculum Committee meeting minutes including programmatic actions (GC#15-7) forwarded to Educational Policies and Planning Committee that include a title revision of the MAEd in Mathematics (to MAEd in Mathematics Education) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education and a new Project Management Certificate in the Department of Management Information Systems within the College of Business; and curriculum actions (GC#15-6) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, Department of Marketing and Supply Chain Management within the College of Business, Department of English within the College of Arts and Sciences.

Resolution #15-28
Approved by the Faculty Senate: March 17, 2015
Held by the Chancellor: March 31, 2015 (for further study)
Approved by the Chancellor: May 12, 2015 (with stipulation)
Approved by the Board of Trustees: July 17, 2015 (with no changes)
Approved by the UNC General Administration: October 23, 2015 (with addition)

Revisions to the ECU Faculty Manual, Part IX, Section II. Performance Review of Tenured Faculty of East Carolina University.

Resolution #15-29
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: not applicable

Proposed Sample Faculty 5-Year Plan - to be used in conjunction with the Performance Review of Tenured Faculty was returned to the Faculty Governance Committee for additional review.

Resolution #15-30
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015
Proposed revisions to the Sample Letter of Request for Peer Evaluation for Promotion and/or Tenure (to be used by both Academic Affairs and Health Sciences) as follows:

(Deletions are noted in strikethrough and additions in **bold** print.)

“Address

Dear

East Carolina University is considering the (promotion, tenure) of _________ (if Promotion, state the rank to be considered).

To aid us in rendering a wise (promotion, tenure) decision, we seek a thoughtful evaluation of the quality of the candidate's contribution to (his, her) professional field. You have been recommended to us as a person who is in a position to evaluate the candidate's (scholarly work, creative activity.) Since (promotion, tenure) involves consideration of criteria that include but go beyond the above-mentioned contribution, we do not ask you to make a judgment about the (promotion, tenure) itself. Rather, we seek your professional judgment concerning the quality of the candidate's (scholarly, creative) contributions.

Specifically, we are interested in the following:

(1) How long and in what capacity, if at all, you have known the candidate?

(2) Your judgment of the quality and significance of the (scholarly, creative) productivity of the candidate. Please render a judgment in terms of particular works or sets of works. (Optional addition: Enclosed please find a reprint(s), book(s), or other production(s) about which we would particularly value your professional judgment.)

(3) (His, Her) national recognition relative to successful people in the same field at approximately the same stage of professional development.

i. Candidates, it should be added, will have access to the names of all reviewers and their reports. **Under current policies of this institution, peer evaluations, such as that being requested from you, are regarded as confidential within limitations imposed by law. They are for limited use within the University. North Carolina state law provides that such written evaluations become part of the personnel file of the individual. By law, they become open to the faculty member by petition.**

In order for your report to be included in our review process, we would appreciate receiving it on or before ___________ [date]. Thank you for your consideration of this matter.

Sincerely,

Name and Title”

Resolution #15-31
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015
Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of February 12, 2015 including curricular actions within the Colleges of Arts and Sciences, Human Ecology, and Engineering and Technology.

Resolution #15-32
Approved by the Faculty Senate: March 17, 2015
Received by the Chancellor: March 31, 2015

Formal faculty advice on proposed Smoking on Campus Regulation as follows:

The Committee recommends no additional changes to the proposed regulation provided below.

Authority: Chancellor
History: Revised, December 4, 2008; Approved by Chancellor's Executive Council January 12, 2009
Related Policies: N.C. General Statutes 143-596 to 143-597 and 130A-491 to 130A-493.1
Additional References: http://www.ecu.edu/cs-dhs/prospectivehealth/
Contact for Info: Associate Vice Chancellor, Human Resources (252-328-9881)

1. Introduction
   1.1 This policy governs all buildings and property that are owned, leased or occupied by East Carolina University ("university"). This policy also governs the grounds and walkways of such properties and state vehicles.

1.2 This policy is adopted in accordance with North Carolina law for purposes of improving public health and applies to all faculty, staff, students, visitors and patients. It is the responsibility of every member of the university community to conduct himself or herself in compliance with this policy.

2. Smoking Restrictions
   2.1. "Smoking" is defined as the use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product, or the use of an electronic inhaler that employs a mechanical heating element, battery, or electronic circuit to heat a solution contained in a vapor cartridge, such as an electronic cigarette, electronic cigar, electronic cigarillo, or electronic pipe. Smoking shall be understood to also include vaping or vaporizing.

2.1.1. Buildings: Effective August 14, 2008, smoking is prohibited inside university owned or leased buildings, including residence halls governed by the division of Student Life. The word “buildings” includes, but is not limited to, building walls, exits, entrances, air intakes, windows, exterior stairs, balconies, porches, breezeways or any other structure adjoining a campus building.

2.1.2. Grounds and Walkways: Smoking is prohibited within 25 linear feet of all University buildings. Smoking may be prohibited in other outdoor spaces (beyond 25 feet) for safety or health reasons.

2.1.3. ECU Health Sciences Complex ("HSC"):
2.1.3.1. Smoking is prohibited on HSC grounds by ECU faculty, staff, students, patients and visitors, except at the two designated smoking gazebos located near Lake Laupus. This policy applies to parked cars on the grounds and to all property leased to or owned or occupied by the HSC.
2.1.3.2. Offsite facilities: If a BSOM or HSC facility is located off campus or distant from the Health Science Center campus, making use of the 2 designated smoking sites at the Health Science Complex impractical, that facility may propose either a designated smoking area or a ban on smoking at the discretion of their director or chair, for approval by the dean of the college or school.

2.1.4. State Vehicles: Effective January 1, 2009, smoking is prohibited in all state vehicles. State vehicles are defined as a passenger-carrying vehicle owned, leased or otherwise controlled by the State and assigned permanently or temporarily to a State employee or State agency or institution for official State business. One or more signs shall be placed in conspicuous areas of the vehicle, shall state that “smoking is prohibited” and may include the international “no smoking” symbol.

2.1.5. Exceptions:
2.1.5.1. Smoking is permitted inside university buildings that are used for medical or scientific research to the extent that smoking is an integral part of the research. Smoking permitted under this subsection shall be confined to the area where the research is being conducted and as approved by the Office of Environmental Health and Safety.

2.1.5.2. A Dean or Vice Chancellor may designate an outdoor space as an authorized smoking location within 25 feet of a building for which s/he has administrative authority, as long as the location is at least 25 feet from all public entrances and HVAC intakes and is approved by the Office of Environmental Health and Safety.

3. Implementation
3.1. Facilities Services shall be responsible for design, installation and maintenance of signage to indicate “smoking is prohibited” at appropriate building locations, and signage to indicate areas within 25 feet of university buildings that have been approved by an appropriate Dean or Vice Chancellor as designated smoking areas. Facilities Services will provide appropriate receptacles for smoking waste in designated areas.

3.2. Department Heads will be responsible for installation and maintenance of signage in university-owned vehicles under their control. ECU Parking and Transportation will be responsible for installation and maintenance of signage in vehicles leased through Motor Fleet Management.

4. Enforcement
4.1. Deans, Directors and Department Heads have primary responsibility for administration and enforcement of this policy. Voluntary compliance should be encouraged first to educate visitors, patients and new faculty, staff and students. Students violating this policy may be referred to the Dean of Students. Human Resources is available to assist with faculty and staff violations.

4.2. Visitors, patients, and students who violate the no smoking policy should be reminded of the policy and asked to comply by ceasing smoking. If a student refuses to comply with the policy, the Dean of Students’ office should be contacted. That office will follow up with the student regarding the policy and available resources.

4.3. Any university employee who violates the no smoking policy should be reminded of the policy and asked to comply by ceasing smoking. If an employee refuses to comply with the policy, the departmental representative will notify the immediate supervisor of the noncompliant employee. The immediate supervisor will follow up with the employee to remind him/her about the policy and available resources. Continuing violations may also result in appropriate corrective action under the applicable disciplinary policy.
4.4. ECU Police may issue citations to anyone who violates this policy. Citations result in a fine of up to $25 and are subject to additional court costs as well.

5. Policy Management

5.1. Human Resources will maintain and update this policy as required. Human Resources is available to assist departments in policy interpretation and compliance.

Resolution #15-33
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015 (with stipulation)

Addition to the University Budget Committee Charge
(Addition is noted in highlighted bold print.)

1. Name: University Budget Committee

2. Membership:
   7 elected faculty members (no more than one of whom may be fixed term).
   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 Vice Chancellor for Administration and Finance 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 a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
   B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions.
   C. The committee advises the Chancellor through the Faculty Senate on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.

5. To Whom The Committee Reports:
   The committee advises the Chancellor through their reports to the Faculty Senate concerning its recommendations to the Chancellor.

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 section 4.A.above.
8. **Standard Meeting Time:**
The committee meeting time is scheduled for the third Thursday of each month.

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Resolution #15-34
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015

Addition to the Educational Policies and Planning Committee Charge
(Addition is noted in highlighted **bold** print.)

1. **Name:** Educational Policies and Planning Committee

2. **Membership:**
   - 8 elected **tenured** 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,
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.

Resolution #15-35
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015

Curriculum and academic matters contained in the Educational Policies and Planning Committee
meeting minutes of February 13, 2015 including request to approve changes to the Master of Science
in Health Informatics and Information Management (MS in HIIM) degree, the Health Informatics (HI),
the Health Care Administration (HCA), and Registered Health Information Administrator (RHIA)
Certificate in the Department of Health Services & Information Management, within the College of
Allied Health Sciences; request to establish an undergraduate certificate program in Global Cross-
Cultural Competency in the Department of Anthropology within the College of Arts and Sciences;
request to change the name of the Applied and Resource Economics Master’s degree program to
Quantitative Economics and Econometrics (CIP = 45.0603) in the Department of Economics within
the College of Arts and Sciences; request to discontinue the Undergraduate Certificate in American
Studies for Foreign Students in the Department of Foreign Languages and Literatures within the
College of Arts and Sciences; request to discontinue the B.S. in Public History and to approve
curriculum changes enhancing the Public History minor in the Department of History within the
College of Arts and Sciences; request for addition of a new entry pathway for the post DNP students
to enable accelerated access to the Ph.D. in Nursing degree program within the College of
Nursing; request to add a Coastal and Marine Economics and Policy concentration to the CRM PhD
Program within the Coastal Resources Management Ph.D. program; request to establish a Business
Analytics Certificate in the Management Information Systems Department within the College of
Business; request to approve the Certificate of Residential Construction Management in the Master’s
of Construction Management degree program in the Department of Construction Management within
the College of Engineering and Technology; request to revise the Master of Science in Chemistry degree program through creation of a Professional Science Master’s Concentration, revision of degree requirements and addition of four new courses in the Department of Chemistry within the College of Arts and Sciences; and request to develop a graduate certificate in Public Health Foundations and Practice (PHFP) in the Masters in Public Health degree program in the Department of Public Health within the School of Medicine.

Resolution #15-36
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015

Proposal to Consolidate East Carolina University’s Coastal Programs into a School of the Coast.

Resolution #15-37
Approved by the Faculty Senate: March 17, 2015
Received by the Chancellor: March 31, 2015

Response to the External Review Recommendations of the Department of Health Education and Promotion’s Academic Program Review.

Resolution #15-38
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015

Curriculum and academic matters contained in the Writing Across the Curriculum Committee meeting minutes of March 2, 2015 including writing intensive (WI) course designation for CDFR 4380.

Resolution #15-39
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015

Deletion in the University Undergraduate Catalog, Academic Regulations, Subsection: Re-examinations as follows:

Remove the below language on re-examinations from the University Undergraduate Catalog, because the text no longer aligns with University policy and was removed from the ECU Faculty Manual in August 15, 2011 (FS Resolution #10-93).

“Re-Examinations
Re-examination for the purpose of removing a failure is permitted only in the case of graduating seniors who are in their last term before their scheduled commencement and who are passing the course at the time the final examination is given. Only one re-examination per course is permissible.
A grade change resulting from re-examination must be on file in the Office of the Registrar one week after the originally scheduled examination.”
Revisions to *ECU Faculty Manual*, Part VI, Section I.V. Course Expectations and Requirements as follows:

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

"V. Course Expectations and Requirements

High expectations for student achievement are important for all students and are a key aspect of student retention. The course syllabus informs students of the expectations and requirements of the course and reduces the likelihood of problems later in the semester. The syllabus is a tool that helps both faculty and students accomplish the university's primary mission of teaching and learning. Faculty members are required to provide a make a course syllabus **available for students on or by the first day of each course**. The syllabus should make clear the goals and content of the course and what will be expected of students in the course. A course syllabus should specify the instructor's policies for class attendance, grading, civility in the classroom, and academic integrity. The syllabus should also include a schedule for tests, and assignments.

A course syllabus is required to clearly state the instructor's office location, office phone, email, and office hours. The syllabus is also required to list the instructor's policy on the following: textbook(s) and other required course materials, student learning outcomes, assignments and tests, evaluation system and grading scale, late work, academic integrity, and accommodations for students with a disability.

It is recommended that faculty members include a course description, a statement on attendance expectations, and a statement on continuity of instruction in the syllabus.

For campus resources for students with disabilities, contact the Department for Disability Support Services (http://www.ecu.edu/cs-studentlife/dss/). For definitions of academic integrity and procedures for dealing with infractions, see Part VI, Section II of the *Faculty Manual* (http://www.ecuedu/cs-acad/fsonline/customcf/currentfacultymanual/part6section2.pdf) and the Office of Student Rights and Responsibilities (http://www.ecu.edu/osrr/). Faculty members can also contact the Office of Equity and Diversity (http://www.ecu.edu/cs-acad/oed/policies.cfm) for policies on equal opportunity and nondiscrimination. The University Writing Program can be contacted for consultation and support of writing activities and guidelines for writing-intensive courses (http://www.ecu.edu/writing/). The Office for Faculty Excellence (http://www.ecu.edu/ofe/) can provide assistance with the syllabus.

It is the responsibility of each unit administrator to have copies of syllabi for all courses taught in the school or department (FS Resolution #10-08, February 2010)."

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Resolution #15-41
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: not applicable

Proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars returned to University Calendar Committee for further review.
1. Introduction
This policy serves to uphold the university’s high standards of professional and ethical conduct, specifically with respect to employee interpersonal relationships. The intent of this policy is to provide assurance that all employees are able to work in an environment where they can be objectively supervised and evaluated.

This policy defines the types of employee interpersonal relationships that by their very existence create an inherent conflict of interest that affects an employee’s ability to be objectively supervised or evaluated. This policy also proscribes specified conduct with respect to employee interpersonal relationships and provides for disciplinary action for violations of this policy.

2. Definitions
2.1 Amorous Relationship
An amorous relationship exists when, without the benefit of marriage, two persons voluntarily have a sexual union or are engaged in a romantic courtship (e.g., dating or engaged to be married) that may or may not have been consummated sexually.

2.2 Familial Relationship
A relationship between two related persons. For purposes of this policy, “related persons” includes:
- Husband/Wife
- Domestic Partner
- Parent/Child
- Brother/Sister
- Grandparent/Grandchild
- Aunt/Uncle and Niece/Nephew
- First Cousins
- Guardian/Ward
• Anyone living in the same household or whose relationship is so closely identified with another as to suggest a conflict, or
• Ex-, Step-, Half-, and In-Law relationships as appropriate based on the above list.

The prohibitions in this policy applicable to familial relationships or amorous relationships shall continue after the termination of the relationship (e.g., divorce) until such time as there is no effect upon impartiality.

2.3 Employment Decision
A decision that includes, but is not limited to, one relating to:
• The search, selection, or appointment of an individual to employment
• Establishing the terms and conditions of employment
• Determining compensation
• Evaluating work performance
• Voting for or otherwise considering reappointment, promotion, or tenure
• Issuing disciplinary action
• Instructing or advising
• Any other action that assesses, determines, or influences work performance, career progress, or other employment status.

2.4 Undue Influence
A situation in which an individual is able to persuade another’s decisions due to the relationship between the two parties.

3. Prohibited Conduct
3.1 Employment Decisions
A University employee shall not have or share authority for employment decisions or exert undue influence on employment decisions for an employee with whom the individual has or has had an amorous or familial relationship.

4. Duty to Disclose
All actual or potential conflicts of interest created by an amorous or familial relationship as defined in this policy shall be disclosed to the Department of Human Resources and appropriate vice chancellor when a faculty member is involved in order to avoid a potential violation of this policy.

4.1 New Employee
Upon hire, all new employees have a duty to disclose any actual or potential conflicts of interest created by an amorous or familial relationship as defined in this policy by contacting the Department of Human Resources and appropriate vice chancellor when faculty are involved.

4.2 Change in Status
A change in an employee’s status (i.e., employment, or personal relationship) that would establish an actual or potential violation of this policy (where one did not exist previously) creates a duty to disclose the actual or potential conflict of interest by contacting the Department of Human Resources and appropriate vice chancellor when faculty are involved. For example, an employment action (i.e., new hire, promotion, position reclassification, reassignment of job responsibilities) or a decision of two employees to begin dating may result in a potential violation of policy as described in section 3.1.

4.3 Failure to disclose an actual or potential conflict of interest or failure to disclose in a timely manner shall constitute a violation of this policy.
5. Conflict Management Plan
Upon appropriate disclosure pursuant to section 4 and where determined to be appropriate, Human Resources, or the appropriate vice chancellor when faculty are involved will oversee the development, approval and monitoring of a conflict management plan to avoid a violation of this policy. Failure to adhere to an approved conflict management plan shall constitute a violation of this policy.

6. Disciplinary Action
Employees who violate this policy will be subject to disciplinary action up to and including dismissal. Such disciplinary action shall be conducted in accordance with existing University policies and procedures.

7. Spousal and Domestic Partner Hiring
This policy is not intended to impede hiring of faculty spouses/partners as outlined in the Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure. Hiring of faculty spouses/partners must be in compliance with this Anti-Nepotism policy.

8. Reporting
The Chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

Resolution #15-43
Approved by the Faculty Senate: March 17, 2015
Received by the Chancellor: March 31, 2015

Formal faculty advice on proposed Leave Regulation as follows:

No additional changes are recommended to this proposed regulation.

Authority: North Carolina Office of State Personnel
History: Revised
Related Policies: Office of State Human Resources
Additional References: For additional information on specific leave policies please reference the following links: Adverse Weather, Compensatory Leave, Civil Leave, Community Service Leave, Educational Leave, Family Medical Leave Act (FMLA), Holidays, Incentive Leave, General Leave Offsetting Policy, Military Leave, Other Management Approved Leave, Sick Leave, Vacation Leave, Family Illness Leave, Voluntary Shared Leave, Leave Without Pay, Transfer Leave, Communicable Disease Emergency Leave, ECU Physicians Adverse Weather Policy, USERRA, Religious Accommodation
Contact for Info: Director of Benefits, Department of Human Resources (252-328-9887)

1. Introduction
East Carolina University offers various types of leave to part-time and full-time permanent employees. This regulation applies to permanent employees of ECU subject to the North Carolina’s State Personnel Act (“SPA employees”). With regard to any type of leave listed below that is not specifically addressed in ECU’s Clinical Support Services (“CSS”) policies and/or regulations, ECU also applies the policies and regulations to permanent CSS employees. For details about each type of leave offered please see the policy website of the Office of State Human Resources (“OSHR”),
which can be accessed at the links provided below and/or located in the additional references section above. In the event that there is a conflict between the contents of this regulation and a state or federal statute, the statute shall control.

2. Types of Leave
   2.1 Adverse Weather and Emergency Closings – Time taken when adverse weather or other conditions prohibit some employees from reporting to work but do not necessitate the closing of the University or curtailing of operations.
   2.2 Compensatory Leave – Time that can be granted to employees who are exempt from the provision of overtime pay at the employing agency’s discretion.
   2.3 Civil Leave – Leave with pay provided to employees when serving jury duty or when subpoenaed as a witness.
   2.4 Community Service Leave - Leave with pay provided to employees when volunteering to support schools, communities, citizens and non-profit organizations.
   2.5 Educational Leave – Time taken for certain types of educational courses.
   2.6 Family Medical Leave (FMLA) – Provides reasonable unpaid family and medical leave to care for a family member or for the employee’s own serious health condition, exigency leave for families of covered members and Military Caregiver Leave.
   2.7 Holidays – Holiday schedule established annually. The University shall make efforts to accommodate an employee’s request to be away from work for certain religious holiday observances provided that, do so would not result in undue hardship on the agency or its employees.
   2.8 Incentive Leave – Leave awarded to middle or late career applicants outside of State government who are interested in accepting employment with the State of North Carolina.
   2.9 General Leave Policy - Hours worked in excess of the employee’s established work schedule shall be used to offset leave reported in the same overtime period. {Reference Section 5: Leave at the link shown above}
   2.10 Military Leave - Leave granted for certain periods of service in the uniformed services. ECU follows the guidelines set forth in the Uniformed Services Employment and Reemployment Rights Act. (USERRA)
   2.11 Other Management Approved Leave – Approved paid time off to allow for participation in specified state-related activities or because of natural or other emergencies.
   2.12 Sick Leave – Paid leave granted to employees who are in pay status for one half or more of the regularly scheduled workdays and holiday in the pay period.
   2.13 Vacation Leave - Paid leave granted to employees who are in pay status for one half or more of the regularly scheduled workdays and holiday in the pay period.
   2.14 Family Illness Leave – Unpaid leave provided to care for the employee’s child, parent or spouse when a serious health condition exists. It is not provided for the employee’s illness.
   2.15 Voluntary Shared Leave – Leave may be donated or received when a prolonged serious medical condition of the employee or a member of the employee’s immediate family occurs.
   2.16 Leave Without Pay – May be granted for illness, education purposes, vacation or for any other reasons deemed justified by the agency.
   2.17 Leave - Employee Transfer – Leave granted to provide time for employees transferring from one state agency to another.
   2.18 Communicable Disease Emergency – Outline of provisions covering the designation of mandatory employees, compensation for mandatory employees, accounting for absences, disciplinary action for failure of mandatory employees to report to work and an emergency lay-off plan.

3. Statement of Non-Discrimination
Requests for leave shall be considered without regard for the employee’s race/ethnicity, color, creed, genetic information, national origin, religion, sex, sexual orientation, age, disability, political affiliation or veterans’ status.

Resolution #15-44
Approved by the Faculty Senate: March 17, 2015
Received by the Chancellor: March 31, 2015

Resolution on an ECU Women’s Center as follows:

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, creating and maintaining an environment supportive of women faculty, staff, and students is important for professional and educational opportunities, advancement, recruitment, and retention; and

Whereas, a women’s center would be a facility that provides education, activities, outreach, support services, academic programming, and advocacy resources on issues concerning women for the women and men on our campus; and

Whereas, a prominent, visible, and active women’s center serves to promote an inclusive and safe atmosphere for the diverse student population across the campus and to improve gender relations on and off campus; and

Whereas, a women’s center could gather and facilitate a diverse offering of scholarships and grants of and for women and research on women and gender issues; and

Whereas, problems of sexual violence on campus must be addressed, having an office dedicated to women’s issues would further awareness, offer education, and support women and the White House Task Force’s new Title IX and Clery Act requirements; and

Whereas, a center could serve as a meeting place for volunteer opportunities, leadership development and service learning with a commitment to collaboration; and

Whereas, such a center would be a facility for women faculty, staff and students to receive guidance, help, and support and to address the issues, needs and goals of all women; and

Whereas, a center could provide a physical location for support of the Chancellor’s Committee on the Status of Women and the ECU Women’s Roundtable, which currently have no centrally located public campus offices; and

Whereas, such a facility could help further the efforts and serve as a liaison between the Office for Equity and Diversity, Student Affairs, the Chancellor’s Committee on the Status of Women, Women’s Roundtable, Student Life, Victim’s Advocacy, the Ledonia Wright Cultural Center, and LGBT Office; and

Whereas, 12 of ECU’s 18 identified peer institutions have Women’s Centers; and creation of such a center would demonstrate ECU’s commitment to a diverse population of students, faculty, staff, and administration;
Therefore Be It Resolved, that East Carolina University will create a Women’s Center (with some appropriate name and designation) with an office and full time employee(s), who report to the Provost, dedicated to the protection and support of women students, staff, and faculty.

Resolution #15-45
Approved by the Faculty Senate: April 14, 2015
Accepted by the Chancellor: May 12, 2015

Formal faculty advice on curriculum and academic matters acted on and recorded in the March 16, 2015 Graduate Council meeting minutes (GC#15-8) to include the revision to Graduate Faculty Criteria for the College of Health and Human Performance; revision to the Integrated Bachelor’s/Graduate Program Policy (GC#15-9); Graduate Curriculum Committee meeting minutes of March 4, 2015 including curricular actions (GC#15-10) from the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, Department of Child Development and Family Relations within the College of Human Ecology, Department of Interdisciplinary Professions within the College of Education, programmatic actions (GC#15-11) forwarded to the Educational Policies and Planning Committee that included proposal of a Neonatal Clinical Nurse Specialist concentration in the MSN within the College of Nursing, proposal of a Neonatal Nurse Specialist Certificate within the College of Nursing; Graduate Curriculum Committee meeting minutes of March 18, 2015 including curricular actions (GC#15-12) from the Department of Communication Sciences and Disorders within the School of Communication, Department of Kinesiology and Department of Recreation and Leisure Studies (2 packages) within the College of Health and Human Performance, Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences, programmatic actions (GC#15-13) forwarded to the Educational Policies and Planning Committee that included a title revision of the MS in Exercise and Sport Science (to MS in Kinesiology) in the Department of Kinesiology within the College of Health and Human Performance; Graduate Curriculum Committee meeting minutes of March 25, 2015 including curricular actions (GC#15-14) from the School of Social Work within the College of Human Ecology and Department of Health Education and Promotion (2 packages – MAEd and MAT) within the College of Health and Human Performance, and programmatic actions (GC#15-15) forwarded to the Educational Policies and Planning Committee that included discontinuation of the Child Welfare Studies certificate in the School of Social Work within the College of Human Ecology and a proposal of Education in Healthcare Professions certificate in the Department of Interdisciplinary Professions within the College of Education.

Resolution #15-46
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Curriculum and academic matters contained in the Service Learning Committee meeting minutes of March 31, 2015 including approval of service learning (SL) designation for HNRS 2012 Global Understanding In Health Sciences (003) and HNRS 2011 Global Understanding In Health Sciences (005) depending if a student enrolls in the class for fine arts credit (2012) or humanities credit (2011); CDFR 4100 Interdisciplinary Study Abroad Program on Child Development and Nutrition (SL* -only certain sections); HMGT 4040 Producing Meetings, Events, and Conventions (SL* -only certain sections).
Resolution #15-47
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of February 26, 2015 including curricular actions within the School of Theatre and Dance, Department of Interior Design and Merchandising, College of Education, College of Business, College of Allied Health Sciences.

Resolution #15-48
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars, as follows:

**Summer Session 2016**
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>
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<tbody>
<tr>
<td>March 18, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 21, Monday</td>
<td>Registration for Summer Session begins.</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>May 16, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>May 17, Tuesday</td>
<td>Last day for registration and schedule changes (drop and add) for first session by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>May 17, Tuesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>May 30, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>June 6, Monday</td>
<td>Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>June 8, Wednesday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td>June 20, Monday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>June 21, Tuesday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>June 24, Friday</td>
<td>Grades due at 8:00 am.</td>
</tr>
</tbody>
</table>

Second Session
(Actual days Second Session: 4 Mondays, 5 Tuesdays, 5 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 22, Wednesday</td>
<td>New student registration; schedule changes.</td>
</tr>
<tr>
<td>June 23, Thursday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>June 24, 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 24, Friday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>July 4, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>July 14, Thursday</td>
<td>Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>July 18, Monday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td>July 28, Thursday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July 29, Friday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>August 1, Monday</td>
<td>Grades due at noon.</td>
</tr>
</tbody>
</table>

**Summer Session 2016**

11-Week Summer Session

(Actual class days: 9 Mondays, 11 Tuesdays, 9 Wednesdays, 11 Thursdays, 10 Fridays, 1 day for final examinations)

- March 18, Friday: Early registration for special populations begins at 1:00 pm.
- March 21, Monday: Registration for 11-Week Summer Session begins.
- May 13, Friday: New student registration; schedule changes.
- May 16, Monday: Classes begin; schedule changes.
- May 17, Tuesday: Last day for registration and schedule changes (drop and add) by 5:00 pm.
- May 17, Tuesday: Census Day (Official enrollment count taken at 5:00 pm).
- May 30, Monday: State Holiday (no classes).
- June 21-22, Tuesday and Wednesday: Midsummer Break (no classes).
- June 29, Wednesday: Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
- July 4, Monday: State Holiday (no classes).
- July 5, Tuesday: Last day for graduate students to drop courses without grades by 5:00 pm.
- July 28, Thursday: Classes end. Last day for submission of grade replacement requests.
- July 29, Friday: Final examinations.
- August 1, Monday: Grades due at noon

**Fall Semester 2016**

(Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

- March 18, Friday: Early registration for special populations begins at 1:00 pm.
- March 21, Monday: Registration for Fall Semester 2016 begins.
- August 22, Monday: Classes begin; schedule changes.
- August 26, Friday: Last day for registration and schedule changes (drop and add) by 5:00 pm.
- September 5, Monday: State Holiday (no classes).
- September 13, Tuesday: Census Day (Official enrollment count taken at 5:00 pm).
- October 8-11, Saturday-Tuesday: Fall Break.
- October 12, Wednesday: 8:00 am - Classes resume.
- October 21, Friday: Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
- October 26, Wednesday: Last day for graduate students to drop courses without grades by 5:00 pm.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 28, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>October 31, Monday</td>
<td>Registration for Spring Semester 2017 begins.</td>
</tr>
<tr>
<td>November 5,</td>
<td>Last day to apply as an undergraduate student for the Spring Semester.</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>November 23-27,</td>
<td>Thanksgiving Break.</td>
</tr>
<tr>
<td>Wednesday-Sunday</td>
<td></td>
</tr>
<tr>
<td>November 28,</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>November 28,</td>
<td>Undergraduate students last day to remove incompletes given during</td>
</tr>
<tr>
<td>Monday</td>
<td>Spring and/or Summer Session 2016.</td>
</tr>
<tr>
<td>December 5, Monday</td>
<td>Graduate students last day to remove incompletes given during Fall</td>
</tr>
<tr>
<td></td>
<td>2015.</td>
</tr>
<tr>
<td>December 5, Monday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>December 6,</td>
<td>Reading day.</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>December 7,</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>December 14,</td>
<td>Exams for Fall Semester close at 4:30 pm.</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>December 16,</td>
<td>Commencement.</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>December 16,</td>
<td>Grades due at 4:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
</tbody>
</table>

**Fall Semester 2016**

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 7 - December 14). 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 7 - December 14). 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</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1066</td>
<td>5:00 - 7:30</td>
<td>Thursday, December 8</td>
</tr>
<tr>
<td>CHEM 0150, 1120,1130, 1150, 1160</td>
<td>5:00 - 7:30 Friday, December 9</td>
<td></td>
</tr>
<tr>
<td>CHEM 1121, 1131, 1151, 1161, 2753, 2763</td>
<td>5:00 - 7:30 Monday, December 12</td>
<td></td>
</tr>
<tr>
<td>FREN 1001, 1003, SPAN 1001, 1004, GERM 1001</td>
<td>5:00 - 7:30 Tuesday, December 13</td>
<td></td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 1003, GERM 1002</td>
<td>5:00 - 7:30 Wednesday, December 14</td>
<td></td>
</tr>
<tr>
<td>Time class regularly meets</td>
<td>Time and day of examination</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, December 12</td>
<td></td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, December 13</td>
<td></td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Wednesday, December 14</td>
<td></td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Wednesday, December 7</td>
<td></td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Friday, December 9</td>
<td></td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, December 8</td>
<td></td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, December 12</td>
<td></td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Thursday, December 8</td>
<td></td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Wednesday, December 14</td>
<td></td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Wednesday, December 7</td>
<td></td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Friday, December 9</td>
<td></td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Tuesday, December 13</td>
<td></td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, December 12</td>
<td></td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Tuesday, December 13</td>
<td></td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Wednesday, December 14</td>
<td></td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, December 8</td>
<td></td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Friday, December 9</td>
<td></td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Wednesday, December 7</td>
<td></td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Monday, December 12</td>
<td></td>
</tr>
<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Thursday, December 8</td>
<td></td>
</tr>
</tbody>
</table>

**Spring Semester 2017**
(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 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>October 17, Monday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>October 18, Tuesday</td>
<td>Registration for Spring Semester 2017 begins.</td>
</tr>
<tr>
<td>January 6, Friday</td>
<td>Advising and schedule adjustments.</td>
</tr>
<tr>
<td>January 9, Monday</td>
<td>Classes begin; schedule changes.</td>
</tr>
<tr>
<td>January 13, Friday</td>
<td>Last day for registration and schedule changes (drop and add) by 5:00 pm.</td>
</tr>
<tr>
<td>January 16, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>January 23, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>March 5-12, Sunday – Sunday</td>
<td>Spring Break.</td>
</tr>
<tr>
<td>March 13, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>March 13-17, Monday-Friday</td>
<td>Advising for Summer Sessions and Fall Semester 2017.</td>
</tr>
<tr>
<td>March 15, Wednesday</td>
<td>Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>March 17, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 20, Monday</td>
<td>Last day for graduate students to drop courses without grades by 5:00 pm.</td>
</tr>
<tr>
<td>March 20, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 2017 begins.</td>
</tr>
<tr>
<td>April 13, Thursday</td>
<td>Undergraduate students last day to remove incompletes given during Fall Semester 2016</td>
</tr>
<tr>
<td>April 14-16</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 25, Tuesday</td>
<td>State holiday makeup day. Classes which would have met on Friday, April 14, 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 25, Tuesday</td>
<td>Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 2016.</td>
</tr>
<tr>
<td>April 25, Tuesday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>April 26, Wednesday</td>
<td>Reading day.</td>
</tr>
<tr>
<td>April 27, Thursday</td>
<td>Final examinations begin.</td>
</tr>
<tr>
<td>May 4, Thursday</td>
<td>Exams for Spring Semester close at 4:30 pm.</td>
</tr>
<tr>
<td>May 5, Friday</td>
<td>Commencement.</td>
</tr>
<tr>
<td>May 6, Saturday</td>
<td>Grades due at 4:30 p.m.</td>
</tr>
</tbody>
</table>

### Spring Semester 2017 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 (April 27 - May 4). 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 (April 27 - May 4). 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 (April 27 - May 4). 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 27</td>
</tr>
<tr>
<td>CHEM 1121, 1131, 1151, 1161, 2753, 2763</td>
<td>5:00 - 7:30 Friday, April 28</td>
</tr>
<tr>
<td>FREN 1001, 1003, SPAN 1001, 1004, GERM 1001</td>
<td>5:00 - 7:30 Monday, May 1</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 1003, GERM 1002</td>
<td>5:00 - 7:30 Tuesday, May 2</td>
</tr>
<tr>
<td>MATH 1066</td>
<td>5:00 - 7:30 Wednesday, May 3</td>
</tr>
<tr>
<td>Time</td>
<td>Day</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>10:00</td>
<td>MWF</td>
</tr>
<tr>
<td>10:00</td>
<td>TTh</td>
</tr>
<tr>
<td>11:00</td>
<td>MWF</td>
</tr>
<tr>
<td>11:00</td>
<td>TTh</td>
</tr>
<tr>
<td>12:00</td>
<td>MWF</td>
</tr>
<tr>
<td>12:00</td>
<td>TTh (12:30)</td>
</tr>
<tr>
<td>1:00</td>
<td>MWF</td>
</tr>
<tr>
<td>1:00</td>
<td>TTh</td>
</tr>
<tr>
<td>2:00</td>
<td>MWF</td>
</tr>
<tr>
<td>2:00</td>
<td>TTh</td>
</tr>
<tr>
<td>3:00</td>
<td>MWF (3:30)</td>
</tr>
<tr>
<td>3:00</td>
<td>TTh (3:30)</td>
</tr>
<tr>
<td>4:00</td>
<td>MWF</td>
</tr>
<tr>
<td>4:00</td>
<td>TTh</td>
</tr>
<tr>
<td>5:00</td>
<td>MWF</td>
</tr>
<tr>
<td>5:00</td>
<td>TTh</td>
</tr>
</tbody>
</table>

Resolution #15-49
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015 (with stipulation)

Revised Department of [Geological Sciences](#) Unit Code of Operation.

Resolution #15-50
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Faculty Senate [Guidelines for Faculty 5-Year Plan](#) - to be used in conjunction with the Performance Review of Tenured Faculty and blank form, as follows:

UNC Board of Governors’ revised Guidelines on Performance Review require each faculty member to develop a five-year plan at the beginning of a post-tenure review cycle. This plan may be modified by the faculty member during the five-year period as deemed appropriate based on changes in institutional, departmental, or personal circumstances. Plans should be brief, not to exceed two-pages, and be written in terms comparable to how faculty members might describe their career goals on the first day of service or after initial conferral of tenure. When no major changes in institutional, departmental or personal professional directions are expected, there may be little difference between successive five-year plans for a given faculty member.

The plan should describe, in general terms, projected activities in education, scholarship and professional service that are consistent with the duties associated with the faculty member’s position and the expectations of his or her respective discipline. A five-year plan is not intended to set specific targets in teaching, scholarship/creative activity and service. It should not set benchmarks that in any way restrict a faculty member’s desire or ability to pursue new intellectual, creative or professional directions; such academic freedom is the foundation of the tenure system. The five-year plan is distinct from the individual development plan for faculty members who do not meet expectations in the cumulative review of tenured faculty.

Notes:
• Do include statements of expectations that specify unit or university actions/requirements that are necessary to accomplish the goals of the five-year plan.
• **Do not** include accomplishment reporting. The plan is an overview of projected goals and expected activity in the next five-year period.
• **Do not** use language that states or implies specific dates for achieving goals; for example, statements like “this year I will …” or “by year three I expect to…” should be avoided.

Sample statements: What follows is representative language for five-year plans; appropriate content will vary across programs and disciplines.

_____ % Teaching. Teach undergraduate and graduate courses in my field of expertise, including at least one course that fulfills a Foundations requirement. Advise undergraduates and serve on graduate student thesis/dissertation committees.

_____ % Research/Creative Activity. Carry out research in my discipline. Seek research funding and publish results in disciplinary refereed journals, keeping research output in line with expectations in my field and with teaching and service activities (As appropriate, specify other forms of scholarly or creative products using the most general descriptions reasonable for the given code unit).

_____ % Service to the Profession and University. Be an active member of a professional society in my discipline, serving on committees and seeking leadership roles as an officer, committee chair or conference organizer. Serve on departmental, college and university committees, keeping both university and professional service in balance with expected teaching and research productivity.

_____ % Other (as specified in the unit code). For example, clinical service directorships may fall under this category. Use the most general descriptions reasonable, ensuring that the statement plan is consistent with the unit code and/or explicit contractual obligations.

---

**Faculty 5-Year Plan**

**Name:**

**College:**

**Department:**

Responsibilities and Mutual Expectations

*(Most faculty members will have responsibilities in three or more of these, but in all cases the anticipated weights in the areas of responsibility must be consistent with those outlined in the department’s unit code)*

_____ % Teaching.

*Use the most general descriptions reasonable for the code unit. Some departments want to include course numbers and semesters in which they will be taught and possibly number of advisees. Other departments want to use a more general description as given in this example.*
If appropriate specify other forms of products to document scholarship productivity. Use the most general descriptions reasonable for the code unit.

Service to the Profession and the University.

(as specified in the unit code).

Use the most general descriptions reasonable for the code unit and ensure that the category is consistent with the unit code. For example clinical service directorships may fall under other specific duties.

Performance Standards

Following the procedures outlined in Part IX, Section II of the ECU Faculty Manual, meet and strive to exceed the performance standards contained for the Department of Discipline XYZ in the Unit Code.

Summary of Changes

Tenured: August xx, 19xx under the then-current ECU Faculty Manual and the then-current Department of XYZ Unit code.

Amended 5-Year Plan Effective August xx, 20xx

Responsibilities changed to responsibilities as described above on August xx, 20xx

Resolution #15-51
Approved by the Faculty Senate: April 14, 2015
Received by the Chancellor: May 12, 2015 (with comment)

Formal faculty advice on revised Faculty Workload Policy, as follows:

No revisions are being recommended to this revised policy.

Authority: Chancellor
History: June 8, 2011, to be effective July 1, 2011; Revised September 25, 2014; Second Revised
Interim Effective December 1, 2014.
Related Policies:
- ECU Faculty Manual
- UNC Policy Manual, 300.2.6[G] (Guidelines on Reassigned Time for Faculty)
- UNC Policy Manual, 400.3.1.1 [G] (Guidelines on Tenure and Teaching in the University of North Carolina) and
- UNC Policy Manual, 400.3.4 (Monitoring Faculty Teaching Workloads)
- UNC Policy Manual 700.6.1[R] (Academic Integrity Regulations)
- Supplemental Pay for EPA Employees Policy

Supplemental Pay for EPA Employees Policy

Contact for Info: Senior Associate Provost for Academic Affairs (328-0607)

1. Purpose
As per UNC Policy 400.3.1.1 [G], teaching or instruction is the primary responsibility of each of the UNC institutions; therefore, while neither teaching nor service nor research is the sole measure of a faculty member’s competence and contribution at any UNC institution, teaching should be the first consideration at all of the UNC institutions.

The purpose of this regulation is to define faculty workloads at East Carolina University as per policies established by the UNC Policy Manual and the ECU Faculty Manual. The Brody School of Medicine and the School of Dental Medicine are excluded from this regulation and will be governed by separate workload regulations, which must be approved by the Vice Chancellor for Health Sciences.

2. Definitions
2.1. Faculty Workload – the entirety of a faculty member’s duties for the relevant period

2.2. Relevant Period – academic year, contract period, or time-frame for special duties formally or informally assigned

2.3. Instructional Load – the portion of the faculty workload spent on direct instruction and instructional activities

2.4. Overload – a workload assignment that exceeds 1.0 full-time equivalent (FTE)

2.5. Course Reduction – a reduction in the instructional load to allow time for work on non-instructional activities

2.6. Faculty Scholarly Reassignment - an approved reassignment for a defined period of time in order for a faculty member to pursue a project involving research or creative activity as addressed in UNC Policy 300.2.6 [G]

3. Workload Assignments
3.1. The duties that commonly constitute a faculty member’s workload fall under the areas of instruction, research/scholarship or creative activity, service, clinical duties, community engagement and administration.

3.2. The Academic Council, in consultation with the academic deans, will establish workload and productivity criteria (see section 3.7 below) for each college for the relevant period.
3.3. The dean of each college, in consultation with the chairs and directors within the college, will establish workload and productivity criteria for each department or school in the college for the relevant period. These criteria will be guided by the requirements that the college meet workload and productivity criteria set by the Academic Council.

3.4. The chairperson or director of each department or school will establish individual workload and productivity requirements for each member of the faculty for the relevant period. These requirements will cumulatively meet the requirements for the department or school as established by the dean for the relevant period.

3.5. For faculty holding a joint appointment, the unit administrator of the faculty member’s primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed, will set the workload and productivity requirements.

3.6. As a Doctoral/Research university, the University will maintain an overall instructional load equivalent of five 3-semester-hour courses per year per 1.0 FTE.

3.7. Colleges will produce at least the average student credit hours (SCH) per FTE assigned by the Academic Council (see section 3.2 above) to the respective units as defined by the current UNC Enrollment Change Funding Model.

3.8. College, department and faculty workload and productivity requirements and assignments may vary in relation to overall assignment of duties, disciplinary standards, class sizes, contact hours, accreditation requirements, and productivity goals.

3.9. As required by the Board of Governors in its Academic Integrity Regulations (UNC Policy 700.6.1[R]), ECU limits a faculty member to teaching no more than three (3) undergraduate independent studies in a semester or summer session without written approval from dean (not designee).

3.10. Department chairs and school directors will ensure that the aggregated faculty workloads for the department or school meet the productivity criteria established for the department or school by the dean. Failure to satisfy the workload and productivity criteria established by the dean for the relevant period may result in an unsatisfactory performance evaluation and/or removal of administrative duties.

3.11. As per Part VIII of the ECU Faculty Manual, the unit administrator’s annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the Chancellor. The evaluation shall be based upon that year’s assigned duties and shall consider: teaching, research and creative activities, patient care, service, and other appropriate responsibilities. 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.

3.12. Workload and productivity data alone are not sufficient justifications for the return of vacant faculty lines or for the allocation of new faculty lines. The Chancellor, Executive Council and/or Academic Council allocate or reallocate resources based upon a variety of factors, including but not limited to, workload and productivity data, institutional priorities, UNC General Administration initiatives, and legislative mandates.

4. Instructional Assignments and Other Responsibilities

4.1. Course Reductions and Overloads
4.1.1. With the exception of assignment of academic administration responsibilities and 100% Faculty Scholarly Reassignment, both of which require approval from the appropriate vice chancellor, a department chair or director may authorize one or more course reductions if the demands of activities, as defined in section 4.1.4 below, warrant a reduction in the instructional load.

4.1.2. Reductions in the instructional load are measured in terms of credit hours and are determined on a case by case basis.

4.1.3. A faculty member who is granted a course reduction may not receive an instructional overload assignment for additional compensation without approval from the dean and the appropriate vice chancellor.

4.1.4. The criteria for course reductions will be grouped into the following reporting categories: course/curriculum development, heavy load of academic advising, accreditation/program review, technology training for instruction, co-curricular activities, academic administration, externally funded research, institutionally supported research, institutional service, service to the public, and service to the profession.

4.1.5. At the end of the academic year, the dean is responsible for generating a report which will identify all faculty course reductions for the academic year and the associated outcomes using the unit guidelines established for monitoring productivity. This report will be compiled for the unit and shall be due to the appropriate vice chancellor by the end of the fiscal year.

4.1.6. Faculty may not receive additional compensation (supplemental pay) for teaching courses for academic credit in excess of the full-time assigned course load except as defined in this section, 4.1.6. Instead of receiving additional compensation, other arrangements should be made, such as corresponding course reduction in the following semester. Under extraordinary circumstances, overload compensation may be approved consistent with the process outlined in the Supplemental Pay for EPA Employees Policy, for faculty to teach an additional course. Supplemental pay is only allowable if it does not create a conflict of commitment with other assigned duties and provided that the faculty member is assigned a workload consistent with approved university policies.

4.2. Faculty Scholarly Reassignment
4.2.1. Administrators shall adhere to guidelines established for 100% Faculty Scholarly Reassignments per UNC Policy 300.2.6[G] and ECU’s Faculty Scholarly Reassignment Regulation.

5. Effective Date
5.1. This regulation is effective ________[upon approval by the Chancellor].

1 UNC Enrollment Change Funding Model

<table>
<thead>
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<th>Program Category</th>
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<tr>
<td>Category IV</td>
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</table>

Category I Disciplines: Communications & Journalism; English; Mathematics; Philosophy & Religion; Psychology; Corrections & Criminal Justice; Social Sciences; History; Other
Category II Disciplines: Area, Ethnic, Cultural & Gender Studies; Education; Foreign Languages, Literatures & Linguistics; Family & Consumer Sciences; Liberal Arts & Sciences, Humanities; Multi/Interdisciplinary Studies; Parks, Recreation, Leisure & Fitness; Business, Management & Marketing

Category III Disciplines: Agriculture; Natural Resources & Conservation; Architecture; Computer & Information Sciences; Engineering-related Technologies; Library Science; Biological Sciences; Physical Sciences; Public Administration & Services; Visual & Performing Arts; Health Professions

Category IV Disciplines: Engineering; Nursing

As per Board of Governors action, student credit hours for student teaching in Education are placed in Category III for all campuses. Medicine and Dentistry are excluded from this model due to distinct funding by the General Assembly.

Resolution #15-52
Approved by the Faculty Senate: April 14, 2015
Received by the Chancellor: May 12, 2015

Formal faculty advice on proposed Salary Administration for Employees Subject to the State Human Resources Act Policy, as follows:

No revisions are being recommended to this proposed policy.

Authority: Office of State Human Resources
History: First Issued: See policy history links within each section
Last Reviewed: same as first issued


Additional References: N/A
Contact for Info: Director of Classification and Compensation, Department of Human Resources 252-328-9847.

1. Introduction
East Carolina University utilizes a variety of salary administration policies to manage pay for employees subject to the State Human Resources Act (“SHRA”). With regard to any salary administration policies listed below that are not specifically addressed in ECU’s Clinical Support Services (“CSS”) policies and/or regulations, ECU also applies the policies and regulations expressed herein to CSS employees. For details about each salary administration policy, please see the policy website of the Office of State Human Resources (“OSHR”), which can be accessed at the links provided below and/or located above in the Related Policies section. In the event that there is a conflict between the contents of this regulation and a state or federal statute, the statute shall control.

2. General Pay Policies
General pay policies summarize various salary administration policies to include compensation, salary ranges, pay status, overtime pay, availability of funds, and payment of salary.

3. **Career Banding Salary Administration**
   It is the policy of the State to compensate its employees at a level sufficient to encourage excellence of performance and to maintain the labor market competitiveness necessary to recruit, retain and develop a competent and diverse work force.

4. **Comprehensive Compensation Policy**
   It is the policy of the State to compensate its employees at a level sufficient to encourage excellence of performance and to maintain the labor market competitiveness necessary to recruit and retain a competent work force. To this end, salary increases to State employees shall be implemented through the Comprehensive Compensation System based upon the individual performance of each State employee.

5. **Compensation of Foreign Service Employees**
   A foreign service employee is defined as any full-time employee subject to the SHRA who is transferred from North Carolina to a foreign assignment to live and work for a period of time greater than three months. Foreign nationals employed in and assigned to work in their country of origin are not included in this policy.

6. **Extended Duty for Medical Personnel**
   Critical shortages of coverage on evening and weekend shifts in certain medically related areas sometimes make it impossible to maintain an adequate staff to meet all workload requirements. In order to meet such workloads, an employee of the State who is exempt from the hours of work and overtime provisions of FLSA may, if the employee agrees, be scheduled to work additional hours beyond the regular work schedule and receive pay on a straight-time basis.

7. **Holiday Premium Pay**
   Employees who are required to work on designated holidays shall be given, in addition to regular salary, premium pay equal to one-half of their regular straight-time hourly rate for such hours as are worked on these days. In addition, holiday compensatory time off shall be given, not to exceed 8 hours. This covers both FLSA non-exempt and exempt employees.

8. **Hours of Work and Overtime Compensation**
   Defines Fair Labor Standards Act in its application to State and local governments as declared by the Supreme Court.

9. **Initial Classification**
   Initial classification occurs in the following situations: when a position or a group of positions is classified and brought under the SHRA and when a position under the SHRA, but not officially classified, is reviewed and a permanent classification and salary range is assigned.

10. **Longevity**
    Longevity pay is to recognize long-term service. An eligible employee who has at least ten (10) years of total State service shall receive a lump sum payment annually. Payment shall be made during the same monthly pay period or by the second biweekly pay period following the date the employee is eligible to receive longevity pay. This includes employees on workers’ compensation leave.

11. **On-Call and Emergency Callback Pay**
    It is the policy of the State of North Carolina to provide additional compensation to designated FLSA non-exempt employees who are required to serve in on-call status and/or who are called back to
work. Management should carefully weigh the costs and benefits of alternatives before authorizing on-call or emergency call back pay. Reasonableness and fairness shall be exercised in administering this policy.

12. **Redeployment**
Redeployment is the movement of an employee from one position to another position within the same agency or the movement of an employee, or an employee and a position, from one agency to another under the following circumstances: the move is due to an enterprise-wide project that results in the need to utilize an employee’s competencies for greater effectiveness in another area of an agency or in another agency, and there is no break in service.

13. **Shift Premium Pay**
The State shall provide additional compensation for employees who are regularly scheduled to work on either an evening or night shift, or on a weekend shift for certain classes when determined to be necessary to be competitive with the labor market. Shifts will be defined within the agency based on operating requirements and work environment. SHRA employees who occupy positions which are scheduled on a regular, recurring basis to work on shifts in which more than half of the working hours occur between 4:00 p.m. and 8:00 a.m. are eligible for shift premium pay.

14. **Sign-On Bonus Policy**
A sign-on bonus is a lump sum payment that serves as a recruitment incentive to aid in the employment of individuals in critical positions that have labor market shortages which affect the business needs of the agency and which impair the delivery of essential services.

15. **Supplemental Salary**
Supplemental salary is any compensation from an affiliated public charity, foundation or other private source paid to a State employee for services that are part of the employee’s regular job and is in addition to the employee’s base salary paid by the State and any other compensation authorized by Human Resources Commission policies but which the private source is not obligated to pay and on which the Retirement System is not obligated to accept contributions.

Resolution #15-53
Approved by the Faculty Senate: April 14, 2015
Received by the Chancellor: May 12, 2015

Formal faculty advice on proposed Reduction in Force (SPA) Policy, as follows:

No revisions are being recommended to this proposed policy.

Authority: Vice Chancellor of Administration and Finance
History: Revised March 2009, July 2011, October 2014
Related Policies: [Insert related PRRs and hyperlinks.]
Additional References:
Office of State Personnel Human Resources – Reduction in Force Policy
Office of State Personnel Human Resources – Reduction in Force Guidelines
Office of State Personnel Human Resources - Reduction in Force Priority Policy
Office of State Human Resources - Severance Salary Continuation Policy
NC Employment Security Commission - Resources for Individuals
Contact for Info: HR, Employee Relations, 252-328-9848

1. Introduction to the Policy
The North Carolina Office of State Human Resources requires the University to develop guidelines for reductions in force. A Reduction in Force ("RIF") may occur when there are budget constraints, a shortage of work, a need to abolish SPA positions, or other material changes in duty or organization. A RIF decision requires an evaluation of the need for specific SPA positions as they contribute to the department’s mission, goals, and provision of services. Separation of employees through reduction in force should occur only after management has considered other feasible alternatives that might avoid it.

2. Covered Employees
2.1 This policy applies to SPA employees (full-time and part-time) who are considered career status employees.

2.2 Within organizational units as defined by the Chancellor

2.3 Neither temporary, probationary, nor trainee employees in their initial 24 months of training shall be retained in the same or any related classes where employees with a permanent appointment (those who have satisfactorily completed a probationary or equivalent trial period) must be separated.

2.4 Temporary employees or employees with time-limited permanent appointments may be laid off without following the reduction in force procedures.

3. Development of a RIF Plan
3.1. If it becomes necessary for any department of East Carolina University to implement a RIF, the head of that department must consult Employee Relations within the Department of Human Resources regarding the desire to initiate a RIF. Employee Relations will provide the department with the necessary information to develop a RIF plan.

3.2 After consultation with Human Resources, the head of the department should request, in writing, permission from the appropriate Vice Chancellor to initiate the RIF plan. Once this written approval is received, Employee Relations will assist the head of the department in the preparation/design of a RIF plan. (Note: Whenever a Vice Chancellor is not available to perform a duty assigned to him or her in this policy, including but not limited to consideration of a RIF within the Chancellor’s Division, the Chancellor may designate, as he or she deems appropriate, another person to carry out that duty.)

3.3 The RIF Plan must provide the rationale behind the selection of particular employees to be separated and the ones to be retained. The classifications of positions selected by management for RIF and a list of all persons in affected classifications must be reviewed by the head of the department prior to selecting a particular employee for RIF. Consideration for reduction in force of career status employees includes, but is not limited to, the following factors: i) Type of appointment, ii) Relative efficiency (skills, knowledge and productivity of employees), iii) Consideration of equal employment factors to avoid adverse impact, iv) Length of service of employees (but not seniority-driven). The RIF Plan must incorporate, at a minimum, the following:

3.3.1 Narrative description of the issue(s) resulting in the need to abolish positions, including discussion of at least the following: i) Organization structure including overall purpose of department ii) Impact of the proposed RIF on overall program objectives and/or services; iii) iv) Legal and organizational requirements for the services affected; v) Alternatives considered, including possible transfers, reallocation of resources and/or funding.

3.3.2. The following identifying data for the employees in positions selected for RIF: i) Performance history, including evaluations and any disciplinary actions; ii) Length of service in current classification and total state service (Note: In determining the length of service, an eligible veteran shall be
accorded one year of state service for each year or fraction thereof of military service, up to a maximum of five (5) years credit); iii) Age; iv) Race; v) Gender; vi) Ethnicity.

3.3.3 Description of all other alternatives explored by management.

3.3.4 Copy of appropriate Vice Chancellor approval to initiate RIF plan required pursuant to 3.2 above.

3.4 The plan must be signed and dated to indicate approval by the appropriate Department Director, Divisional Vice Chancellor, Equity Officer, University Counsel and forwarded to the Associate Vice Chancellor for Human Resources for review and approval. The plan will then be forwarded to the Chancellor for final review and approval.

4. Notification of Employees
Once the Chancellor has approved a RIF, the director or department head will consult with Employee Relations to create the notification letter. The notification letter to the employee(s) selected for RIF must be issued at least 30 calendar days prior to the effective date of separation and include the following information: i) The reason for the RIF; ii) The effective date of the RIF; and iii) Information related to eligibility for Reduction-in-Force Priority Consideration, applicable appeal rights and other benefits as indicated below.

5. Reduction-in-Force Priority Reemployment and Other Benefits
5.1 Reduction-in-Force Priority Reemployment
Employees with career status who have received official written notification of imminent separation due to RIF are eligible for reduction in force priority as detailed in the Office of State Human Resources Policy regarding Reduction in Force Priority Reemployment. Refer to OSHR policy at: Office of State Human Resources - Reduction in Force Priority Policy

5.2 Severance Salary Continuation
5.2.1 Severance Salary Continuation: Eligible employees affected by RIF shall be paid severance salary continuation as detailed in the Office of State Human Resources Policy regarding Severance Salary Continuation. Refer to OSHR policy at: Office of State Human Resources - Severance Salary Continuation Policy.

5.3 Leave Balances
5.3.1 Vacation Leave: Employees may elect, subject to approval by management, to exhaust vacation leave prior to their separation date and be paid in a lump sum for accumulated vacation leave balance not to exceed 240 hours. If an employee has over 240 hours at the time of a RIF, the excess leave will be reinstated if the individual is reemployed by a state agency within one year.

5.3.2 Sick Leave: Sick leave balances may not be paid out. Instead, employees separated due to RIF shall be informed that their sick leave balance shall be reinstated if employed in any state agency within five years.

5.3.3 Legislative Bonus Leave: Employees shall be paid in a lump sum up to the maximum allowed for accrued legislative bonus leave and/or applicable balances of special leave awards.
5.3.4 Compensatory Time: Compensatory time balances are paid out for non-exempt employees. If an employee is exempt from overtime, compensatory time is forfeited.

5.3.5 Community Service Leave: The balance of community service leave can be transferred to other State agencies.
5.4 Insurances
5.4.1 Health Insurance: The University will continue to pay health insurance premiums for up to twelve months for employees with twelve or more months of service who are separated due to RIF. These employees may continue to pay for spouse and/or dependent children coverage. At the end of the twelve month period, the employees may begin paying for their own coverage as well as the coverage for spouse and/or dependent children indefinitely via direct billing with the NC State Health Plan.

5.4.2 Other Insurances: Employees affected by a RIF may be eligible for continuation of other insurances. University Benefits Specialists can provide specific information regarding continuation options.

5.5 Retirement Options
Employees affected by RIF have the option of: a) leaving contributions in the retirement system and maintaining all of the earned creditable service as of the date of separation, b) receiving a refund of contributions to the retirement system, or c) having their contributions transferred to an IRA or other qualified retirement plan. Please note, early withdrawal and/or rollover may result in tax penalties or loss of future health benefits. Employees affected by RIF may also be eligible for retirement benefits, including Discontinued Service Retirement. University Benefits Specialists can provide retirement information/options specific to the affected employee.

5.6 Unemployment Insurance
Employees affected by the RIF are eligible to apply for Unemployment Insurance through the NC Employment Security Commission. Employees are not eligible to receive unemployment insurance while they are receiving severance.

More information on Unemployment Insurance, including the ability to receive an estimate of eligible benefits, can be found on the NC Employment Security Commission website at: http://www.ncesc.com/individual/default.asp.

5.7 Longevity
Longevity pay is paid to employees with at least 10 years of state service. Payment is made annually based on an employee’s salary and total state service. Eligible employees who affected by RIF receive a pro-rated payment in accordance with North Carolina longevity pay policies.

6. Appeal Rights
Appeals of separation due to RIF may be made as defined in, and in accordance with, the East Carolina University Mediation and Grievance Procedure for SPA Employees PRR which can be located on the ECU PRR website at: http://www.ecu.edu/cs-ecu/PRR/customcf/pdf.cfm?policyNumber-06.35.02.

7. Policy Access
The RIF Policy can be obtained from the University Department of Human Resources, or PRR website. The RIF Policy will be filed with the Office of State Human Resources as a public record.

Resolution #15-54
Approved by the Faculty Senate: April 14, 2015
Received by the Chancellor: May 12, 2015
Resolution #15-55
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Revised Distance Education and Learning Technology Committee Charge, as follows:

(Changes are noted in highlighted strikethrough and bold print.)

1. Name: Distance Education and Learning Technology 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, the Chief Information Officer or an appointed representative, 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 5 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee reviews and recommends policies and procedures to enhance faculty teaching and student learning in distance education.
   B. The committee reviews reports from the University Online Quality Council relevant to the effectiveness of the University’s distance education policies and procedures.
   C. The committee ensures timely, informed faculty opinion on any technology action in any area that may affect significantly the University’s academic mission. The committee recommends policy related to the academic use of technology. [All information technology actions that affect more than one academic unit or that are initiated above the academic College or School department levels are recognized as actions that may affect significantly the University’s academic mission.
   D. The committee initiates, reviews, and makes recommendations on proposals to plan, implement, revise or eliminate technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University’s academic mission.
   E. The committee prepares and makes available a format for proposals requesting permission to plan, implement, revise or eliminate an information technology initiative, goal, standards, policy, procedure or action.
   F. The Committee reviews at least annually those sections within the University
G. The chair and vice chair or appointed representatives serve as ex-officio members on the administrative Information Resources Coordinating Council (IRCC) and the chair serves as a member of the administrative Technology Steering Committee.

H. The chair serves as a liaison between the Faculty Senate and Chief Information Officer.

I. 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 in 4. above.

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 appropriate personnel as described in 4. above.

8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Wednesday of each month.

Resolution #15-56
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Revised Service Learning Committee Charge, as follows:

(Changes are noted in highlighted strike-through and bold print.)

1. Name: Service Learning Committee

2. Membership:
The committee membership, including ex-officio members, should encompass a wide variety of disciplinary expertise.

8. 9 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 & Graduate Studies or an appointed representative, the Chair of the Faculty or an appointed representative, one Faculty Senator selected by the Chair of the Faculty, the one student member from the Student Government Association, and one member from the Graduate and Professional Student Senate.

Ex-officio (without vote): The administrative leader of the Volunteer and Service Learning Center or an appointed representative.
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 makes recommendations to the Faculty Senate regarding proposed changes in the service learning requirements and regarding the service learning designation for individual courses. The committee makes recommendations to the Faculty Senate regarding individual courses carrying service learning designation and reports those recommendations to the University Curriculum Committee and the Graduate Curriculum Committee.
   
   B. The committee serves as a liaison between the Volunteer and Service Learning Center and the Faculty Senate, reviews the activities of the Volunteer and Service Learning Center, and advises the administrative leadership of that center about service learning.
   
   C. 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.
   
   D. The committee sponsors and coordinates the annual ECU Service-Learning Conference and promotes and advocates for service learning across the curriculum, including learning outcomes and development of service learning courses.

5. **To Whom The Committee Reports:**
   The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4, above. The committee recommends curricular changes to the university’s service learning requirement 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 advise the Volunteer and Service Learning Center as described in 4.B. above.

8. **Standard Meeting Time:**
   The committee meeting time is scheduled for the second Tuesday of each month.

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Resolution #15-57
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Revised University Environment Committee Charge, as follows:

(Additions are noted in highlighted **bold** print.)
1. Name: University Environment Committee

2. Membership:
7 elected faculty members (no more than one of whom may be fixed term).
(5 from the Division of Academic Affairs and 2 from the Division of Health Sciences.)

Ex-officio members (with vote): The Chancellor or appointed representative, the Provost or appointed representative, the Vice Chancellor for Health Sciences or appointed representative, the Vice Chancellor for Administration and Finance or appointed representative, the Vice Chancellor for Student Life or 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 deemed necessary by the chair.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee recommends policies to preserve, improve and advance the general physical environment of the University.
   B. The committee provides recommendations to mitigate the loss of habitat that includes repairing or replacing landscaping of the university that have been displaced owing to planned or unplanned actions.
   C. The committee makes recommendations relating to traffic flow patterns, hardened sidewalk designs, speed limits, and parking facilities in and around the University campuses.
   D. The committee indexes and recommends policies for maintenance of those trees of significant size and type, culturally historic landscape features, and ground covers possessing aesthetic, historic, and/or environmental value.
   E. The committee reviews potential and actual effect of university projects upon water quality and quantity, runoff, and other physical impacts upon the community.
   F. The committee shall be familiar with the current East Carolina University master plan and intended placement of buildings and other construction approved by the Board of Trustees. The Committee shall consult with planning officers regarding future land use, changes to the current master plan, and future campus development.
   G. The committee promotes sustainability efforts on campus, which include energy and resource conservation, recycling, and the reduction of waste.
   H. The committee raises awareness of, and promotes, sustainability issues in the curriculum and in faculty research.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommended policies, procedures, and other procedural criteria.

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 may draft reports, hold hearings, or seek advice as necessary.
8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Thursday of each month.

Resolution #15-58
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Curriculum and academic matters included in the Educational Policies and Planning Committee meeting minutes of [March 20, 2015](#) including a request for revision of the Construction Management Transfer Option and discontinuation of the General Construction, Residential Construction and Infrastructure Construction concentrations within the BS in Construction Management degree program in the Department of Construction Management within the College of Engineering and Technology; request for discontinuation of the Undergraduate Certificate in Spanish Translation in the Department of Foreign Languages and Literatures within the College of Arts and Sciences; request changes to the title and content of the Information Assurance Certificate to Cyber Security Professional Certificate in the Department of Technology Systems within the College of Engineering and Technology; request to create an Environmental Engineering concentration within the BS in Engineering degree program in the Department of Engineering within the College of Engineering and Technology; request to change the name of the Department of Child Development and Family Relations to the Department of Human Development and Family Science within the College of Human Ecology; request changes to the title and content of the BS in Merchandising to BS in Fashion Merchandising and discontinuation of the Fashion and Interiors concentrations in the retitled degree in the Department of Interior Design and Merchandising within the College of Human Ecology; request to change the name of the MAEd in Mathematics to the MAEd and Mathematics Education in the Department of Mathematics, Science and Instructional Technology within the College of Education; request the creation of a Project Management Graduate Certificate in the Department of Management Information Systems within the College of Business; and a request for authorization to plan the DrPH degree program in the Department of Public Health within the School of Medicine.

Resolution #15-59
Approved by the Faculty Senate: April 14, 2015
Received by the Chancellor: May 12, 2015

[Response](#) to the External Review Recommendations of the Department of History's Academic Program Review.

Resolution #15-60
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Revise the University Undergraduate Catalog, Academic Advisement, Progression and Support Services to read as follows: (changes are noted in highlight)

“Major, minor, cognate, core curriculum, and/or certification requirements are presented in the department and school listings. If the degree program requires a minor, the minor must be identified at the time the student declares his or her major and must be approved by the major chairperson or dean or his or her designee. A minor shall be 24 18-30 semester hours of credit. All BA degrees require a minor, unless the degree requirements include a concentration
and/or specified cognates; however, some BA degrees may require a concentration or cognates in addition to a minor.”

The reasons for lowering the requirement include the following:

* ECU is out of conformity with national norms, including other institutions in the UNC system (17.6 average) and our national peers (18.67 average).

* None of the other schools in the UNC system and only two of our national peers require a minimum of 24 semester hours for a minor.

* ECU’s higher requirement poses an unwelcome and needless obstacle to timely degree completion and may cause some students to become subject to the Tuition Surcharge Policy.

* ECU’s current policy minimizes the achievements of our students, thereby disadvantaging them in the workplace and other spheres of life.

### Number of semester hours in an undergraduate minor

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<th>Peer Universities</th>
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<td>North Carolina A&amp;T Univ.</td>
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<tr>
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<td>Virginia Commonwealth University</td>
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<td></td>
<td>Western Michigan University</td>
<td>15-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wright State University- Main Campus</td>
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<td><strong>Average minimum</strong></td>
<td><strong>17.6</strong></td>
<td><strong>Average minimum</strong></td>
<td><strong>18.67</strong></td>
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Resolution #15-61
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Reorganization of the College of Health and Human Performance to include the School of Social Work, Department of Interior Design and Merchandising and Department of Child Development and Family Relations from the College of Human Ecology.
Resolution #15-62
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Proposed Provisional Code for the Reorganized College of Health and Human Performance, as follows:

Preamble: This provisional code allows for faculty participation in and establishes procedures for the College’s internal affairs and is consistent with all applicable provisions of the East Carolina University Faculty Manual, East Carolina University Policy Manual, and all policies established by, or under delegated authority of, the University of North Carolina Board of Governors, the East Carolina University Board of Trustees, and/or the Chancellor.

Organization of the College:

The Dean of the College of Health and Human Performance is the chief administrative officer of the reorganized college, which is comprised of the following units:

Department of Child Development and Family Relations
Department of Health Education and Promotion
Department of Interior Design and Merchandising
Department of Kinesiology
Department of Recreation and Leisure Studies
School of Social Work
Military Programs--Aerospace Studies/Air Force ROTC
Military Science/Army ROTC

The Department of Health Education and Promotion, Department of Kinesiology, Department of Recreation and Leisure Studies, and Military Programs will continue to operate under the approved standard operating procedures, guidelines, and unit code of the College of Health and Human Performance, incorporated herein by reference [http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/healthandhp.pdf], except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures or where superseded by this Provisional Code. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The Department of Child Development and Family Relations will continue to operate under approved standard operating procedures, guidelines, and the unit code of the Department, incorporated herein by reference [http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/cdfr.pdf], except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures or where superseded by this Provisional Code. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.
The School of Social Work will continue to operate under approved standard operating procedures, guidelines, and the unit code of the School, incorporated herein by reference [http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/socialwork.pdf], except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures or where superseded by this Provisional Code. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The Department of Interior Design and Merchandising will continue to operate under approved standard operating procedures, guidelines, and the unit code of the Department, incorporated herein by reference http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/interiordesign.pdf], except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures or where superseded by this Provisional Code. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The Dean of the College of Health and Human Performance (HHP) will appoint additional administrative members to the College Executive Committee representing the Department of Child Development and Family Relations, the Department of Interior Design and Merchandising, and the School of Social Work until one or more approved unit codes are approved to replace the Provisional Code. Representatives from units comprising the reorganized College on university-level committees and boards will serve as representatives of all programs, departments, and schools within the College.

To facilitate greater collaboration among members of the College, the voting faculty and/or the Dean will provide opportunities for representation through new or expanded College-level leadership groups, standing or ad hoc committees, and teams, as appropriate.

Enabling: This Provisional Code becomes effective after review and approval by the Educational Policies and Planning Committee, the Faculty Senate, the Chancellor of East Carolina University, and the University of North Carolina Board of Governors’ approval of the Reorganization of the College of Health and Human Performance to include the School of Social Work, Department of Interior Design and Merchandising and Department of Child Development and Family Relations from the College of Human Ecology. It will remain in effect until superseded by one or more approved unit codes.

Resolution #15-63
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

2015 Pilot of New Guidelines for Academic Program Review and Summary of the Major Changes Proposed in the Guidelines for Academic Program Reviews including:

Review Process:
1. Inclusion of an orientation meeting 1 year prior to APR to prepare units for upcoming reviews
2. Inclusion of an internal review committee (Dean of the Unit, Dean of the Grad School, EPPC representative, Dir of IA, and a possible inclusion of another IPAR representative)
3. Change of the role of EPPC (i.e., involved throughout the process)
4. Selection of external reviewers: more input from the unit and the Internal Review Committee
5. Shortening of the APR process (from submission of Self-Study to Final Action Plan Meeting) from 18 months to 4 months
6. Change Biennial Reports to Progress Reports 1-year and 3-year after the Final Action Plan Meeting

Self-Study:
7. Complete revision of the content of the Self-Study:
   a. Shortening the self-study template from 9 to 4 pages
   b. Changing the framework: from a compliance report to an in-depth analysis of program quality
8. Definition of IPAR data package to support APR:
   a. Clearly defining two levels of data (program level vs. department level);
   b. Providing data beyond headcount to include completion rate and time-to-degree for graduate programs
   c. Eventually dynamic data will be available through ECU Analytics Portal
9. Integration of student learning outcomes assessment and academic program reviews
10. IPAR providing more data and assessment support to units under review to improve the quality of the self-study
11. Articulated charge to the External Review Committee

Next Step:
12. IPAR will further develop an APR handbook

Resolution #15-64
Approved by the Faculty Senate: April 14, 2015
Approved by the Chancellor: May 12, 2015

Curriculum matters included in the Foundations Curriculum and Instructional Effectiveness Committee meeting minutes of March 16, 2015 including approval of domestic diversity credit for FORL 2666 Latino Text; approval of global diversity credit for FORL 2600 The Holocaust, FORL 2620 French Literature in Translation, FORL 2622 Francophone Literature of the Americas in Translation, FORL 2665 Don Quixote, FORL 2680 German Literature in Translation, FORL 2690 Introduction to German Cinema, FREN 2108 Culture and Communication, FREN 2440 Readings in the Culture of France I, FREN 2441 Readings in the Culture of France II, FREN 2442 Readings in Francophone Cultures of the Americas, FREN 3560 The Contemporary French and Francophone World, GERM 2300 Introduction to German Literature, GERM 2420 Culture of the German Speaking World, GERM 3340 Civilization of the German Speaking World, SPAN 2440 Spanish Culture and Civilization, SPAN 2441 Latin American Culture and Civilization, SPAN 4558 Contemporary Spain, SPAN 4563 Latin American Texts: The Boom and Beyond, ACCT 4451 International Accounting, MGMT 3352 International Business, MGMT 4352 Management in a Global Economy, MKTG 3852 Cultural Environment of International Business, CLAS 1500 Classical Mythology, CLAS 2220 Great Works of Ancient Literature I: Greece, CLAS 2230 Great Works of Ancient Literature II,: Rome, PLAN 2030 Global Cities; Foundations Fine Art Credit for ART 1105 Ceramics Appreciation; and Foundations Social Science credit for PLAN 2030 Global Cities.
Resolution #15-65
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 26, 2015

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of March 26, 2015, including curricular actions within the Department of History, School of Music, College of Health and Human Performance, School of Social Work, Department of Political Science, Department of Biology, Department of Foreign Languages and Literatures, School of Theatre and Dance, School of Art and Design and College of Nursing.

Resolution #15-66
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 26, 2015

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of April 9, 2015, including curriculum actions within the College of Engineering and Technology, Department of Chemistry, Department of Geography, Planning and Environment, School of Art and Design, Department of Mathematics, College of Health and Human Performance, Department of Child Development and Family Relations, School of Communication.

Resolution #15-67
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 26, 2015

Curriculum and academic matters contained in the Writing Across the Curriculum Committee meeting minutes of April 13, 2015, including Writing Intensive (WI) designation for CSDI 3040: Anatomy of the Speech and Respiratory Mechanism.

Resolution #15-68
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 26, 2015

Writing Intensive Course Audit and Program Review, as follows:

The focus of the Quality Enhancement Plan (QEP) on a vertical writing curriculum has led to a number of important changes to the Writing Across the Curriculum (WAC) program. The first stage of revision to the program involved shifting the curriculum for WI classes from “models-based” to “outcomes-based” as the WAC Committee enacted the University Writing Outcomes for all Writing Intensive courses.

The second stage of this revision involves instituting an ongoing program review related to WI courses. Every five years, on a rotating schedule, the WAC Committee will request materials on WI courses taught over the most recent five-year period. This ongoing review allows the committee to work with departments/programs

1) to ensure that courses are being taught in ways that help students meet the University Writing Outcomes;
2) to determine whether current WI courses should remain WI; and
3) to discover if different courses should become WI in order to better support a vertical writing curriculum.
This ongoing review provides a much needed space every five years for departments and programs, in consultation with the WAC Committee, to review WI course offerings and make any curricular revisions the department, program, or WAC Committee thinks necessary.

In order to begin Stage Two, the WAC Committee has prepared the following materials to help departments/programs prepare their WI courses for review:

- A timeline indicating when different colleges, departments, or programs will be up for review by the WAC Committee;
- A list of materials that each college, department, or program will be asked to compile as part of ongoing review;
- An explanation of how those materials will be reviewed by the committee and reported back to the college/department/program.

Preparing Materials for Your WI Course Review

Each new WI course proposal involves a completed proposal form, a sample syllabus, and a letter from the unit administrator indicating unit support for a course to be taught as writing intensive. Because some courses are always taught WI and others only when instructors choose to teach them as WI (e.g. WI*, or “WI by Section”), there is tremendous variability about what types of materials may be available for program review. Likewise, since courses typically come to the WAC Committee one at a time, it is hard for the committee to see the full picture of how “writing intensive” courses function across programs, departments, and colleges.

To that end, the WAC Committee requests that colleges provide the following items from each of its departments or programs that offers WI courses:

1. A memo from the unit administrator (e.g., department chair, program director) to the WAC committee listing which courses should remain WI/WI* and which should no longer be offered as WI/WI* based on an internal review of WI course offerings; the memo should indicate that, if the WI/WI* designation is to be dropped from one or more courses, students will still be able complete the degree/program and have the appropriate number of WI credits (3 WI credits are required in the major, and 3 additional WI credits from any WI course in any program, exclusive of English 1100 and 2201, are required for graduation).
2. A chart indicating which WI/WI* courses have been taught in the last five years, when they have been taught (semester and year), how many sections, which of the courses are required for majors/minors, and how many students per section have been enrolled.
3. One sample syllabus per course that the unit will continue to offer as WI/WI* with sample assignment descriptions for each writing assignment, and an explanation of how the course assignments, taken together, continue to meet the five University Writing Outcomes.

**New WI course proposals should go through the regular process and should not be included as part of this program review.**

Since faculty submit copies of their WI and WI* syllabi to the University Writing Program every semester, program staff will provide those materials back to colleges, departments, and programs in order to reduce the work on unit faculty as they review and compile materials.

Timeline

1. Each spring, the WAC Committee will notify colleges if they have WI Course Reviews for their departments/programs due the following fall.
2. Departments/programs responsible for teaching WI/WI* courses should review their current offerings, determine if current offerings are best for meeting the current University Writing Outcomes, and decide which courses they wish to continue offering as WI/WI*. A set of heuristic questions will be provided to assist that process, but the University Writing Program staff is also available to meet with units to assist them as they think through their WI/WI* offerings.
3. Colleges will collect the materials requested above from departments/programs, and provide them to the WAC Committee by the first Monday of October.
4. The WAC Committee will review submitted materials between October and February, and will communicate to programs/departments/colleges any recommendations by March.

Program Review Considerations

The primary goal of the WI Course Review is to provide departments/programs with the opportunity to look at their WI course offerings holistically and to determine if they are efficiently and effectively engaging students in WI courses at the most opportune moments. Students are required to take 3 WI credits in their major; as such, programs with large numbers of WI courses may find that they have more courses than they need or than are sustainable, particularly when the university endorses a 25 student cap as a “best practice” for WI courses. Because some programs offer multiple degrees or tracks, however, it’s difficult for a committee like the WAC Committee to determine the right number or configuration of WI courses for any program. Use the following questions to begin asking if your current WI/WI* courses are meeting students’ needs as they move through your program.

- Ideally, undergraduate students would have one WI course per year during their 4 years at ECU. Currently, they take English 1100 (year 1) and English 2201 (year 2). Are your WI course offerings such that students are likely to enroll in a WI course in the major during years 3 and 4? If students won’t likely enroll in a WI course their junior year, do you think it would be better if they did? What course(s) might best meet that goal?
- In what ways, if any, do your WI course offerings provide a scaffolded experience for students in their writing? Do 2000- and 3000-level courses offer “introductory” writing experiences, while 4000-level course provide more “apprentice” or “expertise” level projects?
- Do your current WI course offerings all meet the University Writing Outcomes, adopted in 2014, rather than the “five models” that were previously in effect? If not, is that because these are courses where the outcomes are more difficult to meet? Are there courses where the outcomes seem more appropriate/germane?

Sample Unit Administrator Memo

TO: WAC Committee
FROM: Unit Administrator, Sample Unit
DATE: October 1, 2XXX
SUBJECT: WI Course Review for Sample Unit

After a careful review of the 10 WI courses we currently offer (see chart), Sample Unit plans to continue offering 6 WI courses and, with this memo, requests that the WAC Committee remove WI designation from the following courses:

- Course 1
- Course 2
- Course 3
- Course 4

In Sample Unit, we plan to continue offering the following 4 courses as WI:

- Course 5
- Course 6
- Course 7
- Course 8

RATIONALE: Because Sample Unit offers two degrees (BS in Sample; BA in Sample), our students follow two different tracks to degree completion. For our BS students, Course 5 provides a solid
foundation as a 3000-level “Intro to Sample” course; in this course, students learn basic research methodology and write up research projects that demonstrate they are learning key methods of inquiry in Sample. Course 6 is the capstone seminar for the BS in Sample; students are expected to write seminar-styled papers that demonstrate that they are ready for graduate study in Sample or a similar discipline. Our BA students typically enroll in Course 7 and 8 during their junior year; these courses focus on public policy writing related to Sample and are intended to help students think through their possible career options. While students write a lot in their senior capstone course, the writing is more professional in nature (brief reports, sample resumes and cover letters, etc), and we do not feel those writing activities adequately meet the University Writing Outcomes. For the BA students, therefore, we would prefer they do most of their WI course work at the junior level.

The following 2 courses have historically been offered WI* (writing intensive by section) and Sample Unit plans to continue to offer these as WI*.

- Course 9
- Course 10

**RATIONALE:** When faculty teach study abroad, these courses are more heavily writing intensive than when they are taught as campus-based courses and the faculty teach study abroad would like to maintain the rigorous writing experiences as part of that experience.

Attached to this memo is the chart of WI/WI* courses as requested. On three occasions, Course 2 enrolled significantly more than the 25 student cap that is encouraged for WI courses. This happened because of faculty leave and the needs of students to graduate, but it also helped to see that Course 2 may not be a best option for WI/WI* designation, which contributed to our decision to request removal of WI/WI*. The only other course that enrolled significantly more than 25 students was Course 7, but because that was only one semester, we believe we can find ways to prevent that happening again. At the moment, we do not foresee any problems with keeping WI/WI* courses at 25 or fewer students.

Similarly, find as well a 6 sample syllabuses, one each for Course 5, 6, 7, 8, 9, and 10. Each syllabus includes sample assignments that are commonly used when faculty teach these courses, and a brief explanation of how faculty see these activities as helping students to meet the University Writing Outcomes.

**WI Course Offerings | Five Year Review**

<table>
<thead>
<tr>
<th>Course (Prefix and #)</th>
<th>WI by section</th>
<th>Required for Major?</th>
<th>Students who typically take (e.g., Freshmen, Sophomore, etc.)</th>
<th>Fall 2012 **Incl. # of sections taught &amp; course cap</th>
<th>Spring 2013</th>
<th>Summer 1 or 2 2013</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
<th>Summer 1 or 2 2014</th>
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<th>Spring 2015</th>
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<tr>
<td>Course 1</td>
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<td>N</td>
<td>Jr, Sr</td>
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<td>2 (25)</td>
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<td>2 (25)</td>
<td>0</td>
<td>1 (25)</td>
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</tr>
</tbody>
</table>
Sample Five Year Review Plan

Year 1 – 74 (2015, 2020, 2025 …)
- Allied Health Science (18)
- College of Business (6)
- College of Education (24)
- College of Nursing (6)
- College of Engineering & Technology (17)

Year 2 - 86 (2016, 2021, 2026 …)
- HCAS Dept A – G (excluding English)
  o Anthropology (4)
  o Biology (15)
  o Chemistry (13)
  o Economics (8)
  o Foreign Language (21)
  o Geography (10)
  o Geology (6)
  o Great Books/Classics (9)

Year 3 – 85 (2017, 2022, 2027 …)
- HCAS Dept H – Z
  o History (30)
  o Math (4)
  o Multidisc (2)
  o Philosophy and Religious Studies (28)
  o Physics (1)
  o Political Science (6)
  o Psychology (8)
  o Sociology (2)
  o Women’s Studies (4)

Year 4 – 85 (2018, 2023, 2028 …)
- College of Fine Arts & Communication (49)
- College of Health and Human Performance (15)
- College of Human Ecology (21)

Year 5 – 84 (2019, 2024, 2029 …)
- Department of English (61)
- Honors College (23)

Resolution #15-69
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 26, 2015

Revisions to the ECU Faculty Manual, Part VI, Section I, Subsection XII. Use of Copyrighted Works, as follows:

- Strikethrough font indicates suggested deletions; bold font indicates suggested additions.

“XII. Use of Copyrighted Works
A. 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.

B. 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 create and disseminate knowledge for public benefit. Section 107 of the Copyright Act specifies that these exemptions exist “for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” and requires that a person evaluate four statutory factors to determine whether a proposed use is fair. If the desired use cannot be determined as “fair”, faculty members must request permission from the copyright holder or select an alternative work.

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

b. 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.

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

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

2. Procedure Support for Making Fair Use Determinations
The University’s Copyright Committee, together with the Copyright Officer of the University Attorney, shall identify educational needs of issue and, as necessary, revise guidelines to assist University faculty, EPA non-faculty employees, SPA staff employees, and students in complying with copyright law, including application of and making fair use evaluations. The Chancellor shall also maintain copyright and fair use resources at the ECU libraries. The Copyright Management Officer shall develop tools, resources, and training and education materials for use by the campus community and shall coordinate workshops, conferences, seminars, and other similar activities on copyright. Faculty are encouraged to review materials on the ECU Copyright website, attend events scheduled through the Office for Faculty Excellence, and contact the ECU Copyright Officer with any questions they may have. Faculty, EPA non-faculty employees, SPA staff 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. (FS Resolution #12-38, March 2012)
Revisions to the *ECU Faculty Manual*, Part VII, Section II, Subsection VI. Copyrights (created work), as follows:

Replace the current text in Subsection VI. with the below proposed text:

“VI. Copyrights (created work)

The mission of East Carolina University to become a national model for student success, public service, and regional transformation includes using creative learning strategies and delivery methods, discovering new knowledge, and fostering innovation and entrepreneurship. Products of these activities include the 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. The university supports an open and free environment for its faculty, staff, and students to carry out their scholarly work, and encourages publication without constraint. These policies are in accord with applicable laws and pertinent university regulations. The Copyright policies of the University of North Carolina are contained in Part 500.2 and 500.2.1 of the University of North Carolina Policy Manual. The East Carolina University Copyright Regulation is available at [http://www.ecu.edu/PRR/10/40/02](http://www.ecu.edu/PRR/10/40/02). These policies address ownership and use of copyrightable works.”

Resolution #15-71
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 12, 2015

Curriculum and academic matters contained in the Educational Policies and Planning Committee meeting minutes of [April 10, 2015](http://www.ecu.edu/PRR/10/40/02), including Request to discontinue MS in Vocational Evaluation in the Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences; Request to discontinue the Child Welfare Studies Certificate Program in the School of Social Work within the College of Human Ecology; Request to approve a Neonatal Nurse Clinical Specialist concentration in the Masters of Science in Nursing degree program in the Department of Graduate Nursing Science within the School of Nursing; Request to approve a Post-Master’s Neonatal Clinical Nurse Specialist concentration certificate in the Master of Science in Nursing degree program in the Department of Graduate Nursing Science within the School of Nursing; Request to change the name of the MS degree in Exercise and Sport Science to Kinesiology and to establish a new course prefix “KINE” in the Department of Kinesiology within the College of Health and Human Performance; Request to approve the graduate certificate in Education in Healthcare Professions in the Department of Interdisciplinary Professions within the College of Education; and Request to authorize approval of an online/hybrid EdD Educational Leadership program within the College of Education.

Resolution #15-72
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 26, 2015 (w/stipulation)
Final Approval by the Chancellor: June 15, 2015

[Provisional Code for Academic Library Services](http://www.ecu.edu/PRR/10/40/02).
Resolution #15-73
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 26, 2015

Reorganization of the College of Business to include the School of Hospitality Leadership.

Resolution #15-74
Approved by the Faculty Senate: April 21, 2015
Approved by the Chancellor: May 26, 2015

Provisional Code for the Reorganized College of Business.

Resolution #15-75
Approved by the Faculty Senate: September 8, 2015
Approved by the Chancellor: October 6, 2015

Formal faculty advice on curriculum and academic matters acted on and recorded in the April 13, 2015 Graduate Council meeting minutes (GC#15-16) to include editorial revision to the Graduate Catalog to include last day to drop/withdraw without grades and Thesis Dissertation Oversight (TDO) Committee Best Practices.

Resolution #15-76
Approved by the Faculty Senate: September 8, 2015
Approved by the Chancellor: October 6, 2015

Curriculum matters included in the April 20, 2015 Foundations Curriculum and Instructional Effectiveness Committee meeting minutes, including approval of domestic diversity credit for KINE 3301 Physical Education and Sport in Modern Society and NUTR 1010 Cultural Foods; global diversity credit for KINE 4301 Comparative Sport and Physical Education: International Aspects; and both foundations social science designation and global diversity credit for HIST 2150 Shop Till You Drop: Consumerism.

Resolution #15-77
Approved by the Faculty Senate: September 8, 2015
Approved by the Chancellor: October 7, 2015

Curriculum matters included in the April 16, 2015 University Curriculum Committee meeting minutes, including curriculum actions within the Department of Child Development and Family Relations, College of Health and Human Performance and College of Engineering and Technology.

Resolution #15-78
Approved by the Faculty Senate: September 8, 2015
Approved by the Chancellor: October 7, 2015

Revised College of Engineering and Technology Unit Code of Operations.
RESOLUTION #15-79
Approved by the Faculty Senate: September 8, 2015
Approved by the Chancellor: October 6, 2015

Commendation for Professor Andrew Morehead, Chair of the Faculty, as follows:

WHEREAS, Professor Andrew Morehead served as Chair of the Faculty from Fall 2014 through Spring 2015, and

WHEREAS, Professor Andrew Morehead, during that time, invested extensive time and notable efforts to strengthen East Carolina University and advance its mission, and

WHEREAS, Professor Andrew Morehead has maintained fidelity to the foundational principles of shared governance and served to uphold them, and

WHEREAS, Professor Andrew Morehead has provided steady leadership through the establishment and commencement of work groups for the implementation of recommendations of the University Committee of Fiscal Sustainability, and

WHEREAS, Professor Andrew Morehead has provided skillful leadership during fiscally-challenging times and reorganizations of colleges and departments, and

WHEREAS, Professor Andrew Morehead has strived to encourage collaboration of faculty and administrators and worked to ensure that faculty voice was effectively represented in discussions impacting university culture, policies, and processes, and

WHEREAS, Professor Andrew Morehead expertly managed the sensitive and complex university conversation about the renaming of a dormitory, sensitively guiding diverse constituents to resolution, and

WHEREAS, Professor Andrew Morehead has been thoroughly engaged with all stakeholders and is to be commended for his admirable representation of the faculty of the university at meetings with the university administration, the Board of Trustees, the Faculty Assembly, and others.

THEREFORE BE IT RESOLVED, that Professor Andrew Morehead is commended for his excellent 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 Morehead for his tireless efforts to support shared governance and foster collaborative relationships among administrators, faculty members, and university stakeholders. His vision, intelligence, and willingness to invest significant personal energy and effort advanced the aims of the faculty and strengthened the university community during his tenure as Faculty Chair of East Carolina University.
Resolution #15-80
Approved by the Faculty Senate: October 6, 2015
Received by the Chancellor: November 6, 2015

Formal faculty advice of no changes to curriculum and academic matters acted on and recorded in the September 14, 2015 Graduate Council meeting minutes and supporting documents (GC#15-17) that included Policy changes to Graduate School Appeals Procedure (GC#15-18), priority admission for Honor students, and the 04-15-15 GCC organizational meeting minutes.

Resolution #15-81
Approved by the Faculty Senate: October 6, 2015
Approved by the Chancellor: November 6, 2015

Curriculum and academic matters contained in the University Curriculum Committee’s meeting minutes of September 10, 2015, including curricular actions within the Department of Economics, College of Health and Human Performance and School of Communications and excluding action on the proposed change to the Committee’s name.

Resolution #15-82
Approved by the Faculty Senate: October 6, 2015
Approved by the Chancellor: November 6, 2015

Curriculum and academic matters contained in the Foundations Curriculum and Instructional Effectiveness Committee’s meeting minutes of September 21, 2015 including curricular actions within the Department of Foreign Languages and Literatures.

Resolution #15-83
Approved by the Faculty Senate: October 6, 2015
Approved by the Chancellor: November 6, 2015

Curriculum and academic program matters contained in the Educational Policies and Planning Committee’s meeting minutes of September 11, 2015 including a Request to approve two new concentrations (Family Science, Child Development) in the BS in Family and Community Services within the Department of Human Development and Family Science in the College of Health and Human Performance; Request to approve two new concentrations (Theatre Management, Community Engagement) in the BA in Theatre Arts within the School of Theatre and Dance in the College of Fine Arts and Communication; Request to approve offering the MAEd in Mathematics Education via distance education (online) format within the Department of Mathematics, Science, and Instructional Technology Education in the College of Education; and Program Review revision response for the PhD in Pharmacology and Toxicology within the Department of Pharmacology and Toxicology in the School of Medicine.
Resolution #15-84
Approved by the Faculty Senate: October 6, 2015
Approved by the Chancellor: December 8, 2015

Revised Department of Human Development and Family Science Unit Code of Operations
(formerly Department of Child Development and Family Relations) which will be used as
operational guidelines as part of the Provisional Code of Operations for the Reorganized
College of Health & Human Performance.

Resolution #15-85
Approved by the Faculty Senate: October 6, 2015
Received by the Chancellor: November 6, 2015

Formal faculty advice on revised Faculty Workload Policy.

Resolution #15-86
Approved by the Faculty Senate: October 6, 2015
Approved by the Chancellor: November 6, 2015

Curriculum and academic matters contained in the Writing Across the Curriculum Committee’s
meeting minutes of September 28, 2015 including changing JUST 3200 from “WI” to “WI by section”
and writing intensive (WI) course designation for ART 4942, ART 4944 and ART 4948.

Resolution #15-87
Approved by the Faculty Senate: November 3, 2015
Approved by the Chancellor: December 8, 2015

Approval of Fall 2015 Graduation Roster, including honors program graduates.

Resolution #15-88
Approved by the Faculty Senate: November 3, 2015
Received by the Chancellor: December 8, 2015

Formal faculty advice with no changes to curriculum and academic matters acted on and recorded in
October 19, 2015 Graduate Council meeting minutes (GC 15-19) and supporting documents,
to include the Dual Degree Program Policy revision, and the revised Master's Pre-Thesis Research
Approval Form; Graduate Curriculum Committee meeting minutes from October 7, 2015, September
16, 2015, September 2, 2015, August 26, 2015 including curriculum action items (GC 15-20) from the
Department of Physical Therapy within the College of Allied Health Sciences, Department of
Interdisciplinary Professions within the College of Education, Department of Kinesiology within the
College of Health and Human Performance, Department of Communication Sciences and Disorder
within the College of Allied Health Sciences, Department of Public Health at the School of Medicine;
programmatic actions (GC 15-21) forwarded to the Education Policies and Planning Committee,
including title revision of existing certificate from Registered Health Information Administrator (RHIA)
to Health Information Management (HIM) in the Department of Health Services and information
Management within the College of Allied Health Sciences, consolidation of the PhD in Anatomy and
Cell Biology, PhD in Biochemistry and Molecular Biology, PhD in Microbiology and Immunology, PhD
in Pharmacology and Toxicology, and PhD in Physiology into one degree: PhD in Biomedical Sciences within the School of Medicine; addition of Applied Research Option Within the MA in School Psychology in the Department of Psychology within the College of Arts and Sciences, Movement of Sustainable Tourism from The Graduate School to the College of Business, School of Hospitality Leadership.

Resolution #15-89
Approved by the Faculty Senate: November 3, 2015
Approved by the Chancellor: December 8, 2015

Curriculum and academic matters acted on and recorded in the Foundations Curriculum and Instructional Effectiveness Committee’s meeting minutes of October 19, 2015 including approval of global diversity designation for GEOG 2100 and foundations humanities credit for GRBK 3001.

Resolution #15-90
Approved by the Faculty Senate: November 3, 2015
Approved by the Chancellor: December 8, 2015

Recommendation that a moratorium on consideration of courses for Foundations credit be instituted effective January 1, 2016 and lasting until January 1, 2017. The moratorium does not apply to revisions to courses that already carry foundations credit.

Resolution #15-91
Approved by the Faculty Senate: November 3, 2015

Held for further study by the Chancellor: December 8, 2015
Noting: While the recommendation is good, we cannot publish new requirements beginning in Fall 2016 as requirements in the degree programs will not align with the new gen. ed. requirements by that time. Faculty will need time to consider how the new gen. ed. requirements will impact degree programs and revise the programs accordingly.

Recommendation to reduce required semester hours of general education beginning Fall 2016, which includes decreasing Humanities and Fine Arts from 10 SH to 9 SH; decreasing Natural Science from 8 SH to 7 SH (retaining the requirement of one laboratory hour); decreasing Social Science from 12 SH to 9 SH from at least two different areas; and requiring a 3 SH “general education elective” from one of the following categories (humanities/fine arts, social/behavioral sciences or natural science/mathematics).

Resolution #15-92
Approved by the Faculty Senate: November 3, 2015
Approved by the Chancellor: December 8, 2015

Curriculum and academic matters acted on and recorded in the University Curriculum Committee’s meeting minutes of September 24, 2015 including curricular actions within the Department of History and College of Education and University Curriculum Committee’s October 8, 2015 meeting minutes including curricular actions within the Department of Physics.
Resolution #15-93
Approved by the Faculty Senate: November 3, 2015
Approved by the Chancellor: December 8, 2015

Curriculum and academic program matters acted on and recorded in the Educational Policies and Planning Committee’s [October 9, 2015](http://link) meeting minutes including a Request to approve consolidation of the three programs in Physics (BS in Physics, BS in Applied Physics, BA in Physics); the discontinuation of the BS in Applied Physics and the BA in Physics; and the offering of three concentrations under the BS in Physics (Research, Professional, and Practical) all within the Department of Physics and program review revision response for the PhD in Coastal Resources Management and Institute for Coastal Science and Policy within the Institute for Coastal Science and Policy and program review revision response for the Doctoral Program in Higher Education within the College of Education.

Resolution #15-94
Approved by the Faculty Senate: November 3, 2015
Approved by the Chancellor: December 8, 2015

Curriculum and academic matters acted on and recorded in the Service Learning Committee’s meeting minutes of [October 20, 2015](http://link) including approval of service learning (SL) designation (with an asterisk) for KINE 1010.

Resolution #15-95
Approved by the Faculty Senate: November 3, 2015
Approved by the Chancellor: not applicable

Whereas, the ECU Faculty Senate should take a leadership role on the issue of this week’s pay raises for the chancellor of ECU and other UNC system institutions, as reported in the News & Observer ([http://bit.ly/1M9s4X7](http://bit.ly/1M9s4X7)) and the Daily Reflector ([http://bit.ly/1NOHYcr](http://bit.ly/1NOHYcr)); and

Whereas, as reported, the UNC Board of Governors used taxpayer money to show chancellors were underpaid and fairness demands that the Board invest the same energy investigating and resolving salary issues of faculty; and

Whereas, ECU bills itself as the leadership university; and

Whereas, leadership universities should stand in solidarity with the rank-and-file; and

Whereas, it’s time for ECU, the leadership university to lead on an important issue of equity and fairness for all.

Therefore, Be It Resolved, that the ECU Faculty Senate vote to express disapproval of the taxpayer-funded pay raises for top management at a time of stagnant taxpayer-funded wages for the rank-and-file who are major contributors to the work of the university.

Be It Further Resolved, that the ECU Faculty Senate urge the Chair of the Faculty Senate leaders at other UNC institutions to express ECU faculty’s disapproval of the pay raises.
Be It Further Resolved, that the ECU Faculty Senate request that ECU’s Faculty Assembly Delegates express to the President of the UNC System a request to ask the UNC Board of Governors to hire a consulting firm to do a market-rate study of faculty salaries.

Resolution #15-96
Approved by the Faculty Senate: December 1, 2015
Received by the Chancellor: January 7, 2016

Formal faculty advice with no changes to curriculum and academic matters acted on and recorded in November 16, 2015 Graduate Council meeting minutes, including the Graduate Curriculum Committee meeting minutes from October 7, October 21, and November 4, 2015 which included Curriculum actions (GC 15-22) from the Department of Communication Sciences and Disorders, Department of Public Health, College of Nursing, Department of Psychology and the Department of History; Programmatic actions (GC 15-23) forwarded to the Educational Policies and Planning Committee, included the College of Nursing: discontinuation of the Alternate Entry MSN Option, discontinuation of the RN/MSN Option, discontinuation of Existing Concentrations within the MSN: Family Nurse Practitioner, Adult-Gerontology Nurse Practitioner, discontinuation of Existing Certificates: Adult-Gerontology Nurse Practitioner, Family Nurse Practitioner; School of Music: consolidation of the MM in Performance and the MM in Theory-Composition into one degree with three concentrations: Performance, Theory-Composition, Music History and literature; discontinuation of the MM in Performance and MM in Theory-Composition; Department of Literacy Studies, English Education, and History Education: consolidation of two MAED programs in ENED and HIED into one degree with two concentrations, discontinue the MAED in ENED and HIED; Department of Psychology, new graduate certificate in Quantitative Methods for the Social and Behavioral Sciences.

Resolution #15-97
Approved by the Faculty Senate: December 1, 2015
Approved by the Chancellor: January 7, 2016

Curriculum and academic matters acted on and recorded in the University Curriculum Committee’s meeting minutes of October 22, 2015, including curricular actions within the School of Communication, Department of Mathematics and University Studies Program and University Curriculum Committee’s meeting minutes of November 5, 2015, including curricular actions within the Department of Foreign Languages and Literatures.

Resolution #15-98
Approved by the Faculty Senate: December 1, 2015
Approved by the Chancellor: January 7, 2016

Curriculum and academic matters acted on and recorded in the Service Learning Committee’s meeting minutes of November 10, 2015, including approval of service learning (SL) designation for ENGL 2201: Writing About the Discipline.
Resolution #15-99
Approved by the Faculty Senate: December 1, 2015
Approved by the Chancellor: January 7, 2016

Request to Reorganize the Department of Criminal Justice from the College of Human Ecology into the College of Arts and Sciences and approve the [Departmental Provisional Code].

Resolution #15-100
Approved by the Faculty Senate: December 1, 2015
Approved by the Chancellor: January 7, 2016

Curriculum and academic matters acted on and recorded in the Educational Policies and Planning Committee’s meeting minutes of [November 13, 2015], including Consolidation of the PhD in Anatomy and Cell Biology, PhD in Biochemistry and Molecular Biology, PhD in Microbiology and Immunology, PhD in Pharmacology and Toxicology, and PhD in Physiology into one degree: PhD in Biomedical Sciences within the School of Medicine; Title Revision of Existing Certificate from Registered Health Information Administrator (RHIA) to Health Information Management (HIM) in the Department of Health Services and Information Management within the College of Allied Health Sciences; Addition of Applied Research Option Within the MA in School Psychology in the Department of Psychology within the College of Arts and Sciences; Request to approve offering the Master of Public Administration via distance education (online) format through the Gateway Center in Rocky Mount in the Department of Political Science within the College of Arts and Sciences; Request to approve the consolidation of the MM in Performance and the MM in Theory-Composition into one degree: MM in Music - with two concentrations Performance and Theory-Composition; discontinuation of the MM in Performance; discontinuation of the MM in Theory-Composition; and the establishment of a new concentration in MM in Music- Music History and Literature in the School of Music within the College of Fine Arts and Communication; Request to approve the consolidation of the MAED programs in ENED and HIED into one degree: MAED in Curriculum and Instruction - with two concentrations ENED and HIED; discontinuation of the MAED in ENED; and the discontinuation of the MAED in HIED in the Department of Literacy Studies, English Education and History Education within the College of Education; Request to approve the discontinuation of the BA in Art History and Appreciation in the School of Art and Design within the College of Fine Arts and Communication; Request to approve the discontinuation of the BS in School Health Education in the Department of Health Education and Promotion within the College of Health and Human Performance; and Program Review response for the Department of Political Science within the College of Arts and Sciences.

Resolution #15-101
Approved by the Faculty Senate: December 1, 2015
Approved by the Chancellor: January 7, 2016  (with addition highlighted below)

Addition (noted in bold print) to the ECU Faculty Manual, Part VI, Section V.III. Mace Bearer, as follows:

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

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

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

Resolution #15-102
Approved by the Faculty Senate: December 1, 2015
Approved by the Chancellor: January 7, 2016

Curriculum and academic matters acted on and recorded in the Foundations Curriculum and Instructional Effectiveness Committee’s meeting minutes of [November 16, 2015](#), including approval of global diversity credit for GEOG 2110 World Geography – Less Developed regions, ECON 4740 – Urban and Regional Economics, IDIS 4600 – Strategic Global Sourcing, POLS 1050 – Politics and Global Understanding, POLS 2010 – Introduction to Comparative Politics, POLS 4382 – Politics of Terrorism and domestic diversity credit for POLS 3039 – Black Politics and POLS 3040 – Women in Politics.

Resolution #15-103
Approved by the Faculty Senate: December 1, 2015
Approved by the Chancellor: not applicable

2016/2017 Faculty Senate and Agenda Committee Meeting Dates

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<td>April 25, 2017</td>
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<td>(2017/2018 organizational mtg.)</td>
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Faculty Senate endorsement of Staff Senate Resolution #15-16 on Staff Salaries and Inequity, as follows:

**Whereas**, the mission of the East Carolina University Staff Senate is to promote communication between SHRA, EHRA non-faculty, and CSS staff and the administration of East Carolina University as well as when appropriate, faculty and students;

**Whereas** the responsibilities of the Staff Senate are: 1). To serve as liaison between the staff and the Chancellor, Board of Trustees, Faculty Senate, Student Government Association and UNC Staff Assembly; 2). Review policies, rules, regulations and procedures and make recommendations regarding the interests/concerns that affect East Carolina University Staff; 3). Assist in the communication of issues and activities affecting staff members; 4). Promote participation in the East Carolina University community through its support of University activities and community service projects; and 5). Encourage a sense of community among all University employees;

**Whereas**, the East Carolina University Chancellor has received a substantial pay raise as a result of a market salary study;

**Whereas**, the East Carolina University EHRA Faculty and non-Faculty have received notification of an impending pay raise, and will soon receive the report of the Faculty Salary Equity Study;

**Whereas**, inflation from 2008 – 2015 has eroded the value of the dollar by 10%, equating to a 10% pay cut for employees since 2008;

Therefore, be it resolved, the East Carolina University Staff direct the ECU Staff Assembly Delegates to make a motion to the full Staff Assembly to aggressively advocate for a market study and funding to rectify current salaries and maintain over a period of years to compensate for inflationary erosion, for ECU and North Carolina SHRA/CSS, and EHRA non-faculty Staff pay raises in the 2016 North Carolina Legislative session;

Be It Further Resolved, the East Carolina University Staff respectfully requests the continued support of the University Chancellor, Vice-Chancellor, and Board of Trustees to continue to advocate for much needed pay raises for ECU and North Carolina SHRA/CSS, and EHRA non-faculty employees.

(Date Approved by the Staff Senate: November 18, 2015)

Resolution #16-01
Approved by the Faculty Senate: January 26, 2016
Received by the Chancellor: February 17, 2016

Formal faculty advice with no changes to the curriculum and academic matters acted on and recorded in the Graduate Council’s meeting minutes of December 7, 2015, including the Graduate Curriculum Committee meeting minutes from November 18, 2015 which included Programmatic, Policy and Curriculum actions (GC 15-24) Request for Authorization to plan a New Program - MA in Hispanic Studies, request for Authorization to plan a New Program - Joint Ph.D. in Integrative
Coastal and Marine Science (ICMS) with the University of North Carolina Wilmington (UNCW) and East Carolina University (ECU); changes to the grading scale for graduate students, including elimination of “R/Q” grades and replacement with “S/U” grades; and the College of Nursing: Proposal of New Courses: NURS 8205, NURS 8206, NURS 8236, NURS 8242, NURS 8250, NURS 8262; Revision of Existing Courses: NURS 8200, NURS 8220, NURS 8225, NURS 8226, NURS 8227, NURS 8235, NURS 8240, NURS 8241, NURS 8260.

Resolution #16-02
Approved by the Faculty Senate: January 26, 2016
Received by the Chancellor: February 17, 2016

Formal faculty advice on proposed Regulation on the Use of Humans in Research, with no additional changes being recommended.

1.0 DEFINITIONS:

1.1 Human: a living individual about whom an investigator conducting research obtains data as part of a research project

1.1.1 Through intervention or interaction with the individual;

1.1.1.1 Intervention: includes both physical procedures by which data are gathered and manipulations of the participant or the participant’s environment that are performed for research purposes

1.1.1.2 Interaction: includes communication or interpersonal contact between investigator and participant

1.1.2 That is identifiable, private information about a human. {Code of Federal Regulations (CFR) §45, Part 46.102(f)(1)(2))

1.2 Investigator: either a professional or student, responsible for the conduct of research investigation

1.3 Research: Systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. {§45 CFR Part 46.102(e)}

1.4 Federal wide Assurance: Written assurance provided by the Institution to the Office for Human Research Protections (OHRP), Health and Human Services (HHS) that the Institution will comply with the requirements set forth in the federal regulations for the protection of humans in research. This assurance must be approved by the OHRP, HHS for federal wide use by that office. {§45 CFR Part 46.103(a)}

1.5 Human Research Protection Program (HRPP): a comprehensive program at ECU that involves all units, departments, and individuals who are dedicated to the protection of human research and contribute to areas of compliance that impact those protections. (Ex. Sponsored Programs, Clinical Trials, Radiation Safety, Biosafety, etc.)

2.0 SCOPE: This regulation establishes the principles and organizational structure governing the use of humans in research activities and reflects the University’s commitment to the protection of those humans who volunteer;

2.1 The HRPP includes the ECU University & Medical Center Institutional Review Boards (UMCIRB) as set forth in the ECU Federal wide Assurance, which is required in order for ECU to receive federal funds;

2.2 All activities that meet the definition of human research must receive UMCIRB review and approval prior to initiation

2.3 All research that meets the definition of human research activities must be conducted in accordance with the regulations, rules and standard operating practices of ECU, the
HHS and the Food and Drug Administration’s (FDA) Code of Federal Regulations governing the use of humans in research (if the research falls within the purview of the FDA), and the applicable regulations set forth by the International Council on Harmonization (ICH);

3.0 **REGULATION:** East Carolina University requires all faculty, staff, students, or any agents of the University who conduct research involving humans or private, identifiable information about humans to do so responsibly, abiding by all applicable regulations, rules, and standard operating practices to ensure the ethical conduct of research. The University has a systematic and comprehensive Human Research Protection Program (HRPP) that is designed to protect the rights, dignity, and welfare of humans who participate in the research programs of the University and its affiliated institutions. The program is based on the ethical principles outlined in the Nuremburg Code and the Belmont Report.

4.0 **DELEGATION OF AUTHORITY:** By applying for and receiving a Federal wide Assurance, HHS delegates authority for ECU to receive federal funds for the conduct of human research.

4.1 The Chancellor has delegated authority and responsibility of the HRPP to the Chief Research Officer (CRO). The CRO serves as the Institutional Official for ECU’s Federal wide Assurance and is responsible for the oversight and compliant operation of the HRPP to include the following as defined in the ECU FWA:

4.1.1 ECU Biomedical University and Medical Center Institutional Review Board (UMCIRB) (IRB #1); and
4.1.2 ECU Behavioral & Social Sciences University & Medical Center Institutional Review Board (UMCIRB) (IRB #2).

4.2 The UMCIRBs are granted authority through federal regulations to review human research proposals and take any of the following actions:

4.2.1 Approve;
4.2.2 Require modifications to secure approval;
4.2.3 Disapprove;
4.2.4 Suspend or terminate approval of on-going studies;
4.2.5 Suspend or terminate the ability of research personnel to conduct human research at or on behalf of ECU;
4.2.6 Observe or have a third party observe consent processes or the conduct of research; and
4.2.7 Conduct Quality Improvement and Quality Assessment evaluations; and
4.2.8 Conduct for-cause investigations of alleged or reported noncompliance of on-going and closed research studies.

4.3 No official of ECU or its Affiliates can:

4.3.1 Support the conduct of human research activities that do not have approval from the UMCIRBs; or
4.3.2 Overturn a decision of disapproval issued by the UMCIRBs.

4.4 The HRPP includes:

4.4.2 The ECU Biomedical and Behavioral and Social Sciences UMCIRBs, as defined in the ECU Federal wide Assurance;
4.4.3 Other units, divisions, or administrative bodies that interact or can impact the conduct of human research and can be called upon to enhance the protections for humans participating in research (ex. Institutional Biosafety Committee, Radiation Safety Committee, Risk Management, University Audit, etc.)
4.5 Related rules and standard operating practices are available on the Office of Research Integrity and Compliance (ORIC) website: www.ecu.edu/irb.

5.0 RESPONSIBILITIES

5.1 The Chief Research Officer (CRO):
   5.1.1 Serves as the Institutional Official and has the authority to speak for the institution in matters regarding human research. The CRO is ultimately responsible for the oversight and compliant operations of the HRPP;
   5.1.2 Maintains open and direct channels of communication with UMCIRB members and staff, investigators and research personnel, and administrators to address questions, concerns, or suggestions regarding the HRPP;
   5.1.3 Ensures the UMCIRBs have sufficient meeting space, staff, and budgetary resources to support review and record keeping responsibilities;
   5.1.4 Reviews an annual report drafted by the Director of the Office of Research Integrity and Compliance (ORIC) to identify and ensure adequate resources are available to support required activities;
   5.1.5 Notifies the Office for Human Research Protections (OHRP), the Food and Drug Administration (FDA), the Office of Research Integrity (ORI) as appropriate and any relevant agencies of incidents of serious or continuing noncompliance with UMCIRB procedures, federal regulations, or state laws as well as any suspensions of terminations of UMCIRB approval;
   5.1.6 Protects UMCIRBs from undue influence or threat of retaliatory actions so that UMCIRBs can function independently, basing decisions on ethical principles, regulations, and institutional policies;
   5.1.7 Approve recommendations and appoints IRB members, including alternates, ex-officio’s and continuing consultants; and
   5.1.8 Receives annual evaluations and recommendations from the Director, ORIC, of:
      5.1.8.1 UMCIRB Members, staff, board composition and number of protocols reviewed; and
      5.1.8.2 Adequacy of resources, program continuity, scientific and professional expertise of members as relevant to the business conducted.
   5.1.9 Delegates to the UMCIRBs the sole authority to make determinations of exempt status.

5.2 The ECU Director, ORIC:
   5.2.1 Serves as the overall administrator for the HRPP;
   5.2.2 Is responsible for ensuring that the UMCIRBs function and operate in compliance with all federal, state, and local laws and regulations that govern the protection of humans involved in research activities;
   5.2.3 Provides notification to the CRO and, as applicable, other administrative and affiliated officials, of any injury, breach of trust, unanticipated problems involving risks to participants or others, serious or continuing noncompliance, and suspension or termination of UMCIRB approval;
   5.2.4 Investigates all issues of undue influence or threats of retaliation directed to the UMCIRB members or staff and provides recommendations for resolution to the Vice Chancellor;
   5.2.5 Presents an Annual Report to the Vice Chancellor regarding the status of the HRPP program that includes review of resources, continuity of operations, and
adequacy of scientific and professional expertise available to carry out
requirement of the HRPP; and

5.2.6 Ensures the standard operating practices of ORIC and the HRPP adhere to
University Rules and Regulations, state laws, and federally mandated
regulations, including Conflict of Interest, Whistleblower, and Export Control
rules.

6.0 RELATED POLICIES, REGULATIONS, RULES, and STANDARD OPERATING PRACTICES
6.1 Related rules and standard operating practices are available on the Office for Research
Integrity and Compliance (ORIC) website: www.ecu.edu/irb

7.0 HISTORY

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<td>01/13/2014</td>
<td>1.0</td>
<td>New format and language</td>
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Resolution #16-03
Approved by the Faculty Senate: January 26, 2016
Approved by the Chancellor: February 17, 2016

Curriculum and academic matters acted on and recorded in the University Curriculum Committee’s
meeting minutes of November 12, 2015, including curricular actions within the Department of
Geological Sciences, School of Art and Design, Department of Human Development and Family
Science, Department of Health Education and Promotion and Department of Criminal Justice.

Resolution #16-04
Approved by the Faculty Senate: January 26, 2016
Approved by the Chancellor: February 17, 2016

Curriculum and academic matters acted on and recorded in the Educational and Policies Committee’s
meeting minutes of December 11, 2015 including a request to approve the establishment of the
Miller School of Entrepreneurship within the College of Business; request to approve the movement
of MS in Sustainable Tourism from the Graduate School to the School of Hospitality Leadership within
the College of Business; request to approve the authorization to plan a new Joint (ECU/UNCW) Ph.D.
program in Integrative Coastal Marine Science (ICMS); request to approve the revision of Existing
Degree: Industrial and Organizational Concentration of the MA in General-Theoretic Psychology
(change requirement) and new graduate certificate in Quantitative Methods for the Social and
Behavioral Sciences within the Department of Psychology; request to approve the revision of the PhD
in Bioenergetics and Proposal of four New Concentrations: Biomechanics and Motor Control, Cellular
and Molecular Bioenergetics, Nutritional Exercise Physiology, Exercise Physiology and Behavioral
Science in the Department of Kinesiology within the College of Health and Human Performance;
request to approve a New Concentration within the BA in Foreign Languages and Literatures: Global
Studies within the Department of Foreign Languages and Literatures; Request to approve the
discontinuation of existing certification: Driver and Safety Education Add On Certification in the
Department of Health Education and Promotion within the College of Health and Human
Performance; and the Program Review response for the Department of Philosophy and Religious Studies.

Resolution #16-05
Approved by the Faculty Senate: January 26, 2016
Approved by the Chancellor: February 17, 2016

Curriculum and academic matters acted on and recorded in the Educational Policies and Planning Committee’s meeting minutes of January 15, 2016 including a request to discontinue the Alternate Entry (AE) MSN Option, RN/MSN Option, Existing concentrations within the MSN: Family Nurse Practitioner, Adult-Gerontology Nurse Practitioner, and Existing certificates: Adult-Gerontology Nurse Practitioner, Family Nurse Practitioner within the College of Nursing and a request to approve the authorization to plan a new degree program: MA in Hispanic Studies in the Department of Foreign Languages and Literatures; and receipt of the Annual Audit of the University Studies Program.

Resolution #16-06
Approved by the Faculty Senate: January 26, 2016
Approved by the Chancellor: February 17, 2016

Revisions to the University Undergraduate Catalog, Section 5: Academic Regulations, After Schedule Change Period, as follows:

New text in catalog being added
“Course Withdrawal Allotment
Students may withdraw from up to 16 semester hours during their undergraduate career. Students may use these withdrawals between the end of the Course Adjustment Period and the deadline to withdraw from term-length courses without a grade, which is 60% of regularly scheduled class meetings, exclusive of final exams.

During Course Adjustment Period
The Course Adjustment Period is limited to the first five days of classes of the fall and spring semesters. During the summer, the Course Adjustment Period is limited to the first two days of classes each summer term. Students may refer to ECU’s academic calendar for specific dates (http://www.ecu.edu/fsonline/senate/fscalend.cfm). During the Course Adjustment Period, a student may drop or add a course(s) to his/her schedule. Course drops during this period do not count against a student’s Course Withdrawal allotment of 16 semester hours.

After Course Adjustment Period
Students are expected to complete all the courses for which they are registered at the close of the Course Adjustment Period. The consequences of withdrawing from a course or term may affect a student’s progress in a major, tuition surcharge, and/or financial aid. The impact of a Course/Term Withdrawal is as follows:

Impact of Course or Term Withdrawals for Non-Extenuating and Extenuating Circumstances

<table>
<thead>
<tr>
<th>Effect of Withdrawals on:</th>
<th>Non-Extenuating Circumstances</th>
<th>Extenuating Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Surcharge</td>
<td>Course(s) count in surcharge calculation</td>
<td>None</td>
</tr>
<tr>
<td>Transcript</td>
<td>Withdrawal (W) noted on Transcript</td>
<td></td>
</tr>
</tbody>
</table>
### Grade Point Average (GPA)
None (for withdrawals within 60% of academic term)

### Attempted Hours
Courses(s) count as attempted hours

### Financial Aid
Course(s) subject to financial aid and Satisfactory Academic Progress rules

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**Course Withdrawal**

During the first 60 percent of the regularly scheduled class meetings (exclusive of final exams), a student may withdraw from the course after consultation with his/her advisor. There are two options for requesting the withdrawal. The preferred option is that the student’s advisor email the Office of the Registrar (copying the student) at regis@ecu.edu. The second option is that the student email the Office of the Registrar at regis@ecu.edu. If the student initiates the request, the Office of the Registrar will contact the student’s advisor for approval prior to granting the request. For either option, the request to the Office of the Registrar should include the student’s name, Banner ID, and course prefix and number of the withdrawn course(s). Please refer to Course or Term Withdrawal Refund Rule below.

The same 60 percent withdrawal period rule also applies to block courses of other lengths. It is the student’s responsibility to consult the official ECU academic calendar to determine the appropriate withdrawal period for such block courses. ([http://www.ecu.edu/fsonline/senate/fscalend.cfm](http://www.ecu.edu/fsonline/senate/fscalend.cfm)) Extenuating circumstances, however, can warrant consideration for withdrawal by exception. Students may petition the Dean of Students for Course Withdrawals by exception. ([http://www.ecu.edu/deanofstudents/](http://www.ecu.edu/deanofstudents/)) Petitions for withdrawal after the 60 percent withdrawal period deadline will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal reasons directly affecting the course(s). The following are not considered a sufficient basis for exception: poor performance in course work, missed deadlines, change of major, a course grade’s adverse effect on the student’s grade point average, probationary standing, or other eligibility. The Dean of Students cannot accept requests after the last regularly scheduled class meeting prior to the final examination for the course(s) in question. Students whose request is received after the last class meeting or whose request is denied by the Dean of Students may appeal to the Student Academic Appellate Committee (SAAC). The decision of the Student Academic Appellate Committee is final. ([http://www.ecu.edu/deanofstudents/faqs.cfm](http://www.ecu.edu/deanofstudents/faqs.cfm)).

**Term Withdrawal**

Students desiring to withdraw from an academic term should meet with an academic advisor to review consequences and policies. The student must then obtain an official withdrawal form located on the website of the Office of the Registrar ([www.ecu.edu/registrar](http://www.ecu.edu/registrar)). After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval by email: regis@ecu.edu. The Office of the Registrar will accept a completed form that is scanned and sent via the student’s ECU email address.

**Withdrawal Requests Made Within 60% of the Academic Term:** During the first 60 percent of regularly scheduled class meetings (exclusive of final exams), a student may withdraw from the university without receiving grades for courses in which he/she is enrolled.

**Withdrawal Requests Made Beyond 60% of the Academic Term:** After 60 percent of regularly scheduled class meetings (exclusive of final exams), a student withdrawing from the university shall receive no credit for the courses in which he/she is passing at the time of withdrawal. A student will receive a grade of F for all courses in which he/she is failing at the time of withdrawal.

**Please Note:** A term withdrawal is not charged to a student’s Course Withdrawal allotment of 16 semester hours.
Course or Term Withdrawal Refund Rule

It is to the financial advantage of students withdrawing, dropping to part-time status, or dropping to a lower block of credit hours to do so as early as possible in the term. Refunds for tuition and fees (excluding room and board charges that are determined by contractual agreement) will be considered during the twenty (20) class day refund period in fall and spring and the five (5) day refund period during summer. No refunds will be considered after the published "last day for partial refund".

Current text in catalog being deleted

“After Schedule Change Period

During the first 60 percent of the regularly scheduled class meetings of a course (including the meeting for the final examination), a student may withdraw the course. After consultation with his or her advisor, the student secures the signature of the advisor on the schedule change form and takes it to the Office of the Registrar for processing or the request to withdraw the course may be emailed to regis@ecu.edu. Students enrolled in a distance education course must email DE Drops@ecu.edu from their ECU email account to request a course withdraw or drop. The same 60 percent withdraw-period rule applies to block courses of other lengths as well. Ordinarily, a student may withdraw up to four courses or a smaller prorated number in pursuit of a university degree. (See Course Withdraw Allocations, below.) It is the student’s responsibility to consult official documents and/or the university calendar to determine the appropriate withdraw period for such block courses. Extenuating circumstances, however, can warrant consideration for withdraw by exception, as explained below.

Petitions for withdraws after the deadline for course withdraws will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal problems directly affecting the course(s) to be withdrawn. Students may petition the Student Academic Appellate Committee through the Office of the Registrar for withdraws by exception (withdraws after the 60 percent withdraw period, draws beyond student’s allotted number, and draws not counted against the allotted number). Poor performance in course work; missed deadlines; change of major; or a course grade’s adverse effect on the student’s grade point average, probationary standing, or other eligibility is not in itself a sufficient basis for exception. The decision of the Student Academic Appellate Committee is final.

Course withdraws for medical problems will be heard by Student Health Services and course withdraws for psychological problems will be heard by the Center for Counseling and Student Development. The written appeal must contain the rationale for the appeal and documentation of personal, family, or medical problems and how these problems affected the course(s) to be withdrawn. Student Health Services and the Center for Counseling and Student Development will not accept requests after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been foreseen.

Students whose petitions for withdraws are denied by Student Health Services or the Center for Counseling and Student Development may appeal the decision to the Student Academic Appellate Committee. The decision of the Student Academic Appellate Committee is final.”