

**EAST CAROLINA UNIVERSITY  
2015-2016 FACULTY SENATE**

The second regular meeting of the 2015-2016 Faculty Senate will be held on **Tuesday, October 6, 2015**, at 2:10 in the Mendenhall Student Center Great Room.

**FULL AGENDA**

**I. Call to Order**

**II. Approval of Minutes**

[September 8, 2015](#)

**III. Special Order of the Day**

A. Roll Call

B. Announcements

C. Steve Ballard, Chancellor

D. Phyllis Horns, Vice Chancellor for Health Sciences

E. Bill Koch, Associate Vice Chancellor for Campus Operations  
Construction of Student Centers on Main Campus and Health Sciences Campus

F. John Fletcher, Associate Provost Enrollment Services  
and Dave Meredith, Director of Undergraduate Admissions  
Annual report on the 2015 Freshman Class and Retention Rate of Home Schooled  
Admissions

G. Mike Felts, UNC Faculty Assembly Delegate  
Report on September 11, 2015, [UNC Faculty Assembly Meeting](#)

H. John Stiller, Chair of the Faculty

I. Question Period

**IV. Unfinished Business**

**V. Report of Graduate Council**

Graduate Council, Denise Donica

Formal faculty advice on curriculum and academic matters acted on and recorded in the September 14, 2015 Graduate Council [meeting minutes](#) and [supporting documents](#) (15-17) to include Policy changes to Graduate School Appeals Procedure (GC 15-18), priority admission for Honor students, and the [04-15-15 GCC organizational meeting minutes](#).

## VI. Report of Committees

A. Faculty Grievance Committee, Alexandra Shlapentokh  
Overview of 2014-2015 Committee Activities (attachment 1).

B. Committee on Committees, Carol Goodwillie  
Election of one Alternate Member to the UNC Faculty Assembly (attachment 2).

C. Writing Across the Curriculum Committee, Susannah Berry  
Curriculum and academic matters contained in the 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.

D. University Curriculum Committee, Lori Flint  
Curriculum and academic matters contained in the meeting minutes of [September 10, 2015](#) including curricular actions within the Department of Economics, College of Health and Human Performance and School of Communications.

E. Foundations Curriculum and Instructional Effectiveness Committee, George Bailey  
1. Curriculum and academic matters contained in the meeting minutes of [September 21, 2015](#) including curricular actions within the Department of Foreign Languages and Literatures.  
2. Information on [Foundations Curriculum Work Group Report](#) (for information only).

F. Educational Policies and Planning Committee, Don Chaney  
Curriculum and academic program matters contained in the 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.

*(Copies of items listed are available through the Faculty Senate office.)*

G. Unit Code Screening Committee, Patricia Anderson  
Proposed revisions to the [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.

H. Faculty Governance Committee, Kylie Dotson-Blake  
Formal faculty advice on revised Faculty Workload Policy (attachment 3).

## VII. New Business

**Faculty Senate Agenda  
October 6, 2015  
Attachment 1.**

**FACULTY GRIEVANCE COMMITTEE REPORT  
2014-15 Annual Report**

As stated in the *ECU Faculty Manual*, [Part XII, Section I](#), subsection V. an annual report on grievances is provided to the Faculty Senate at the second meeting of the academic year. Such reports shall protect the confidentiality of the grievance proceedings and parties.

Faculty Grievances from August 31, 2014 – September 1, 2015

Grievance	#1	#2	#3	#4
Faculty Status	Tenured	Tenured	Tenured	Tenured
1. Meet with Respondent	YES	YES	YES	YES
2. Petition for Redress	YES	YES	YES	YES
3. Mediation (45 days) or Chancellor Review (20 days)	NO	NO	NO	NO
4. Request for Hearing	YES	YES	Grievant terminated	Grievant terminated
5. The Hearing (35 days)	YES 30 days	YES 30 days		
6. Hearing Panel Report in favor of Grievant	YES	YES		
Respondent's adjustments in favor of Grievant	YES	NO		
Closed	YES	NO		
Appealed to Chancellor		YES		
Chancellor's Decision in favor of Grievant (20 days)		YES 19 days		
7. Appealed to the Board of Trustees	-----	-----		
The Board of Trustees' Decision in favor of the Grievant	-----	-----		
Number of days from after Step 1 until last completed event	190 days	180 days	150 days	142 days

Faculty Senate Agenda  
 October 6, 2015  
 Attachment 2.

**COMMITTEE ON COMMITTEES REPORT**  
 Election of one Alternate Member to the UNC Faculty Assembly

**Nominee: Robert Kulesher, Allied Health Sciences**

<i>Delegates</i>	<i>Academic Unit</i>	<i>Term</i>	<i>Office Location</i>	<i>Tele #</i>
<a href="#">John Stiller</a>	Chair of the Faculty* Biology	2016	Howell Science Complex, S301-A	328-2738
<a href="#">Nancy Winterbauer</a>	Medicine	2016	Public Health MS#660	744-4034
<a href="#">Cynthia Deale</a>	Hospitality Leadership	2017	Rivers 313	737-4195
<a href="#">James Holloway</a>	Business	2017	Slay	737-1042
<a href="#">Mike Felts</a>	Health and Human Performance	2018	Belk 2203	328-4636

\*Chair of the Faculty terms begin and end with term in office.

<i>Alternates</i>	<i>Academic Unit</i>	<i>Term</i>	<i>Office Location</i>	<i>Tele #</i>
<a href="#">Ralph Scott</a>	Academic Library Services	2016	Joyner 4106	328-0265
<a href="#">Colin Burns</a>	Chemistry	2016	Science & Tech	328-9790
<b>OPEN</b>		2017		
<a href="#">George Bailey</a>	Philosophy and Religious Studies	2017	Brewster A-330	328-6121
<a href="#">Crystal Chambers</a>	Education	2018	Ragsdale Hall 212	328-4649

**Faculty Senate Agenda**  
**October 6, 2015**  
**Attachment 3.**

**FACULTY GOVERNANCE COMMITTEE REPORT**  
Formal Faculty Advice on Revised Faculty Workload Policy

Revisions, noted in **red** include those required by UNC General Administration and editorial revisions by the Committee.

Authority: Chancellor

History: June 8, 2011, to be effective July 1, 2011; Revised September 25, 2014; Second Revised Interim Effective December 1, 2014; transitioned from Interim to Permanent July 31, 2015.

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](#)

Additional References:

A Report of Faculty Teaching Workload Covering the Years 2000 to 2006 (UNC General Administration, 2008) UNC Enrollment Change Funding Model

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.  
**Failure by an individual faculty member to satisfy the workload and productivity criteria established for the relevant period may result in an unsatisfactory performance evaluation.**
  - 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 Board of Governors policy 400.3.4 [see related policies section above] assigns ECU faculty responsibility** for an 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 study sections in a semester or summer session without written approval from dean (not designee).
  - 3.10. Department chairs and school directors will ensure that **aggregated** faculty workloads for the department or school meet the productivity criteria established for the department or school by the dean. **Department chairs and school directors will review and annually report to the dean the teaching workload and course reassignments for all faculty members in the department for the preceding year.** 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 for a faculty member to teach an additional course may be approved consistent with the process outlined in the ECU Supplemental Pay for EPA Employees Policy **[see related policies section above]**. 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 December 1, 2014.

<sup>1</sup> UNC Enrollment Change Funding Model

Program Category	SCH per Instructional Position		
	Undergraduate	Master's	Doctoral
Category I	708.64	169.52	115.56
Category II	535.74	303.93	110.16
Category III	406.24	186.23	109.86
Category IV	232.25	90.17	80.91

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.