

**EAST CAROLINA UNIVERSITY
2014-2015 FACULTY SENATE**

The seventh regular meeting of the 2014/2015 Faculty Senate will be held on **Tuesday, March 17, 2015**, at 2:10 p.m. in the Mendenhall Student Center Great Room.

AGENDA

I. Call to Order

II. Approval of Minutes

[February 24, 2015](#)

III. Special Order of the Day

A. Roll Call

B. Announcements

C. Ron Mitchelson, Provost and Vice Chancellor for Academic Affairs

D. Andrew Morehead, Chair of the Faculty

E. Bill Koch, Associate Vice Chancellor with Campus Operations and Deb Garfi, Director of Parking Services

[Report on Parking and Transportation Services](#) (deferred from February 2015).

F. Approval of Spring 2015 Graduation List, including Honors Program graduates.

G. John Tucker, University Historian

Historical moments covering the past 50 years of shared governance.

H. Question Period

IV. Unfinished Business

V. Report of Graduate Council

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.

VI. Report of Committees

A. Faculty Governance Committee, Nelson Cooper

1. Proposed Revisions to the *ECU Faculty Manual*, Part IX, Section II. Performance Review of Tenured Faculty of East Carolina University (attachment 1).
2. Proposed Sample Faculty 5-Year Plan - to be used in conjunction with the Performance Review of Tenured Faculty (attachment 2).
3. Proposed Revisions to the Sample Letter of Request for Peer Evaluation for Promotion and/or Tenure (attachment 3).

B. University Curriculum Committee, Lori Flint

Curriculum and academic matters contained in the meeting minutes of [February 12, 2015](#) including curricular actions within the Colleges of Arts and Sciences, Human Ecology and Engineering and Technology and meeting minutes of [February 26, 2015](#), including curricular actions within the Colleges of Fine Arts and Communication, Human Ecology, Education, Business and Allied Health Sciences.

C. University Environment Committee, Eban Bean

Formal Faculty Advice on Proposed Smoking on Campus Regulation (attachment 4).

D. Committee on Committees, Charles Boklage

1. Second Reading of Proposed Addition to the University Budget Committee Charge (attachment 5).
2. Second Reading of Proposed Addition to the Educational Policies and Planning Committee Charge (attachment 6).
3. First Reading of Proposed Addition to the Distance Education and Learning Technology Committee Charge (attachment 7).
4. First Reading of Proposed Addition to the Service Learning Committee Charge (attachment 8).
5. First Reading of Proposed Addition to the University Environment Committee Charge (attachment 9).

E. Educational Policies and Planning Committee, Ed Stellwag

1. Curriculum and academic matters contained in the 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; 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.

2. [Proposal](#) to Consolidate East Carolina University's Coastal Programs into a School of the Coast.
3. [Response](#) to the External Review Recommendations of the Department of Health Education and Promotion's [Academic Program Review](#).

F. Writing Across the Curriculum Committee, Anne Spuches

1. Curriculum and academic matters contained in the meeting minutes of [March 2, 2015](#) including writing intensive (WI) course designation for CDFR 4380.
2. Writing Intensive (WI) Course Audit and Program Review, for comments only (attachment 10).

G. Admission and Retention Policies Committee, Jonathan Morris

1. Proposed Deletion in the *University Undergraduate Catalog*, Academic Regulations, Subsection: Re-examinations (attachment 11).
2. Proposed Revisions to *ECU Faculty Manual*, Part VI, Section I.V. Course Expectations and Requirements (attachment 12).

H. Calendar Committee, Eban Bean

Proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars (attachment 13).

I. Faculty Welfare Committee, Melissa Nasea

1. Formal Faculty Advice on Proposed Employment of Related Persons (Anti-Nepotism) Policy (attachment 14).
2. Formal Faculty Advice on Proposed Leave Regulation (attachment 15).
3. Report on two-year pilot [Faculty Mentoring](#) Subcommittee project, for information only.

VII. New Business

Faculty Senate Agenda

March 17, 2015

Attachment 1.

FACULTY GOVERNANCE COMMITTEE REPORT

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

[LINK](#) to document showing proposed specific deletions and additions.

The below text replaces all of the current text located in the *ECU Faculty Manual* at:

<http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part9section2.pdf>

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I. Preamble

On May 16, 1997, the Board of Governors mandated the review of performance of tenured faculty in the University of North Carolina system. This review, defined as the comprehensive, formal, periodic evaluation of cumulative faculty performance, has the purposes of ensuring faculty development and promoting faculty vitality. The June 24, 1997, Administrative Memorandum #371 from the General Administration of the UNC System required each constituent institution to create a policy that examines individual faculty contributions to departmental, school/college, and university goals as well as to the academic programs in which faculty teach. Guidelines mandate that the process shall recognize and reward exemplary faculty performance; provide for a clear plan and timetable for improvement of performance of faculty found deficient; and, for those whose performance remains deficient, provide for the possible imposition of appropriate sanctions or further action, including discharge. Further guidelines direct individual institutions to show the relationship between annual review and performance review, examine faculty performance relative to the mission of the unit and the university, include a review no less frequently than every five years, explicitly involve peers in the review process, assure written feedback as well as a mechanism for faculty response to the evaluation, and require individual development plans for all faculty receiving less than satisfactory ratings in the performance review.

On June 20, 2014, the UNC Board of Governors revised its *Guidelines on Performance Review of Tenured Faculty* (The UNC Policy Manual: 400.3.3.1(G)).

East Carolina University's Policy for the Performance Review of Tenured Faculty meets the revised guidelines of the University of North Carolina General Administration and is consistent with East Carolina University's Faculty Manual and The Code of the University. This policy does not create a process for the reevaluation or revalidation of tenured status. The basic standard for appraisal and evaluation is whether the faculty member under review discharges conscientiously and with

professional competence the duties associated with his or her position. Furthermore, the policy is created with the widespread presumption of competence on the part of each tenured faculty member. The performance review for a faculty member must reflect the nature of the individual's field or work and must conform to fair and reasonable expectations as recognized by faculty peers in each department and discipline. The review must be conducted in a manner free of arbitrary, capricious, or discriminatory elements and must follow these agreed-upon procedures.

II. Description of Policy

A. Timing

At five-year intervals, each academic unit shall review all aspects of each permanently tenured faculty member's professional performance during the preceding five years. A review leading to promotion in rank qualifies as a performance review. A faculty member granted promotion and/or permanent tenure shall be reviewed within five years of that decision. Probationary-term faculty members are excluded because other review mechanisms exist to evaluate their performance. Unit* administrators, deans, and administrators at the division or university level shall be excluded from this policy. After returning to full-time teaching/research responsibilities, administrators shall be evaluated in the first review period following the return and at all following five-year intervals. In any case where the review period is shorter than five, the expectations shall be adjusted accordingly.

Each academic unit's Tenure Committee shall decide whether all of its tenured faculty will be reviewed in the same year (block plan) or whether its tenured faculty will be reviewed according to a serial plan. Those units choosing a serial plan shall also determine the method of serialization.

B. Performance Standards for the Review

For the cumulative review of performance for the review period, the unit's Tenure Committee shall follow its standards of "meets," "exceeds," or "does not meet" expectations as described in the unit code. Immediately after each review period, the Tenure Committee shall review and revise the performance standards as necessary. These standards will comply with the provisions of Part VIII, Section I (subsections C and D) of the *ECU Faculty Manual*, the unit's code provisions, and the primacy of instruction within the UNC system institutions. These standards should be consistent with the mission of the institution, college, and program and with the changing goals of both the unit and the university. While also considering varying expectations at the time of the granting of permanent tenure for individual faculty members, these standards should address the faculty member's teaching, research, service, and other duties, including contributions to the departmental, college/school, and university goals, contributions to the academic programs in which the faculty member teaches, and any other professional activities bearing on the faculty member's performance of his or her duties during the period under review.

C. Performance Review Committee (PRC)

The Tenure Committee will elect a minimum of three faculty members and one alternate from the permanently tenured voting faculty (*ECU Faculty Manual*, Part IX, Section I (IV.). Voting Faculty Member) not holding administrative status to serve on the Performance Review Committee. The alternate shall serve when a member is unable to serve. Members on the Performance Review Committee shall serve for one academic year.

When a unit is unable to elect three permanently tenured voting faculty members not holding administrative status, the next higher administrator above the unit level shall appoint permanently tenured voting faculty members not holding administrative status from other units to increase the committee's membership to three members and one alternate. These appointments to the committee must be from one list of candidates selected by a vote of the permanently tenured and probationary-term voting faculty of the unit. The list forwarded to the next higher administrator by the appropriate faculty will contain at least twice the number of faculty members required to complete the

membership of the committee. Before voting on the list to be forwarded to the next higher administrator, the voting faculty will ascertain that faculty members nominated to have their names placed on the list are willing and able to serve in this important capacity. The list of faculty names recommended to the next higher administrator may not be returned for revision.

D. Review Process

Performance Review of Tenured Faculty shall cover all aspects of the faculty member's professional performance. The review will be informed by the faculty member's annual reports and annual evaluations (*ECU Faculty Manual*, Part VIII, Section I (III.). Evaluations) and consistent with the faculty member's 5-year plan (following the sample in Section III or an alternate five-year plan approved in the unit code), but primarily shall be based on a comprehensive assessment of the faculty member's teaching, research, service, and other duties, including contributions to the departmental college/school and university goals, contributions to the academic programs in which the faculty member teaches, and any other professional activities bearing on the faculty member's performance of his or her duties during the period under review. For permanently tenured full-time faculty members who have received University approved leaves of absence, the expectations for the review period will be adjusted accordingly. A permanently tenured faculty member who is on leave during a block plan will be reviewed at time of their return to full-time service.

Should a subsequent academic unit administrator disagree with the annual reviews and annual reports of an individual faculty member composed before the term of office of the incumbent administrator, the administrator shall not dismiss, alter, or argue against the body and conclusions of the earlier annual reviews and reports.

The initial review shall be conducted by the unit administrator who, using the attached Form, shall prepare a performance review report which shall consist of a narrative evaluation of the overall performance of the candidate that takes into account the relative weights assigned to each duty during each of the years being reviewed and the amount of reassigned time from teaching to the performance of other duties for each year under review. This evaluation shall conclude with an overall ranking that categorizes each faculty member's performance as "meets," "exceeds," or "does not meet" expectations.. A negative review must include a statement of the faculty member's primary responsibilities and specific descriptions of shortcomings as they relate to the faculty member's assigned duties.

The evaluative report, together with the faculty member's annual reports and annual performance evaluations for the period under review, a copy of the faculty member's 5-year plan, a copy of the faculty member's current curriculum vita, and any other material the faculty member provided to the review committee in support of his/her professional performance over the review period, shall be forwarded to the Performance Review Committee and shall become part of the permanent personnel file. For each faculty member, the Performance Review Committee shall either agree or disagree with the evaluation of the unit administrator.

When the unit administrator and the Performance Review Committee agree, the Performance Review Committee shall report this agreement on the Form. The unit administrator shall provide a copy of the report to the faculty member and place a copy of the report in the faculty member's personnel file.

When the unit administrator and Performance Review Committee disagree, every effort (including discussion and negotiation) shall be made to resolve the disagreement within the unit. If the effort to resolve the disagreement fails, the Performance Review Committee shall prepare its own report. The unit administrator shall provide copies of both reports to the faculty member and the matter will be referred to the next higher administrator, who after reviewing both reports and the faculty member's supporting materials, shall make an independent decision, which shall be reported in writing to the

faculty member and forwarded, together with Committee and unit administrator reports, to the Provost (or Vice Chancellor for Health Sciences).

The faculty member may provide the unit administrator with a written response within 10 calendar days of receiving his or her unit-level performance review (see Section II F). A copy of the faculty member's response will be placed in the faculty member's personnel file and provided to the Performance Review Committee. The response will also be shared at the next highest administrative level.

The next higher administrator shall review all Performance Review reports, including any faculty member's response to those reports, and either concur or not concur, then notify the unit administrator and the chair of the unit Performance Review Committee, and forward her/his review to the Provost or the Vice Chancellor for Health Sciences who is responsible for ensuring the integrity of the review process.

Immediately after the completion of each level of administrative review, the administrator's report shall be communicated to all appropriate lower-level administrators, the tenured faculty member, and the Unit Performance Review Committee.

A copy of the report shall be placed in the faculty member's personnel file.

A faculty member may provide the unit administrator with a written response within 10 calendar days of receiving his or her unit-level performance review. A copy of the faculty member's response will be placed in the faculty member's personnel file and provided to the Performance Review Committee. A faculty member's response will be forwarded to the next higher administrator.

At the discretion of the faculty member, the final review may be appealed in accordance with the provisions of the grievance procedure of Part XII, Section I, as appropriate.

E. Rewards

The revised UNC Guidelines on Performance Review of Tenured Faculty require that faculty whose post-tenure performance exceeds expectations shall be recognized and rewarded. A faculty member whose performance is deemed to have exceeded expectation may be recognized in ways including, but not limited to, nomination for awards, merit salary increases, research leaves, and/or revisions of work load.

F. Reconsideration

A faculty member whose unit-level review process determines a performance level that does not meet expectations shall have the opportunity to respond within 10 calendar days. The faculty member may request that the unit administrator and Performance Review Committee reconsider the evaluation based on additional substantive information provided by the faculty member. In reconsidering the evaluation, the unit administrator and Performance Review Committee shall have the opportunity to nullify, modify, or reconfirm the original evaluation (or evaluations, in the case of disagreement between the committee and the unit administrator). The response of the faculty member to the report of deficient performance and the decision of the committee and the unit administrator shall be reported to the next higher administrator (as outlined in Section II, D).

When the committee and the unit administrator disagree on the appropriate action after a reconsideration initiated by the faculty member under review, every effort (including discussion and negotiation) shall be made to resolve the disagreement within the unit. If the effort fails, the conflicting responses to the reconsideration appeal by the faculty member under review shall be referred to the next higher administrator for final decision.

The decision of each administrator shall be reported in writing to the faculty member and a copy of each decision shall be placed in the faculty member's personnel file and provided to both the Performance Review Committee and the unit administrator.

At the discretion of the faculty member, the final review may be appealed in accordance with the provisions of the grievance procedure of Part XII, Section I, as appropriate.

G. Faculty Development Plan

A faculty member whose performance does not meet expectations shall negotiate a formal development plan with the Performance Review Committee and the unit administrator. The development plan must: (a) identify specific shortcomings as they relate to the faculty member's performance of his or her assigned duties; (b) state any modification of duties due to a less than satisfactory rating and take into account the new allocation of responsibilities; (c) include specific steps designed to lead to the required degree of improvement; (d) specify resources necessary to support the development plan, (e) specify a timeline between one and three academic years, in which improvement is expected to occur; (f) schedule and require written records of progress meetings between the faculty member, the unit administrator and the chair of the Performance Review Committee at regular intervals no less frequently than twice each academic year; (g) state the consequences for the faculty member should improvement not occur within the designated timeline. The use of mentoring peers is encouraged.

The description of specific steps designed to lead to improvement shall state guidelines, present criteria by which the faculty member could monitor his or her progress, and identify the source of any institutional commitments, if required. The plan is a commitment by the faculty member, with support provided by the Performance Review Committee, and the unit administrator to improve the faculty member's performance. Adequate resources shall be provided to support the plan. The plan shall be consistent with the faculty member's academic freedom (as defined by the *ECU Faculty Manual*, Part V), shall be self-directed by the faculty member, and shall be sufficiently flexible to allow for subsequent amendment, if necessary. Such amendment will follow the same process as the development of the original plan. If the unit administrator, Performance Review Committee, and faculty member cannot agree on a formal development plan, each party's draft of a plan will be forwarded to the next higher administrator, who will make the final decision.

The faculty member's development progress shall be reviewed in a meeting that occurs at least twice each academic year with the Performance Review Committee and the unit administrator. The unit administrator shall provide a written evaluation of progress to the faculty member. If the unit administrator, the Performance Review Committee, and the faculty member cannot agree on the faculty member's progress, the next higher administration will meet with the relevant parties and make a final determination. A copy of this evaluation will be provided to the faculty member and placed in the faculty member's personnel file.

H. Subsequent Evaluation

If the unit administrator and the Performance Review Committee finds that the faculty member's cumulative performance exceeds or meets expectations within the specified timeline, the unit administrator shall report the results of the performance review in writing to the faculty member and place a copy of the written evaluation in the faculty member's personnel file. In this case, the faculty member will return to the regular schedule of post-tenure review.

If the faculty member's cumulative performance level remains below expectations after the specified timelines, the unit administrator may recommend that serious sanctions be imposed as governed by Part IX, Section I (VI), "Due Process Before Discharge or Imposition of Serious Sanction," of the *ECU*

Faculty Manual and Chapter VI of *The Code* of the Board of Governors of the University of North Carolina.

*With respect to personnel matters relating to Performance Review, academic units are defined as departments described in the codes of operation of professional schools, the departments in the College of Arts and Sciences, professional schools without departments, Academic Library Services, Health Sciences Library, and any other units in which faculty appointments are made. In the College of Arts and Sciences and in professional schools whose unit codes describe departmental structures, departmental chairs are the unit administrators. In schools that do not have departments described in their unit codes, the dean of the school is the unit administrator.

I. Training

All parties involved in the Performance Review of Tenured Faculty evaluations, including peer evaluators of the Performance Review Committee, department chairs, unit administrators, and deans, shall complete performance review training. Training will be provided (1) as digital training modules provided by UNC General Administration and (2) as face-to-face campus-specific policy and personnel training provided by the Faculty Senate office in cooperation with the office of the Provost.

III. Form: Report on Performance Review of Tenured Faculty

Performance Review of Tenured Faculty
East Carolina University

Faculty member: _____
School/department: _____ Date: _____

I. Narrative Evaluation of most recent 5 years of faculty performance:

II. Summary Performance Review Evaluation indicate meets, does not meet, or exceeds expectations in each category (other categories may be added as documented on the unit code):

_____ Teaching
_____ Research/Creative Activity
_____ Service
_____ Overall

Submitted by: _____
Unit Administrator Date

Performance Review Committee Response: _____ Agree
_____ Disagree

Committee Chair Date

Faculty Member Date

(Note: faculty member signature acknowledges neither agreement nor disagreement with the report.)

Faculty Senate Resolution #98-13, April 1998
Faculty Senate Resolution #98-29, November 1998
Interpretation made to Section II., October 1998
Faculty Senate Resolution #08-42, October 2008
Faculty Senate Resolution #09-33, September 2009

Faculty Senate Agenda
March 17, 2015
Attachment 2.

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed Sample Faculty 5-Year Plan
(to be used in conjunction with the Performance Review of Tenured Faculty)

Notes:

Don't include accomplishment reporting. This statement should be written as if it was created on your first day of service after the conferral of tenure.

Don't include a Plan for Professional Development.

Don't use any language that dates the statement, e.g., don't use statements like "this year I will ..."

Include statements of expectations that specify unit or university actions/requirements that are necessary to accomplish the goals of the 5-year plan

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. Teach a mix of undergraduate and graduate course in my field of expertise, including at least one course that fulfills a Foundations requirement. Advise undergraduates. Serve on M.S. and Ph.D student thesis/dissertation committees. Because a teaching load of greater than x courses per academic year will greatly diminish research productivity, the department will make every attempt to cap my teaching load at this amount. *Specificity will vary here.*

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.

 % Research/Creative Activity. Carry out research on Discipline X. Publish results in disciplinary refereed journal, keeping publication frequency in line with teaching and service loads. *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. Be an active member of the American Society for Discipline X. Serve on committees in this association and consider serving in leadership roles as committee chair, conference chair/coordinator, and as association officer. Serve on departmental, college and university committee, but keeping service in balance with expected teaching and research productivity.

Faculty Senate Agenda
March 17, 2015
Attachment 3.

FACULTY GOVERNANCE COMMITTEE REPORT
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)

(Deletions are noted in ~~striketrough~~ 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
Title

Faculty Senate Agenda
March 17, 2015
Attachment 4.

UNIVERSITY ENVIRONMENT COMMITTEE REPORT
Formal Faculty Advice on Proposed Smoking on Campus Regulation

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.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Addition to the University Budget Committee Charge

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

1. Name: University Budget Committee
 2. Membership:
7 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 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.
-

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed 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.

Faculty Senate Agenda
March 17, 2015
Attachment 7.

COMMITTEE ON COMMITTEES REPORT
 First Reading of Proposed Addition to the
 Distance Education and Learning Technology Committee Charge

(Changes are noted in highlighted ~~strikethrough~~ and **bold** print.)

- 1. Name: Distance Education and Learning Technology Committee
- 2. Membership:
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 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 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 Undergraduate Catalog* and *University Graduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.
 - 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.
-

COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Addition to the
Service Learning Committee Charge

(Changes are noted in highlighted ~~striketrough~~ 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.
-

**Faculty Senate Agenda
March 17, 2015
Attachment 9.**

COMMITTEE ON COMMITTEES REPORT
First Reading of Proposed Addition to the
University Environment Committee Charge

(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.

Faculty Senate Agenda
March 17, 2015
Attachment 10.

WRITING ACROSS THE CURRICULUM COMMITTEE REPORT

Writing Intensive (WI) Course Audit and Program Review

(For comments only, no formal action.)

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 consultations with the WAC Committee, to review its 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 material that each college, department, or program will be asked to compile as part of ongoing review;
- An articulation of how those materials will be assessed and reported back to the department.

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 by Section), there is tremendous variability about what types of materials may be available for program review. To that end, the WAC Committee requests the following items from each college, department, or program that offers WI courses:

1. A memo from the unit administrator to the WAC committee listing which courses should remain WI/WI* and which should no longer be offered as WI/WI* based on your course review; the memo should indicate that students will still be able complete the degree/program and have the appropriate number of WI credits.
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 courses are required for majors/minors, and how many students per section have been enrolled.
3. One sample syllabus per course that you will continue to offer as WI/WI* with assignment descriptions for each writing assignment.
4. An explanation of how sample assignments are intended 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 audit/review.****

Since faculty every semester submit copies of their WI and WI* syllabi to the University Writing Program, program staff will provide those materials back to colleges, departments, and programs in order to reduce the work on unit faculty as they compile materials.

Beginning fall 2015, this review process should occur in two steps:

1. Each spring, the WAC Committee will notify colleges, departments, and programs if they have WI Course Reviews due the following fall.
2. Colleges, departments, or programs responsible for teaching WI/WI* courses should review their current offerings and decide which courses they wish to continue offering as WI/WI*. A heuristic has been provided to assist that process, but the UWP staff is also available to meet with units to help.
3. Submit the materials requested above by the first Monday of October.

Five Year Audit 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)
 - Anthropology (4)
 - Biology (15)
 - Chemistry (13)
 - Economics (8)
 - Foreign Language (21)
 - Geography (10)
 - Geology (6)
 - Great Books/Classics (9)

Year 3 – 85 (2017, 2022, 2027 ...)

- HCAS Dept H – Z
 - History (30)
 - Math (4)
 - Multidisc (2)
 - Religion & Philosophy (28)
 - Physics (1)
 - Political Science (6)
 - Psychology (8)
 - Sociology (2)
 - Women's Studies (4)

Year 4 – 85 (2018, 2023, 2028 ...)

- College of Fine Arts & Communication (49)
- College of Human Health and Performance (15)
- College of Human Ecology (21)

Year 5 – 84 (2019, 2024, 2029 ...)

- Dept of English (61)
- Honors College (23)

Faculty Senate Agenda

March 17, 2015

Attachment 11.

ADMISSION AND RETENTION POLICIES COMMITTEE REPORT

Proposed Deletion in the *University Undergraduate Catalog*,
Academic Regulations, Subsection: Re-examinations

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.”~~

ADMISSION AND RETENTION POLICIES COMMITTEE REPORT

Proposed Revisions to *ECU Faculty Manual*,
Part VI, Section I.V. Course Expectations and Requirements

(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 ~~universities'~~ **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.ecu.edu/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)."

Faculty Senate Agenda
March 17, 2015
Attachment 13.

CALENDAR COMMITTEE REPORT

Proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars

Summer Session 2016

First Session

(Actual days First Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays,
5 Fridays, 1 day for final examinations)

March 18, Friday	Early registration for special populations begins at 1:00 pm.
March 21, Monday	Registration for 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) for first session by 5:00 pm.
May 17, Tuesday	Census Day (Official enrollment count taken at 5:00 pm).
May 27, Friday	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.
May 30, Monday	State Holiday (no classes).
June 8, Wednesday	Last day for graduate students to drop courses without grades by 5:00 pm.
June 20, Monday	Classes end. Last day for submission of grade replacement requests.
June 21, Tuesday	Final examinations.
June 24, Friday	Grades due at 8:00 am.

Second Session

(Actual days Second Session: 4 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays,
5 Fridays, 1 day for final examinations)

June 22, Wednesday	New student registration; schedule changes.
June 23, Thursday	Classes begin; schedule changes.
June 24, Friday	Last day for registration and schedule changes (drop and add) for Second Summer Session by 5:00 pm.
June 24, Friday	Census Day (Official enrollment count taken at 5:00 pm).
July 4, Monday	State Holiday (no classes).
July 7, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
July 18, Monday	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.

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 13, Monday	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.
June 21-22, Tuesday-Wednesday	Midsummer Break (no classes).
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, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 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 19, Friday	Faculty Meetings.
August 19, Friday	Advising, registration, and schedule adjustments.
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 2, Friday	Census Day (Official enrollment count taken at 5:00 pm).
September 5, Monday	State Holiday (no classes)
October 10, Monday	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.
October 14 - 16, Friday-Sunday	Fall Break.
October 17, Monday	8:00 am - Classes resume.
October 24 – 28, Monday-Friday	Advising for Spring Semester 2017.
October 25, Tuesday	Last day for graduate students to drop courses without grades by 5:00 pm.
October 28, Friday	Early registration for special populations begins at 1:00 pm.
October 31, Monday	Registration for Spring Semester 2017 begins.
November 5, Saturday	Last day to apply as an undergraduate student for the Spring Semester.
November 20-27, Sunday-Sunday	Thanksgiving Break.
November 28, Monday	8:00 am - Classes resume.
November 28, Monday	Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 2016.

December 6, Tuesday	Makeup day. Classes which would have met on Friday, October 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.
December 6, Tuesday	Graduate students last day to remove incompletes given during Fall 2015.
December 6, Tuesday	Classes end. Last day for submission of grade replacement requests.
December 7, Wednesday	Reading day.
December 8, Thursday	Final Examinations begin.
December 15, Thursday	Exams for Fall Semester close at 4:30 pm.
December 16, Friday	Commencement.
December 17, Saturday	Grades due at 4:30 p.m.

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 8 - December 15). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 8- December 15). 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 8 - December 15). 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:

MATH 1066	5:00 - 7:30 Thursday, December 8
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Friday, December 9
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Monday, December 12
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Tuesday, December 13
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Wednesday, December 14

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 12

8:00 TTh	8:00 - 10:30 Tuesday, December 13
9:00 MWF	8:00 - 10:30 Wednesday, December 14
9:00 TTh (9:30)	8:00 - 10:30 Thursday, December 8
10:00 MWF	8:00 - 10:30 Friday, December 9
10:00 TTh	8:00 - 10:30 Thursday, December 15
11:00 MWF	11:00 - 1:30 Monday, December 12
11:00 TTh	11:00 - 1:30 Thursday, December 8
12:00 MWF	11:00 - 1:30 Wednesday, December 14
12:00 TTh (12:30)	11:00 - 1:30 Thursday, December 15
1:00 MWF	11:00 - 1:30 Friday, December 9
1:00 TTh	11:00 - 1:30 Tuesday, December 13
2:00 MWF	2:00 - 4:30 Monday, December 12
2:00 TTh	2:00 - 4:30 Tuesday, December 13
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 14
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 8
4:00 MWF	2:00 - 4:30 Friday, December 9
4:00 TTh	2:00 - 4:30 Thursday, December 15
5:00 MWF	5:00 - 7:30 Monday, December 12
5:00 TTh	5:00 - 7:30 Thursday, December 8

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.)

October 17, Monday	Early registration for special populations begins at 1:00 pm.
October 18, Tuesday	Registration for Spring Semester 2015 begins.
January 6, Friday	Advising and schedule adjustments.
January 9, Monday	Classes begin; schedule changes.
January 13, Friday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
January 16, Monday	State Holiday (no classes).
January 23, Monday	Census Day (Official enrollment count taken at 5:00 pm).
February 20, Monday	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.
March 5-12, Sunday – Sunday	Spring Break.
March 13, Monday	8:00 am - Classes resume.
March 13-17, Monday - Friday	Advising for Summer Sessions and Fall Semester 2017.
March 17, Friday	Early registration for special populations begins at 1:00 pm.
March 20, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
March 20, Monday	Registration for Summer Sessions and Fall Semester 2017 begins.
April 13, Thursday	Undergraduate students last day to remove incompletes given during Fall Semester 2016
April 14-16 Friday - Saturday	State Holiday (no classes)
April 17, Monday	Last day to submit thesis to the Graduate School for completion of degree in this semester.

April 25, Tuesday	State holiday makeup day. Classes which would have met on Friday, April 16, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.
April 25, Tuesday	Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 2016.
April 25, Tuesday	Classes end. Last day for submission of grade replacement requests.
April 26, Wednesday	Reading day.
April 27, Thursday	Final examinations begin.
May 4, Thursday	Exams for Spring Semester close at 4:30 pm.
May 5, Friday	Commencement.
May 6, Saturday	Grades due at 4:30 p.m.

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:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Thursday, April 27
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, April 28
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Monday, May 1
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, May 2
MATH 1066	5:00 - 7:30 Wednesday, May 3

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 28
8:00 TTh	8:00 - 10:30 Thursday, April 27
9:00 MWF	8:00 - 10:30 Monday, May 1

9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 2
10:00 MWF	8:00 - 10:30 Wednesday, May 3
10:00 TTh	8:00 - 10:30 Thursday, May 4
11:00 MWF	11:00 - 1:30 Friday, April 28
11:00 TTh	11:00 - 1:30 Thursday, May 4
12:00 MWF	11:00 - 1:30 Monday, May 1
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 2
1:00 MWF	11:00 - 1:30 Wednesday, May 3
1:00 TTh	11:00 - 1:30 Thursday, Apr 27
2:00 MWF	2:00 - 4:30 Friday, April 28
2:00 TTh	2:00 - 4:30 Thursday, Apr 27
3:00 MWF (3:30)	2:00 - 4:30 Monday, May 1
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 4
4:00 MWF	2:00 - 4:30 Wednesday, May 3
4:00 TTh	2:00 - 4:30 Tuesday, May 2
5:00 MWF	5:00 - 7:30 Monday, May 1
5:00 TTh	5:00 - 7:30 Thursday, Apr 27

Faculty Senate Agenda
March 17, 2015
Attachment 14.

FACULTY WELFARE COMMITTEE REPORT

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

No additional changes are recommended to this proposed policy.

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](#); [Policy of the Board of Governors of the University of North Carolina Concerning Improper Relationships between Student and Employees](#)

Additional References: [Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure](#)

Contact for Info: Associate Vice Chancellor, Department of Human Resources (telephone: 252-328-9847); Executive Director, Academic Affairs Personnel Administration (telephone: 252-328-1416); Associate Vice Chancellor, Health Sciences Human Resources (telephone: 252-744-1910)

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.

FACULTY WELFARE COMMITTEE REPORT
Formal Faculty Advice on Proposed Leave Regulation

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.