

EAST CAROLINA UNIVERSITY

2014-2015 FACULTY SENATE

The third regular meeting of the 2014-2015 Faculty Senate will be held on **Tuesday, November 4, 2014**, at 2:10 in the Mendenhall Student Center Great Room.

Revised **FULL AGENDA**

- I. Call to Order
- II. Approval of Minutes
[October 7, 2014](#)
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Steve Ballard, Chancellor
 - D. Mike Van Scott, Interim Chief Research Officer and Associate Vice Chancellor for Research and Graduate Studies
 - E. Andrew Morehead, Chair of the Faculty
 - F. Approval of Fall 2014 Graduation Roster, including honors program graduates
 - G. John Tucker, University Historian
Historical moment covering the past 50 years of shared governance
 - H. Question Period
- IV. Unfinished Business
- V. Report of Graduate Council, Terry West
Formal faculty advice on curriculum and academic matters acted on and recorded in the [October 20, 2014](#) Graduate Council meeting minutes, including reports on Thesis and Dissertation Oversight Committee, Low Productivity Programs Report, Untaught 5000 Level Courses and action on Admission Requirements Review, Criminal Justice Request – GRE Waiver, Assistantship Reallocation Process, Enrolment Targets, Strategic Planning Process, and Joint/Dual degrees.
- VI. Report of Committees
 - A. Committee on Committees, Charles Boklage
 - 1. Second reading of proposed revisions to the Unit Code Screening Committee Charge (attachment 1).
 - 2. Nominees for the University Committee on Academic Integrity (attachment 2). **Revised**

B. Faculty Governance Committee, Nelson Cooper
First reading of proposed 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 (attachment 3).

C. University Curriculum Committee, Lori Flint
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.

D. Educational Policies and Planning Committee, Ed Stellwag
Curriculum and academic matters acted on and recorded in the meeting minutes of [October 10, 2014](#) 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; 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; 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; 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.

E. Foundations Curriculum and Instructional Effectiveness Committee, George Bailey
1. Curriculum and academic matters acted on and recorded in the meeting minutes of [October 20, 2014](#) including approval for domestic diversity designation for GEOG 4340 and global diversity designation for MUSC 2209 and HIST 3462.
2. Clarification for information only that COMM 3180 Intercultural Communication was approved in [February 2014](#) for global diversity designation only.

F. Faculty Welfare Committee, Melissa Nasea
1. Formal faculty advice on proposed regulation on Protection for Reporting Improper Government Activities (attachment 4).
2. Formal faculty advice on proposed Employment of Related Persons (Anti-Nepotism) Policy (attachment 5). **Revised**

G. Research/Creative Activities Committee, Jay Newhard
Revised Guidelines for 2014-2015 Research and Creative Activity Awards (RCAA) Competition (attachment 6).

VII. New Business

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Attachment 1.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Unit Code Screening Committee Charge

(Deletions are noted in ~~strike through~~ 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.

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Attachment 2.**

Revised
COMMITTEE ON COMMITTEES REPORT
Nominees for the [University Committee on Academic Integrity](#)

Regular Members	Academic Unit	Term	College/School	Office Location	Mail #	Office #
Ran Hu	Education	2015	Education	Speight 121	504	737-2485
Abid Butt	Medicine	2015	Medicine	Brody 3E-149	628	744-4650
Ronald Sessoms <i>graduate faculty</i>	Engineering & Technology	2015	Engineering & Technology	Rawl 332	307	328-1382
Kelley Reinsmith-Jones	Social Work	2015	Human Ecology	Rivers 206	505	328-1450
Janice Neil <i>graduate faculty</i>	Nursing	2015	Nursing	Health Sciences 3185A	162	744-6407
Deborah Thomson	Communication	2016	Fine Arts & Communication	Joyner East 211	524	328-2670
Steve Cerutti <i>graduate faculty</i>	Foreign Languages & Literatures	2016	Arts and Sciences	Bate 3325	556	328-6031
Pamela Hopkins <i>graduate faculty</i>	Communication	2016	Fine Arts & Communication	Joyner East 106A	524	328-6717
Jonathan Dembo <i>graduate faculty</i>	Academic Library Services	2016	Academic Library Services	Joyner Library 4014	516	328-2661
Teresa Ryan	Engineering & Technology	2016	Engineering & Technology	Slay 248	117	737-4980
Paige Viren <i>graduate faculty</i>	Health & Human Performance	2016	Health & Human Performance	Belk 1408	540	737-2425
Charles Boklage <i>graduate faculty</i>	Medicine	2017	Medicine	Brody 3N72	632	744-2301
Marlena Barber	Health Sciences Library	2017	Health Sciences Library	Laupus 3502-D	612	744-2229
Tony Polito <i>graduate faculty</i>	Business	2017	Business	Bate 3408	503	328-6569
Anne Mallory <i>graduate faculty</i>	English	2017	Arts and Sciences	Bate 2146	555	328-1454
Carolyn Horne <i>graduate faculty</i>	Nursing	2017	Nursing	Health Sciences 3171	162	744-6451

**Faculty Senate Agenda
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Attachment 3.**

FACULTY GOVERNANCE COMMITTEE REPORT

First Reading of Proposed 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

After reviewing Faculty Senate Resolution [#13-98](#) Resolution on Contingent Faculty Participation in Shared Governance, and following discussion within the Committee on Committees, below are proposed revisions to the By-laws of the Faculty Constitution of ECU.

(Additions are noted in **bold** print and deletions in ~~strike~~through)

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 Activities 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.

**Faculty Senate Agenda
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Attachment 4.**

FACULTY WELFARE COMMITTEE REPORT
Formal Faculty Advice on Proposed Regulation on
Protection for Reporting Improper Government Activities

(No changes are being recommended)

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
HIPAA Privacy Complaint Process - REG12.60.08

Additional References: North Carolina General Statute Chapter 126, Article 14
Pilot Program for enhancement of contractor protection from reprisal for disclosure of certain information, 41 U.S.C. § 4712
ARRA Whistleblower Provisions
Office of Grants and Contracts Federal Whistleblower Procedures
Clinical Support Services Employee Handbook http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/SPA_CSS_Policies/CSS_Employee_Handbook.pdf
Human Resources http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/SPA_CSS_Policies/SPA-CSS-Employee-Handbook.pdf

Contact for Info: Office of Internal Audit and Management Advisory Services 252-328-9025

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. Stat. § 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.

**Faculty Senate Agenda
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Attachment 5.**

Revised

FACULTY WELFARE COMMITTEE REPORT

Formal Faculty Advice on Proposed Employment of Related Persons (Anti-Nepotism) Policy

(Additions are noted in **bold** print and deletions in ~~strike~~through)

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 example~~ **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.

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Attachment 6.

RESEARCH/CREATIVE ACTIVITIES COMMITTEE REPORT

Revised Guidelines for 2014-2015 Research and Creative Activity Awards (RCAA) Competition

The Research/Creative Activities Committee (RCAC) solicits proposals for meritorious research or creative activities from eligible East Carolina University faculty members. The committee has access to a \$25,000 pool of funds from which it will fund roughly 4-8 proposals. The committee strongly recommends a cap of \$6,250 for project requests. Please note that the committee will consider both the quality of the proposal and the budget as part of its deliberations. All dispensed funds will need to be spent during this fiscal year which ends on June 30, 2015. Given the current total pool of funds, the committee reserves the right to exclude from consideration those proposals which it deems would be better served by another internal grant proposal such as research development awards.

Proposals are due in the Faculty Senate office, 140 Rawl Annex by 12:00 noon on 1/6/2015.

Eligibility:

Applicants must be full-time tenured or full-time tenure track faculty. Fixed-term or part-time faculty and current members of the Research/Creative Activities Committee are ineligible for awards. While there have been college and/or department restrictions in previous competitions sponsored by this committee, there are no such restrictions for this competition.

Recipients of awards from the following University sources may not apply for new funding under this competition if the award is still active during the 2014-15 *academic* year:

- Research and Creative Activity Awards
- Faculty Senate Teaching Grants
- Research Development Award Program
- University Startup Funds Program
- East-West Collaborative Program

The Research/Creative Activities Committee funds the following expenses:

Stipends for Research/Creative Activity

Faculty stipends will only be available for 9-month faculty, and only for the first summer session. Keep in mind that the stipend amounts must be in line with the aforementioned budget guidelines and that the committee strongly urges faculty to cap proposal requests at \$6,250. Applicants cannot teach during the Summer Session in which he/she receives a stipend.

Project Expenses

These funds are for expenses related to the proposed project. Project expense funds should be expended or encumbered by the end of the funding fiscal year. Funds do not carry over to the following fiscal year. Guidelines for budget preparation and the justification for requested funds are included in the application packet.

Stipend for Research/Creative Activity and Project Expenses (dual)

Applicants who are eligible may apply with proposals that will award money for a stipend plus project expenses. Project expense funds should be expended or encumbered by the end of the funding fiscal year. Funds are not available in the following fiscal year. Guidelines for budget preparation are included in the application packet.

Evaluation Criteria:

- That the research/creative activity has the probability of leading to significant contributions in the field, including publication, presentation, performance, exhibition, and to the individual's professional enrichment and growth.
- That the research/creative activity is based on knowledge in the field, and the proposal clearly shows how the proposed effort extends, expands, and/or explores new directions, techniques or processes.
- That the research/creative activity possesses evidence of scholarly importance, consists of more than mere data collection or confirmation of easily anticipated results.
- That the research/creative activity is methodologically sound and within the competency of the applicant.
- That the research/creative activity of this project clearly justifies financial support by this University and would not be more suitably considered under a different funding source such as Research Development Grants, University Start-Up Grants, or Teaching Grants

Proposals will be evaluated by the diverse group of faculty that make up the committee. It is to the applicant's advantage to prepare abstracts and proposals in language that can be understood by individuals who are outside the applicant's discipline.

PLEASE NOTE: ALL DECISIONS BY THE COMMITTEE ARE FINAL.

Award Requirements:

Awardees are *required* to submit to the Research/Creative Activities Committee a *final report* detailing the results of the funded work. Final reports are due no later than September 1 of the fiscal year following that of the award. Reports should be delivered by hand or email to the Faculty Senate office, 140 Rawl Annex. Report forms are available on the committee section of the Faculty Senate web site.

Other Restrictions:

- The final reports from any previous awards must be on file in the Faculty Senate office before a new application will be considered.

- The publication of the results of projects supported by an award from the Research/Creative Activities Committee should carry a printed acknowledgment of financial assistance from the Committee.
- There can be no co-project directors or co-principal investigators listed on the cover page although collaborations with other faculty are acceptable. RCAA applicants are eligible to receive support from only one University funding source in any single year. Persons receiving funding from other such sources (e.g. Teaching Award, Research Development Award) must inform the RCA Committee of the award and will need to decline other awards in order to receive their award.
- Individuals may not submit more than one proposal per funding period.
- Any changes to funded projects must be submitted in writing to the Chair of the Research/Creative Activities Committee for possible further consideration by the Committee for approval.
- Applicants for projects involving research on human subjects or animals must be prepared to file the appropriate forms with the University and/or Medical Center Institutional Review Board or the Institutional Animal Care and Use Committee upon notification of the award. Funding is contingent upon receipt of approval from the appropriate Institutional Review Committee (human or animal) at the time of award activation.
- Failure to adhere to the formatting requirements for proposal may result in the elimination of a proposal from consideration.
- Following the evaluation and awarding of awards, the Committee will handle all appeals internally and their decision is final.

Application Process:

Each award proposal MUST include the attached application form signed by the applicant and the chairperson (or dean, as appropriate) of any unit involved. One original paper copy of the proposal should be submitted to the Research/Creative Activities Committee, c/o Faculty Senate Office, 140 Rawl Annex by **12:00 noon on January 6, 2015**. **In addition, the applicant must send an electronic version of the proposal in PDF format to the Faculty Senate office (faculty senate@ecu.edu) by the deadline.** No proposals will be accepted after this deadline.

Applicants have the opportunity to attend any information sessions given by the committee to verify that their proposals are appropriate for consideration. Applicants should also consult proposals that were funded in the past three years that are kept on file in the Faculty Senate office.

Completing Application Cover Pages:

All items 1-11 on the cover sheet must be completed and submitted together with the narrative.

Items 1 through 5: Complete as requested. Please note for item #3: check one of items a, b or c; and if b or c, list the amount of money requested in d. The amount of salary money to be paid will be determined by the office of the Chief Research Officer.

Item 6: Acknowledge that IRB and Animal Care approval will be sought, if appropriate. Approval of the research by the IRB must be demonstrated before funds are made available to the awardee.

Item 7: Acknowledge and sign Application Cover Page.

Item 8: Signature of Unit Head.

Item 9: List of *all* previous awards received from this Committee, indicating if the final report was submitted for each. Describe the publications, presentations, performances, external funding

proposals, or related activities, including citations or publications directly resulting from each award. Applicants should provide the committee with some indication of the ranking/prestige of specific journals, shows, or performances in which these funded works were published, performed, or displayed.

Item 10: List current grant/contract support and pending applications. Include project title, sponsor, your role in the project (PI, Co-PI, etc.), project period, award status (current or pending), and total funding level. If previous proposals not funded by this committee received support from another University program, indicate the nature of that support, including the program that provided the funding, the amount of the award, and the period covered by the award.

Completing Narrative:

Give a brief description of the project. Each part of this narrative must be included in the order listed and will be used to evaluate your proposal. The narrative is subject to format requirements listed in the next section.

All of the information listed below should be included and specific guidelines followed. Failure to adhere to the restrictions for the following items or the required formats may result in the proposal's rejection.

Please place the items in the order listed below after the cover page.

- A. Abstract: The abstract should not exceed 250 words.
- B. Proposal Description: Conciseness is encouraged. Because faculty from different disciplines will review your proposal, it should be clearly written and free of specialized jargon. The Proposal Description should include:
 - **Problem/Purpose statement**: Develop a clear and sound basis for the project that includes supporting references that establish the context of the research or creative activity.
 - **Specific aims**: Present clear and attainable objectives and clearly describe potential results and benefits.
 - **Methodology**: Describe how the project will be carried out, how the results will be analyzed or evaluated, and the proposed schedule of activities. For those proposals where this approach is not possible, this section should then present a clear set of specific tasks and activities that will produce the specific results expected.
 - **Expected outcomes and benefits**: How your work will contribute to the advancement of your field.
- C. Literature Cited: Items referenced in the narrative or abstract. Use a citation format that is appropriate for your discipline.
- D. Appendices: Supporting documentation such as contracts from publishers, letters of invitation, award notices, letters of support from school principals or medical centers involved in the project. Please provide English translations of foreign documents. It is inappropriate to include in the appendices any information critical to the description of the project, such as that pertaining to the methodology to be used. Proposals will be excluded from consideration if applicants appear to be attempting to circumvent the proposal page limit by including such material in the appendices.
- E. Project Expenses: Itemize expenses on the *Budget for Project Expenses* form.
- F. Justification for Support: Briefly justify each item from the *Budget for Project Expenses* form.

G. Vita or Biosketch: Submit a one or two page vita or biosketch. Include degrees earned, institutions and dates, and academic employment history. Include a list of representative publications and/or creative activities. Do NOT submit copies of publications, reports, endorsements, or brochures.

H. Checklist.

Format Requirements (strictly enforced):

- All pages paginated;
- Font: minimum 12 pt Arial or Helvetica for all pages;
- 1 inch margins left/right and top/bottom for all pages;
- The abstract and proposal description altogether may not exceed five (5) single-spaced pages in length;
- Any figures or tables included in the proposal description must fit within the five-page limit;
- A references cited section should follow the proposal description; citation format and spacing is at the discretion of the author;
- The appendices may not exceed four (4) pages in length;
- The budget and accompanying justification may not exceed two (2) pages in length;
- The vita or biosketch may not exceed two (2) pages in length.

Multimedia Content:

Multimedia content can be submitted on CD or DVD. Examples of acceptable multimedia content include high-resolution photographs of sculpture, musical recordings, and animations of a vibrating object. The multimedia CD/DVD cannot include traditional graphs, tables, photos, or illustrations that should appear in the body of the proposal. If multimedia files are included in the proposal, **SIX** copies of the CD/DVD must be submitted with the original, paper copy of the proposal. Also, each multimedia file must be described in the body of the proposal. The multimedia files will be reviewed by people from diverse backgrounds using different computer platforms and should be platform- and specialized application- independent. The CD/DVD should contain file types that can be viewed on a standard Web browser with normal plugins installed. An HTML navigation page for the multimedia files on the CD/DVD is encouraged but not required.

Examples of these file types include the following:

Still Graphics: JPEG, PNG, GIF, PDF

Animated Graphics: Flash, Animated GIF, Quicktime movie, MPEG movie

Sound: WAV, AIFF, MP3, non-streaming Real Audio

The committee does encourage applicants to put these materials on the web and applicants may provide web links in the proposal instead of providing copies of a CD/DVD. However, if the material has copyright, format, or other issues that may preclude it from being made available or properly viewable online then submissions should be in CD/DVD format only.

Budget and Budget Justification:

Faculty must attach a complete budget justification and are strongly encouraged to limit requested funds to no more than \$6,250. Stipends are available at the rate of 16.67% of the applicant's salary, up to a cap equal to the prevailing cap on full-time teaching in one summer session. We anticipate that the proposed cap falls below some faculty members' compensation for other first summer session activities and suggest that those faculty members ask only for a portion of their first summer session to be covered. The committee also recognizes that some faculty will be forced to choose between using the funds for salary buyout and purchasing materials for the project. We ask that

applicants consider all aspects of the proposal carefully and only apply for an award if the research or creative activity can be completed within the budget constraints. Applicants must use the *ECU Business Manual* (copies are available in all departments) in preparing the budget to determine which budget line is appropriate for requested funds and what current rates are allowable.

Budgets should be carefully and reasonably constructed. The need for each item should be clearly established, with sources indicated where appropriate. Budget excesses or budgets lacking essential details and justification will be considered negatively in evaluating the proposal. Every proposal (including stipend-only proposals) MUST have a completed Budget for Project Expenses form (see page 9) to be considered for funding.

Where appropriate, indicate any direct contribution from your department or from any other University office or individual that has been made or will be made toward subsidizing your project. Specify the kind and amount of contribution or support on the budget page.

The budget may request money for:

- Research Assistants/Student Wages: Compensation for graduate and undergraduate students should be consistent with the standard compensation offered to these students in your department. Proposals for the sole purpose of support for graduate research assistants must be strongly justified.
- Travel: Applicants may only request funds for travel that is clearly essential to complete the project, such as data collection/observation that is site-specific. Attempts to obtain international travel funds from other (non-ECU) sources should be indicated. Travel for the purpose of presenting results at meetings will not be funded. Applicants requesting payment for use of a personal car must explain why ECU cars cannot be used. Multiple, short-distance trips must be justified. Travel will be reimbursed at state-approved rates.
- Research/Creative Activity Supplies: Itemize all supply requests.
- Printing: Activities involving organizing, presenting, and/or publishing or disseminating the results of completed research/creative activities will not be funded.
- Communications: Itemize.
- Equipment: Requests for equipment or software purchase will not be supported if: a) the needed equipment or software exists elsewhere on campus and is accessible to the applicant; b) the item is to be for general departmental use; or c) the item appears to represent one-time use by one person. Applicants are encouraged to determine the availability of desired equipment in other locations on campus. This is particularly true for computer equipment such as laptops.
- Other documented purposes necessary to the successful completion of the proposed activity and within the general policies of the University should be clearly specified and justified.

Completing the Checklist

Complete the attached checklist and submit it as the last page of your proposal.

**East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE**

Application Cover Page for a Research/Creative Activity Award

**Proposals are due in the Faculty Senate office, 140 Rawl Annex
by 12:00 noon on January 6, 2015.**

1. a. Name: _____
b. Department: _____
c. Academic Rank: _____

2. Proposal Title: _____

3. Type of Award (check one)
 - a. Stipend of Research/Creative Activity _____
 - b. Project expense only _____
 - c. Stipend and Project Expense _____
 - d. Amount of project expense money requested: _____

4. This proposal best fits which of the following categories: (please check only one)
 - a. Arts and Humanities _____
 - b. Health Science _____
 - c. Natural Sciences _____
 - d. Social Sciences _____

5. Type of Faculty position (check all that apply)
 - a. Full time, tenured _____
 - b. Full time, tenure track _____
 - c. Clinical _____
 - d. 12-month contract _____

6. If your project requires human subjects protection (IRB) approval or animal welfare (IAUCU) approval, please check the appropriate item or mark not applicable.
Project requires approval from _____ IRB, _____ IACUC, _____ Not Applicable

7. I understand and accept the terms and conditions set forth in the Research/Creative Activities Committee guidelines.
 - a. I understand that I must file a final report of the results of the project with the Faculty Senate office no later than September 1, of the year in which the award terminates.
 - b. I understand that publication, presentation, performance, or exhibit of work resulting from support of this project by ECU must carry a printed acknowledgment of this financial assistance by the University.
 - c. I understand that if selected, receipt of funding is contingent upon receiving approval from IRB or Animal Care Committee by June 1 of the award year.

Signature of Applicant

Date

8. The applicant is a full-time tenured, tenure-track, or clinical faculty member who, I believe, can complete the proposed project.

Signature of Unit Head

Date

9. Dates of previous University grants, final reports filed, publications, presentations, performances, external funding proposals, or related activities, including citations or publications directly resulting from each grant. (section may be expanded in length)
10. List current grant/contract support and pending applications. Include project title, sponsor, your role in the project (PI or co-PI), the project period, award status (pending/current) and total funding level. Include in particular any current or pending funding related to the proposed research. (This section may be expanded in length.)
11. If funded, may the Faculty Senate Office provide copies of your application by email request as a model for prospective ECU applicants? (Your answer will not be a factor in the Committee's decision to recommend funding for your proposal.)

YES NO

**East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVIES COMMITTEE**

Budget for Project Expenses with a 2014-2015 Research/Creative Activity Award

Item	Requested Funding	Funds from Other Sources*
1) Personnel Costs: Stipend, Research Assistants (University personnel only), Student wages	\$	\$
Description:		
2) Travel (Mode/Sources, etc.)	\$	\$
Description:		
3) Research/Creative Activity Supplies	\$	\$
Description:		
4) Printing	\$	\$
Description:		
5) Communication	\$	\$
Description:		
6) Equipment	\$	\$
Description:		
7) Other (Specify)	\$	\$
Description:		
Total	\$	\$

***Identify Other Sources of Funding:**

***A BRIEF JUSTIFICATION (ONE PAGE MAXIMUM) IS NEEDED
FOR ALL PROJECT EXPENSES.***

East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE
Checklist for a 2014-2015 Research/Creative Activity Award

This checklist must be submitted with the proposal as the last page.

I. Please check that you qualify for a Research/Creative Activity Award:

- full-time tenured or tenure-track member at ECU
- not currently a candidate for an advanced degree
- not a fixed-term or part-time faculty member
- completed all previous Final Report forms (If unsure, please call the Faculty Senate office at 328-6537 for verification.)

II. Please check that you qualify for a stipend for research/creative activity if requested.

- do not hold a 12-month contract

III. Please check the following proposal requirements:

- Application Cover Page, including:
 - Applicant's name, school department, academic rank
 - Proposal title
 - Type of award
 - Amount of project expenses, as applicable
 - Tenure status
 - 9-month or 12-month
 - IRB/animal approval
 - Applicant's signature and date
 - Applicant's unit head's signature and date
 - List of prior research/creative activity awards received
 - List of current/grant contract support and pending applications
- Narrative formatted along guidelines
- Abstract
- Description of proposal (5 single-spaced pages maximum including abstract)
- Literature cited, if appropriate
- Appendices (4 pages maximum), if appropriate
- Budget, if appropriate
- Justification for support (2 page maximum for budget and justification)
- Vita or Biosketch (2 pages)
- Proposal checklist

IV. Please explain briefly any suggestions you have concerning the proposal guidelines and application format.

**East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE**

Final Report for a 2014-2015 Research/Creative Activity Award

Due September 1, 2015 in the Faculty Senate office (140 Rawl Annex)

Future award proposals will not be considered unless Final Reports have been filed on all previous awards.

Name: _____

Academic Unit:

Award Number: #2015 - _____

Award Amount: \$ _____

Award Title: _____

Project Summary: Concisely describe the activities undertaken, addressing the goals and aims presented in your proposal. Include citations of any presentations, publications, performances, external proposals or related activities which have resulted from this project. Indicate any activities of this sort that are planned in the near future. (Use the reverse side if necessary.)

USE AS GUIDE FOR FUTURE REPORT
DO NOT INCLUDE WITH PROPOSAL APPLICATION

(Signature of Applicant) (Date)

(Signature of Unit Head) (Date)

**East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVIES COMMITTEE**

Comments on a 2014-2015 Research/Creative Activity Award

This page will be used by the committee to capture substantive and constructive comments about the award proposal from the reviewers. This page will then be transmitted to the applicant following the awarding process.

Name: _____

Academic Unit: _____

Award Number: #2015 - _____

Award Title: _____

Reviewer Comments:

FOR COMMITTEE USE
DO NOT INCLUDE WITH PROPOSAL APPLICATION
