

EAST CAROLINA UNIVERSITY 2015-2016 FACULTY SENATE ORGANIZATIONAL MEETING

The organizational meeting of the 2015-2016 Faculty Senate will be held on **Tuesday, April 21, 2015**, at 2:10 p.m. in the Mendenhall Student Center Great Rooms.

This meeting is for **newly elected Faculty Senators** and those **Senators whose terms do not expire in 2015.**

[Link to new 2015/2016 Faculty Senate Roster](#)

REMINDER: An open forum on **[proposed revisions](#)** to ECU's Tenure and Promotion Policies and Procedures will take place immediately following this meeting in the same location from 4-6 pm.

I. Call to Order

II. Roll Call

III. Unfinished Business

IV. Report of Committees

- A. Nominating Committee for Faculty Officers, Tracy Carpenter-Aeby
Election of Faculty Officers (attachment 1).
- B. Committee on Committees, Charles Boklage
Election of Standing University Academic, Administrative, Appellate, Board of Trustee, and Student Activities Board Committee Members (attachment 2).
- C. Election of Members to the Committee on Committees (attachment 3).
- D. Election of Members to the Agenda Committee (attachment 4).
- E. University Curriculum Committee, Lori Flint
 - 1. Curriculum and academic matters contained in the meeting minutes of **[March 26, 2015](#)**, including curricular actions within the Department of History, School of Music, College of Health and Human Performance, School of Social Work, Department of Political Science, Department of Biology, Department of Foreign Languages and Literatures, School of Theatre and Dance, School of Art and Design and College of Nursing.
 - 2. Curriculum and academic matters contained in the meeting minutes of **[April 9, 2015](#)**, including curriculum actions within the College of Engineering and Technology, Department of Chemistry, Department of Geography, Planning and Environment, School of Art and Design, Department of Mathematics, College of Health and Human Performance, Department of Child Development and Family Relations, School of Communication.
- F. Writing Across the Curriculum Committee, Elizabeth Swaggerty ***Revised 4/20/15**
 - 1. Academic matters contained in the meeting minutes of **[February 9, 2015](#)**, including

- a Revised Writing Intensive (WI) Required Syllabus Statement (attachment 5).
- 2. Curriculum and academic matters contained in the meeting minutes of [April 13, 2015](#), including Writing Intensive (WI) designation for CSDI 3040: Anatomy of the Speech and Respiratory Mechanism.
- 3. *Proposed Writing Intensive Course Audit and Program Review (attachment 6).
- G. Faculty Governance Committee, Nelson Cooper
Proposed revisions to the *ECU Faculty Manual*, Part VI, Section I, Subsection XII. Use of Copyrighted Works (attachment 7).
- H. Research/Creative Activities Committee, Jason Brinkley
Proposed Revisions to the *ECU Faculty Manual*, Part VII, Section II, Subsection VI. Copyrights (created work) (attachment 8).
- I. Educational Policies and Planning Committee, Ed Stellwag
 - 1. Curriculum and academic matters contained in the meeting minutes of [April 10, 2015](#), including Request to discontinue MS in Vocational Evaluation in the Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences; Request to discontinue the Child Welfare Studies Certificate Program in the School of Social Work within the College of Human Ecology; Request to approve a Neonatal Nurse Clinical Specialist concentration in the Masters of Science in Nursing degree program in the Department of Graduate Nursing Science within the School of Nursing; Request to approve a Post-Master's Neonatal Clinical Nurse Specialist concentration certificate in the Master of Science in Nursing degree program in the Department of Graduate Nursing Science within the School of Nursing; Request to change the name of the MS degree in Exercise and Sport Science to Kinesiology and to establish a new course prefix "KINE" in the Department of Kinesiology within the College of Health and Human Performance; Request to approve the graduate certificate in Education in Healthcare Professions in the Department of Interdisciplinary Professions within the College of Education; and Request to authorize approval of an online/hybrid EdD Educational Leadership program within the College of Education.
 - 2. Proposed Provisional Code for Academic Library Services (attachment 9).
 - 3. Reorganization of the College of Business to include the School of Hospitality Leadership (attachment 10).
 - 4. Proposed Provisional Code for the Reorganized College of Business (attachment 11).

V. New Business

**NOMINATING COMMITTEE FOR FACULTY OFFICERS REPORT
Election of Faculty Officers**

Candidates for Chair of the Faculty

Andrew Morehead, Department of Chemistry

I have spent the last year as Chair of the Faculty because I believe that our commitment to shared governance is most critical when facing the unprecedented challenges now affecting academe. This is my 12th year working within the Faculty Senate after filling a vacant slot on the Unit Code Screening Committee my second semester here. I have since served continuously on Senate committees—Governance, Foundations Curriculum and Instructional Effectiveness, and Athletics—and then as Vice-Chair of the Faculty for the two years before serving as Chair this past year. I have also served on the Faculty Assembly, first as Secretary and now as Vice-Chair, while also working as a member of the General Education Council and Section Size Efficiencies workgroups for the UNC General Administration. The critical issues facing ECU and the Faculty Senate are mainly external (i.e. budgetary and regulatory). Shared governance mandates that faculty be included in the budgetary process and that curriculum and personnel procedures established in the faculty manual are followed during this time of fiscal hardship. Other important issues that continue to face us include addressing externally imposed general education assessment, faculty evaluation, the over-reliance on contingent faculty, and gender/minority equity within our system of shared governance. If elected, I will continue to work diligently on behalf of the faculty to address these and any other issues that come before us.

John Stiller, Department of Biology

Attending the recent celebration of the Faculty Senate's 50th anniversary, I was again impressed by the remarkably strong tradition of shared governance at East Carolina University, and the many contributions of our faculty over the years to ensure it continues. It has been my privilege to become part of this tradition, as a Faculty Senator from Biology, a member of the Faculty Governance Committee, and Chair of the Grievance Appellate Board. The significance of maintaining and strengthening shared governance has been reinforced over the last year through my work on two Chancellor-appointed committees, a University Foundations Curriculum Work Group and a Student Complaints Task Force. With each experience, my appreciation for the importance of faculty activism and leadership in developing and executing the University's missions has grown. Because of responsibilities as President of the Psychological Society of America, I have been hesitant in past years to seek or accept a nomination for an elected Faculty Officer position. As I transition out of the executive leadership of the PSA, I can now make that level of commitment in good conscience. As a Faculty Officer, I would work diligently for the well-being of all faculty at ECU and involve as many colleagues as possible in addressing the challenges ahead including teaching evaluations, decreased State funding, program review changes, and increasing workloads. I will be transparent in my efforts and encourage open dialogue with all constituents. If elected, I will do my best to discharge these duties with care and diligence.

Candidates for Vice Chair of the Faculty

Kylie Dotson-Blake, College of Education

I appreciate the opportunity to be considered for the position of Vice Chair of the Faculty. I have enjoyed serving as Secretary and I believe I have gained valuable knowledge and experience working effectively with various constituents that will help me to serve as Vice Chair. If elected, I will

work diligently to engage faculty and maximize our focus on telling the story of how our faculty and university are engaged in work leading to economic development and sustainable regional transformation. I will respect the role of all university community members and foster an environment that values the powerful opportunities provided by transdisciplinary connections for preparing our students, advancing our research and transforming our communities. We have big issues on the table including legislative leaders who don't seem to value the multifaceted role of faculty, reduced state appropriations, fair and effective working situations for fixed-term faculty and the need to identify innovative revenue sources. We need leaders who are willing to speak up and advocate for our community and I will be such a leader. We also have big opportunities: students who are tech-savvy and digitally engaged, federal and professional support for collaborative work and innovation, and a world in which global competency and international connections are business and industry power issues. As faculty, it is an exciting time in the history of higher education and as Vice Chair I would do my best to make sure that faculty are engaged in shaping ECU's policies and progress.

Gerald Prokopowicz, Department of History

I am honored to have been nominated for Vice Chair of the Faculty. As chair of the History Department for the past eight years, and through service on various university search committees, senate committees, and the Chancellor's Committee on the Status of Women, I have had the opportunity to work closely with both faculty and administration. I have seen firsthand how some administrators have cherished the illusion that ECU's problems would disappear if the faculty would just work harder. I have also seen how some faculty, in the Senate and elsewhere, have imagined that ECU's problems are entirely the products of conspiratorial and dishonest administrators. In better times, it did us little harm to indulge in these comfortable but naive fantasies, righteously blaming others on campus for everything that wasn't as it should be. Today, unfortunately, we face a real crisis, one that has its origins elsewhere and that now threatens the ideals of higher education throughout the state, not just here at East Carolina University. The days when everyone at ECU, including students, faculty, staff and administration, could afford not to recognize our common interests are in the past. We must all hang together, as Benjamin Franklin is alleged to have said, or we shall most assuredly all hang separately.

Candidates for Secretary of the Faculty

Donna Kain, Department of English

The Senate provides leadership in shared governance across the university that strengthens our commitment to our students, to our individual and shared scholarship, and to the region. I would welcome the opportunity to serve the ECU faculty as a Senate officer. I am an Associate Professor of Rhetoric, Writing, and Professional Communication in the department of English and the honor of representing my colleagues in the department as a member of the Senate. During my ten and a half years here at ECU, I have been privileged to serve on numerous committees at the department, college, and university level including the calendar committee, the academic integrity board, the Research and Creative Activities Week committee, and the University Curriculum committee (UCC). For the UCC, I served two terms as secretary and two and a half terms as Chair, transitioning the post to the current Chair. I have also served as secretary for two professional organizations, most recently two terms (four years) as secretary for the Council on Programs in Technical and Scientific Communication. Other positions I have held that required effective organization skills include three years as Associate Chair, Department of English; Director of Outreach and Communication for the ECU Renci Engagement Center for three years; co-Director of Women's Studies; and affiliate faculty member of the Center for Natural Hazards Research and Center for Sustainable Tourism. I am editor-in-chief of the journal *Technical Communication Quarterly*.

Robert Kulesher, College of Allied Health Sciences

It is a privilege to be nominated for Secretary of the Faculty Senate. In my twelve years at ECU I have contributed to the shared governance of our institution through active participation in committees and task forces. After serving as Chair of the Faculty in the College of Allied Health Sciences I continued my service to the university through membership on the following university standing committees: Student Academic Appellate, Athletics, Budget, Curriculum, and Grievance Board. I have attended many meetings of the UNC Faculty Assembly as an Alternate representative. Currently I am Faculty Senator in my second term. My prior experience in managing the committee and governance structure of healthcare institutions has provided me a point of reference in which to navigate the complexity of faculty Senate business. I would appreciate the opportunity to continue participating in the shared governance of this university.

Faculty Senate Meeting April 22, 2014 Attachment 2.

COMMITTEE ON COMMITTEES REPORT

Nominations for the 2015-2016 University Committees

(Names of members with expiring terms are in *italics* and names of nominated members are in **red print**.)

The meeting minutes will detail election results and faculty elected to serve on committees will be notified via email over the summer of the upcoming Fall organizational committee meeting dates. Anyone with questions may contact the Faculty Senate office at 328-6537.

[Academic and Appellate Committee charges](#)

[Administrative committee charges](#)

[Student Activities Board charges](#)

ACADEMIC COMMITTEES

Academic Awards Committee

Regular Members	Academic Unit	Faculty Rank	Term	College/School	Office Location	Mail #	Office #
<i>Natalia Sira</i>	<i>Child Development and Family Relations</i>		2015	<i>Human Ecology</i>	<i>Rivers 129 W</i>	505	328-5544
<i>Li Yang</i>	<i>Medicine</i>		2015	<i>Medicine</i>	<i>Brody 3E127</i>	731	744-3419
<i>Margit Schmidt</i>	<i>Biology</i>		2015	<i>Arts & Sciences</i>	<i>Howell Sc N307</i>	551	328-9987
Zac Domire	Health and Human Performance	Assoc. Professor	2016	Health & Human Perf.	Ward 332A	559	737-4564
Joy Stapleton	Education	Assoc. Professor	2016	Education	Speight 310	504	328-6649
David Hursch	Academic Library Services	Professor	2017	Academic Library Svcs.	Fletcher 110A	506	328-1239
Sergiy Vikomir	Engineering and Technology	Assoc. Professor	2017	Engineering & Technology	Sci. & Tech 111C	520	328-9690
Melissa Parsons	English	Teaching Instructor	2017	Arts & Sciences	Old Cafeteria 327G	555	328-6784

Pamela Reis	Nursing	Asst. Professor	2018	Nursing	Slay 238	117	328-9607
Azita Movahed	Business	Teaching Instructor	2018	Business	Slay 103	503	737-4558
Younhee Kim	Political Science	Assoc. Professor	2018	Arts & Sciences	Brewster A115	564	328-1064

Admissions and Retention Policies Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Michael Duffy</i>	<i>Art and Design</i>		2015	<i>Fine Arts & Communication</i>	<i>Erwin 324</i>	502	328-6865
<i>Jonathan Morris</i>	<i>Political Science</i>		2015	<i>Arts & Sciences</i>	<i>Brewster 121A</i>	564	328-0004
<i>Melinda Doty</i>	<i>Engineering and Technology</i>		2015	<i>Engineering & Technology</i>	<i>Sci. & Tech 210</i>	130	328-9765
Allison Danell	Chemistry	Assoc. Professor	2016	Arts & Sciences	Sci. & Tech 511	552	328-9766
Katie Flanagan	Health and Human Performance	Professor	2016	Health & Human Perf.	Ward Sports Medicine 245	559	737-4561
Amy Frank	Engineering and Technology	Teaching Instructor	2017	Engineering & Technology	Sci. & Tech 205	130	328-9754
Susanne Jones	Foreign Languages and Literatures	Assoc. Professor	2017	Arts & Sciences	Ragsdale 116A	556	737-2390
Edward Apetz	Medicine	Teaching Asst. Professor	2018	Medicine	Brody 7W62	620	744-3136
Lida Cope	English	Assoc. Professor	2018	Arts & Sciences	Bate 2118	555	328-6411
Daniel Shouse	Academic Library Services	Assoc. Professor	2018	Academic Library Svcs.	Joyner 2503	516	328-2270

Calendar Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Mark McCarthy</i>	<i>Business</i>		2015	<i>Business</i>	<i>Slay 102</i>	503	328-6623
<i>Runying Chen</i>	<i>Interior Design and Merchandising</i>		2015	<i>Human Ecology</i>	<i>Rivers RW 230</i>	505	328-1329
Ron Preston	Education	Assoc. Professor	2016	Education	Flanagan 52E	566	328-9355
Eban Bean	Engineering and Technology	Asst. Professor	2016	Engineering & Technology	Slay 208	117	328-9722
Cindy Elmore	Communication	Assoc. Professor	2016	Fine Arts & Communication	Joyner East 114	524	328-5306
David Wilson-Okamura	English	Professor	2016	Arts & Sciences	Bate 2137	555	328-6714

Jeanne Hoover	Academic Library Services	Asst. Professor	2017	Academic Library Svcs.	Joyner 1104	516	328-2261
Jennifer Radloff	Allied Health Sciences	Asst. Professor	2017	Allied Health Sciences	Health Sc Bldg. 3305C	668	737-4931
Mark McCarthy	Business	Professor	2018	Business	Slay 102	503	328-6623
Margit Schmidt	Biology	Teaching Asst. Professor	2018	Arts & Sciences	Howell Sc N307	551	328-9987

Distance Education and Learning Technology Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Lida Cope</i>	<i>English</i>		2015	Arts & Sciences	Bate 2118	555	328-6411
OPEN SEAT			2015				
<i>Xiangming Fang</i>	<i>Allied Health Sciences</i>		2015	Allied Health Sciences	Health Sc Bldg. 2345F	668	744-6041
<i>Karl Wuensch</i>	<i>Psychology</i>		2015	Arts & Sciences	Rawl 137	565	328-9420
<i>Elizabeth Hodge</i>	<i>Education</i>		2015	Education	Bate 2314	519	328-6175
Rose Bailey	Business	Assoc. Professor	2016	Business	Slay 118	503	737-2475
Mark Moore	Health and Human Performance	Assoc. Professor	2016	Health & Human Perf.	Minges 150	559	328-0004
Timm Hackett	English	Teaching Instructor	2016	Arts & Sciences	Old Cafeteria 320G	555	328-6388
Karen Mulcahy	Geography, Planning and Environment	Teaching Assoc. Professor	2018	Arts & Sciences	Brewster A231	557	328-4991
Carolyn Dunn	Engineering & Technology	Asst. Professor	2018	Engineering & Technology	Slay 232	130	328-9661
Elizabeth Hodge	Education	Assoc. Professor	2018	Education	Bate 231	519	328-6175
Kathleen Sitzman	Nursing	Professor	2018	Nursing	Health Sc Bldg. 3179	162	744-6460
Carmine Scavo	Political Science	Assoc. Professor	2018	Arts & Sciences	Brewster A-135	564	737-2335
John Drake	Business	Asst. Professor	2018	Business	Slay 332	503	737-4566

Educational Policies and Planning Committee (must be tenured faculty members)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Joseph Thomas	Academic Library Services		2015	Academic Library Svcs.	Joyner 1304	516	737-2728
Kanchan Das	Engineering and Technology		2015	Engineering & Technology	Slay 245	130	737-1905
Salman Abdulali	Mathematics		2015	Arts & Sciences	Austin 330	561	328-4104
Ed Stellwag	Biology	Assoc. Professor	2016	Arts & Sciences	Howell Sci. 215B	551	328-6302
Bill Sugar	Education	Assoc. Professor	2016	Education	Flanagan 352F	566	328-1546
Janice Neil	Nursing	Assoc. Professor	2017	Nursing	Health Sc Bldg. 3185A	162	744-6407
Debra Jordan	Health and Human Performance	Professor	2017	Health & Human Perf.	Belk 2406	540	737-2990
David Smith	Foreign Languages and Literatures	Assoc. Professor	2017	Arts & Sciences	Austin 329	556	328-5524
Mark Bowler	Psychology	Assoc. Professor	2018	Arts & Sciences	Rawl 111	565	328-0013
Kirk St Amant	English	Professor	2018	Arts & Sciences	Old Cafe G315	555	737-2540
Michael Duffy	Art & Design	Professor	2018	Fine Arts & Communication	Erwin 324	502	328-6265

Faculty Governance Committee (must be tenured faculty members)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Andrew Morehead	Chemistry		2015	Arts & Sciences	Sci. & Tech 564	552	328-9798
Nelson Cooper	Health and Human Performance		2015	Health & Human Perf.	Belk 2406	559	328-0002
Marianne Montgomery	English		2015	Arts & Sciences	Bate 2207	555	328-6687
Derek Maher	Philosophy and Religious Studies	Assoc. Professor	2016	Arts & Sciences	Austin 325C	562	328-5332
Kylie Dotson-Blake	Education	Assoc. Professor	2016	Education	Ragsdale 223A	121	328-5277
John Stiller	Biology	Assoc. Professor	2017	Arts & Sciences	Howell Sci. 301A	551	328-2738
OPEN SEAT			2017				
Eleanor Cook	Academic Library Services	Professor	2017	Academic Library Svcs.	Joyner	516	328-2598
Jonathan Morris	Political Science	Assoc. Professor	2017	Arts & Sciences	Brewster A-121	564	328-0004

Andrew Morehead	Chemistry	Assoc. Professor	2018	Arts & Sciences	Sci. & Tech 564	552	328-9798
Marianne Montgomery	English	Assoc. Professor	2018	Arts & Sciences	Bate 2207	555	328-6687
Edson Justiniano	Physics	Assoc. Professor	2018	Arts & Sciences	Austin 116	563	328-1855

Faculty Welfare Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Rachel Roper</i>	<i>Medicine</i>		2015	<i>Medicine</i>	<i>Brody 5N96C</i>	629	744-2708
<i>Linda Crane-Mitchell</i>	<i>Child Development and Family Relations</i>		2015	<i>Human Ecology</i>	<i>Rivers 307</i>	505	737-2052
Melissa Nasea	Health Sciences Library	Asst. Professor	2016	Health Sci. Library	Laupus Library	612	744-2235
Alexandra Shlapentokh	Mathematics	Professor	2016	Arts & Sciences	Austin 2231	561	328-4108
Susan Pearce	Sociology	Assoc. Professor	2017	Arts & Sciences	Brewster A-402	567	328-2544
OPEN SEAT			2017				
Jinling Huang	Biology	Assoc. Professor	2017	Arts & Sciences	Howell Sci. 202S	551	328-5623
Jan Mayo	Academic Library Services	Asst. Professor	2017	Academic Library Svcs.	Joyner 1200	516	328-0293
Amber Flora Thomas	English	Asst. Professor	2017	Arts & Sciences	Erwin 302	555	328-1396
Jacqueline De-Chabert-Rios	Hospitality Leadership	Asst. Professor	2018	Human Ecology	Rivers W312	505	328-1350
Chris Duffrin	Medicine	Asst. Professor	2018	Medicine	Family Medicine 101	654	744-2589

Foundations Curriculum and Instructional Effectiveness Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Marieke Van Willigen</i>	<i>Sociology</i>		2015	<i>Arts & Sciences</i>	<i>Brewster A-415</i>	507	328-6092
<i>Michael Albers</i>	<i>English</i>		2015	<i>Arts & Sciences</i>	<i>Bate 2109</i>	555	328-6374
<i>Gregory Lapicki</i>	<i>Physics</i>		2015	<i>Arts & Sciences</i>	<i>Howell Sci. 308E</i>	563	328-6894
Douglas Monroe	Music	Asst. Professor	2016	Fine Arts & Communication	Fletcher 123	506	328-1245

Jean-Luc Scemama	Biology	Assoc. Professor	2016	Arts & Sciences	Howell Sci. 105N	551	328-6313
Puri Martinez	Foreign Languages and Literatures	Assoc. Professor	2017	Arts & Sciences	Bate 3308	556	328-6522
Michele Wallen	Health and Human Performance	Assoc. Professor	2017	Health & Human Perf.	Belk 3204	529	737-1535
George Bailey	Philosophy and Religious Studies	Assoc. Professor	2017	Arts & Sciences	Brewster 330A	562	328-6121
Karin Zipf	History	Assoc. Professor	2018	Arts & Sciences	Brewster A219	554	328-1024
Sharilyn Steadman	Education	Asst. Professor	2018	Education	Ragsdale 134	504	737-2745
Anna Froula	English	Assoc. Professor	2018	Arts & Sciences	Bate 214	555	328-6663

Libraries Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Gail Munde</i>	<i>Education</i>		2015	<i>Education</i>	<i>Umstead 112</i>	172	737-1511
<i>Qin Ding</i>	<i>Engineering and Technology</i>		2015	<i>Engineering & Technology</i>	<i>Sci. & Tech. 118C</i>	520	328-9686
Imre Patyi	Mathematics	Asst. Professor	2016	Arts & Sciences	Austin 229	561	328-4531
Robert Campbell	Allied Health Sciences	Assoc. Professor	2016	Allied Health Sciences	Health Sc Bldg. 4340	668	744-6177
Patricia Dragon	Academic Library Services	Assoc. Professor	2016	Academic Library Svcs.	Joyner 1204	516	328-0296
Cybele Moon	Theatre and Dance	Asst. Professor	2017	Fine Arts & Communication	Messick 108	553	328-4071
Karl Rasmussen	Medicine	Asst. Professor	2017	Medicine	Leo Jenkins Center	645	744-3749
Christopher Rivera	Education	Asst. Professor	2018	Education	Speight 345	504	328-0890
Lisa Beth Robinson	Art & Design	Asst. Professor	2018	Fine Arts & Communication	Jenkins 204	502	328-5480

Research/Creative Activities Committee

Six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and eight members from the Professional Schools and other academic units, with no more than two from each professional school.

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Alex Manda</i>	<i>Geological Sciences</i>		2015	<i>Arts & Sciences</i>	<i>Flanagan 387</i>	558	328-9403
<i>Jay Newhard</i>	<i>Philosophy and Religious Studies</i>		2015	<i>Arts & Sciences</i>	<i>Brewster A334</i>	562	328-5331

Jason Brinkley	Allied Health Sciences		2015	Allied Health Sciences	Health Sc Bldg. 2435A	668	744-6048
Sitawa Kimuna	Sociology		2015	Arts & Sciences	Brewster A408	567	328-5768
Colin Burns	Chemistry		2015	Arts & Sciences	Sci. & Tech. 552	552	328-9790
Katherine Ford	Foreign Languages and Literatures		2015	Arts & Sciences	Bate 3315	556	328-6523
Bernice Dodor	Child Development and Family Relations	Assoc. Professor	2016	Human Ecology	Rivers 128W	505	737-2418
Megan Janke	Health and Human Performance	Asst. Professor	2017	Health & Human Perf.	Belk 1406	540	328-7865
Hanna Jubran	Art and Design	Professor	2017	Fine Arts & Communication	Jenkins 127	502	328-1303
Anne Ticknor	Education	Asst. Professor	2017	Education	Rivers 100	504	328-6400
Konstantinos Spaniolas	Medicine	Asst. Professor	2017	Medicine	Surgery PCMH	639	737-9764
Richard McCabe	Dental Medicine	Teaching Professor	2017	Dental Medicine	Ross Hall 3161	701	737-7070
Christy Ashley	Business	Assoc. Professor	2017	Business	Bate 3206D	503	328-6099
David Conradt	Political Science	Professor	2017	Arts & Sciences	Brewster A118	564	328-1989
Kenneth Ferguson	Philosophy & Religious Studies	Assoc. Professor	2018	Arts & Sciences	Brewster A441	562	328-6115
Burrell Montz	Geography, Planning & Env.	Professor	2018	Arts & Sciences	Brewster A228	557	328-6086
David Rudel	Biology	Asst. Professor	2018	Arts & Sciences	Sci. & Tech 533	551	737-4257
B.J. Kim	Engineering & Technology	Assoc. Professor	2018	Engineering & Technology	Slay 229	117	737-1469
Michael Schinasi	Foreign Lang. & Literatures	Assoc. Professor	2018	Arts & Sciences	Bate 330	556	328-6534
Yuanming Feng	Physics	Assoc. Professor	2018	Arts & Sciences	600 Moye Blvd	645	744-8472

Service Learning Committee

Alleah Crawford	Hospitality Leadership		2015	Human Ecology	Rivers RW 311	505	737-2453
Jerry Weitz	Geography, Planning & Env.		2015	Arts & Sciences	Brewster A215	557	328-6579
Tara Gallien	Health and Human Performance	Asst. Professor	2016	Health & Human Perf.	Belk 3206	529	328-1552
Guillermo Hidalgo	Medicine	Assoc. Professor	2016	Medicine	Vidant Hosp. Suite 229	632	744-4965

Michael Scholtz	Dental Medicine	Assoc. Professor	2016	Dental Medicine	Lakeside Annex 7	701	737-7029
Marissa Nesbit	Theatre and Dance	Asst. Professor	2017	Fine Arts & Communication	Messick 213	553	328-6325
Hal Holloman	Education	Assoc. Professor	2017	Education	Ragsdale 204	515	328-5315
Donna Hollar	Engineering and Technology	Asst. Professor	2017	Engineering & Technology	Rawl 239	307	328-6968
Jennifer Sisk	English	Teaching Instructor	2018	Arts & Sciences	Erwin 303	555	328-6399
Alberto González Valdés	Foreign Languages & Literatures	Teaching Asst. Professor	2018	Arts & Sciences	Bate 3311	556	737-2487
Michelle Mendes	Nursing	Asst. Professor	2018	Nursing	Health Sc Bldg. 2122	162	744-6468

Student Academic Appellate Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Ethan Anderson</i>	<i>Medicine</i>		2015	<i>Medicine</i>	<i>Brody 6S11</i>	633	744-2757
<i>Mike Robinson</i>	<i>Social Work</i>		2015	<i>Human Ecology</i>	<i>Rivers 204</i>	505	328-8769
<i>Greg Funaro</i>	<i>Theatre and Dance</i>		2015	<i>Fine Arts & Communication</i>	<i>Messick 203</i>	553	328-6333
Tony Polito	Business	Assoc. Professor	2016	Business	Bate 3408	503	328-6569
Solveig Bosse	English	Asst. Professor	2016	Arts & Sciences	Bate 2117	555	328-5513
Jeff Coghill	Health Sciences Library	Assoc. Professor	2016	Health Sci. Library	Laopus Library	612	737-7029
Kim Stokes	Allied Health Sciences	Asst. Professor	2017	Allied Health Sciences	Health Sc Bldg. 4310	668	744-6275
Ralph Scott	Academic Library Services	Professor	2017	Academic Library Svcs.	Joyner 4005	516	328-0265
Rebecca Whitley	Nursing	Clinical Asst. Professor	2018	Nursing	Health Sc Bldg. 3164	162	744-6359
Kathleen Gossman-Jones	Sociology	Teaching Instructor	2018	Arts & Sciences	Brewster A401	567	737-2338
Mike Robinson <i>alternate</i>	Social Work	Asst. Professor	2018	Human Ecology	Rivers 204	505	737-1853
Jennifer Matthews <i>alternate</i>	Health and Human Performance	Assoc. Professor	2018	Health & Human Perf.	Belk 2302	529	328-1704

Student Scholarships, Fellowships, and Financial Aid Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Carolyn Willis	Academic Library Services		2015	Academic Library Svcs.	Joyner 1007	516	328-0400
Yan-Hua Chen	Medicine		2015	Medicine	Brody 7N-55A	620	744-1341
Aysel Morin	Communication	Assoc. Professor	2016	Fine Arts & Communication	Joyner East 103A	524	328-1547
Elaine Yontz	Education	Professor	2016	Education	Ragsdale 112	172	737-1150
Stephanie Richards	Health and Human Performance	Asst. Professor	2017	Health & Human Perf.	Belk 3403	529	328-2526
Lee Johnson	Philosophy and Religious Studies	Asst. Professor	2017	Arts & Sciences	Austin 325B	562	737-4305
Baohong Zhang	Biology	Assoc. Professor	2017	Arts & Sciences	Sci. & Tech. 562	551	328-2021
Carla Pastor	English	Teaching Instructor	2018	Arts & Sciences	Old Café G312	555	737-1101
David Batie	Engineering & Technology	Assoc. Professor	2018	Engineering & Technology	Rawl 341B	307	328-1383

Teaching Grants Committee

Six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and six members from the Professional Schools and other academic units, with no more than one from each professional school.

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Carol Lust	Allied Health Sciences		2015	Allied Health Sciences	Allied Health 3305J	668	744-6193
Chris Carolan	Mathematics		2015	Arts & Sciences	Austin 125A	561	328-2130
Carol Goodwillie	Biology		2015	Arts & Sciences	Howell 406S	551	328-4225
Ken Ferguson	Philosophy and Religious Studies		2015	Arts & Sciences	Brewster A441	562	328-6115
Alice Arnold	Art & Design		2015	Fine Arts & Communication	Jenkins 1315	502	328-6475
OPEN SEAT			2016				
Marion Eppler	Psychology	Assoc. Professor	2016	Arts & Sciences	Rawl 344-B	565	328-6214
Donna Roberson	Nursing	Assoc. Professor	2016	Nursing	Health Sc Bldg. 2124	162	744-6380
Birgit Jensen	Foreign Language and Literatures	Assoc. Professor	2016	Arts & Sciences	Bate 3319	556	328-6539

Lauren Tedesco	English	Assoc. Professor	2017	Arts & Sciences	Bate 2119	555	737-1702
Jo Anne Balanay	Health and Human Performance	Asst. Professor	2017	Health & Human Perf.	Belk 3407	529	737-1474
Toyin Babatunde	Nutrition Science	Asst. Professor	2017	Allied Health Sciences	Rivers 331W	505	737-1855
Liz Doster	Education	Assoc. Professor	2016	Education	Flanagan 309	566	328-9363
Carol Goodwillie	Biology	Assoc. Professor	2018	Arts & Sciences	Howell Sc S406	551	328-4225
Mark Sprague	Physics	Assoc. Professor	2018	Arts & Sciences	Howell Sc C209	563	328-6739
Misun Hur	Geography, Planning & Env.	Asst. Professor	2018	Arts & Sciences	Brewster A212	557	328-1270
Jessica Christie	Arts & Design	Assoc. Professor	2018	Fine Arts & Communication	Erwin 319	502	328-1300
Xiangming Fang	Allied Health Sciences	Asst. Professor	2018	Allied Health Sciences	Health Sc Bldg. 2435F	668	744-6041

Unit Code Screening Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Christine Zoller</i>	<i>Art and Design</i>		2015	<i>Fine Arts & Communication</i>	<i>Jenkins 1312</i>	502	328-1321
<i>George Sigounas</i>	<i>Medicine</i>		2015	<i>Medicine</i>	<i>Brody 3E127</i>	628	744-1775
<i>Tom Shields</i>	<i>English</i>		2015	<i>Arts & Sciences</i>	<i>Bate 2132</i>	555	328-6715
Cheryl Johnson	Child Development and Family Relations	Assoc. Professor	2016	Human Ecology	Rivers 126W	505	328-5754
Clark Nall	Academic Library Services	Asst. Professor	2016	Academic Library Svcs.	Joyner 1104	516	328-2154
Martin Bier	Physics	Assoc. Professor	2017	Arts & Sciences	Austin 328	563	328-1876
Patricia Anderson	Education	Professor	2017	Education	Speight 234	504	328-4123
Donald Philyaw	Business	Teaching Instructor	2017	Business	Bate	503	328-1654
George Sigounas	Medicine	Professor	2018	Medicine	Brody 3E127	618	744-1775
Tom Shields	English	Assoc. Professor	2018	Arts & Sciences	Bate 213	555	328-6715
John Carlson	Theatre & Dance	Teaching Instructor	2018	Fine Arts & Comm.	Messick 102	553	328-2461

University Athletics Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Laurel Wentz</i> <i>Faculty Senate Appointment</i>	<i>Nutrition Science</i>		2015	<i>Allied Health Sciences</i>	<i>Rivers 333</i>	505	328-9414
<i>Mike McCammon</i> <i>Chancellor Appointment</i>	<i>Health and Human Performance</i>		2015	<i>Health & Human Perf.</i>	<i>FITT(Building 189) 105</i>	559	737-1293
<i>Cal Christian</i> <i>Chancellor Appointment</i>	<i>Business</i>		2015	<i>Business</i>	<i>Slay 349</i>	503	737-1053
<i>Stacy Warner</i> <i>Chancellor Appointment</i>	<i>Health and Human Performance</i>	<i>Asst. Professor</i>	2016	<i>Health & Human Perf.</i>	<i>Minges 2A</i>	559	328-0095
<i>Nicholas Rupp</i> <i>Faculty Senate Appointment</i>	<i>Economics</i>	<i>Professor</i>	2016	<i>Arts & Sciences</i>	<i>Brewster A437</i>	580	328-6821
<i>Eli Hvastkovs</i> <i>Faculty Senate Appointment</i>	<i>Chemistry</i>	<i>Assoc. Professor</i>	2017	<i>Arts & Sciences</i>	<i>Science & Tech 300</i>	512	328-9767
<i>Liz Fogarty</i> <i>Faculty Senate Appointment</i>	<i>Education</i>	<i>Assoc. Professor</i>	2017	<i>Education</i>	<i>Speight 309</i>	504	328-4945
Michael Harris	Business	Assoc. Professor	2018	Business	Slay 329	503	737-1057
<i>Chancellor Appointment</i>	<i>Please contact Chancellor's office if interested in serving.</i>		2018				
<i>Chancellor Appointment</i>	<i>Please contact Chancellor's office if interested in serving.</i>		2018				

University Budget Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>John Given</i>	<i>Foreign Languages and Literatures</i>		2015	<i>Arts & Sciences</i>	<i>Bate 3317</i>	556	328-6538
<i>Robert Kulesher</i>	<i>Allied Health Sciences</i>		2015	<i>Allied Health Sciences</i>	<i>Health Sc Bldg. 4340</i>	668	744-6174
<i>Kirk St. Amant</i>	<i>English</i>		2015	<i>Arts & Sciences</i>	<i>Old Cafeteria 315G</i>	555	737-2540
<i>Terry Atkinson</i>	<i>Education</i>	<i>Assoc. Professor</i>	2016	<i>Education</i>	<i>Speight 224</i>	504	328-2889
<i>Guglielmo Fucci</i>	<i>Mathematics</i>	<i>Asst. Professor</i>	2016	<i>Arts & Sciences</i>	<i>Austin 331</i>	561	328-1885
<i>Jeff Popke</i>	<i>Geography, Planning and Environment</i>	<i>Professor</i>	2017	<i>Arts & Sciences</i>	<i>Brewster A222</i>	557	328-6087
<i>Mark Sanders</i>	<i>Academic Library Services</i>	<i>Asst. Director</i>	2017	<i>Academic Library Svcs.</i>	<i>Joyner</i>	516	328-2900
John Given	Foreign Languages & Literatures	Assoc. Professor	2018	Arts & Sciences	Bate 331	556	328-6538
Shanan Gibson	Business	Assoc. Professor	2018	Business	Bate 3208	503	328-6354

Bonnie Mani	Political Science	Professor	2018	Arts & Sciences	Brewster A136	564	328-1060
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University Curriculum Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Mark Richardson</i>	<i>Music</i>		2015	<i>Fine Arts & Communication</i>	<i>Fletcher 373</i>	506	328-4809
<i>Ken Anselmi</i>	<i>Business</i>		2015	<i>Business</i>	<i>Bate 3414</i>	503	328-6369
<i>Karen Vail Smith</i>	<i>Health & Human Performance</i>		2015	<i>Health & Human Perf.</i>	<i>Belk 3206</i>	529	328-0026
Lori Flint	Education	Assoc. Professor	2016	Education	Speight 135	504	737-1949
Jean-Luc Scemama	Biology	Assoc. Professor	2017	Arts & Sciences	Howell N105	551	328-6313
Gail Ratcliff	Mathematics	Professor	2017	Arts & Sciences	Austin 228	561	328-2433
David Batts	Engineering and Technology	Assoc. Professor	2017	Engineering & Technology	Slay 230	130	328-9673
Michael Dingfelder	Physics	Assoc. Professor	2017	Arts & Sciences	Austin 131	563	328-1467
Mark Richardson	Music	Assoc. Professor	2018	Fine Arts & Communication	Fletcher 373	506	328-4809
Karen Vail Smith	Health & Human Performance	Teaching Instructor	2018	Health & Human Perf.	Belk 3206	529	328-0026
Mark Johnson	English	Asst. Professor	2018	Arts & Sciences	Bate 2150	555	737-1660

University Environment Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Gary Levine</i>	<i>Medicine</i>		2015	<i>Medicine</i>	<i>Fam. Med. Ctr. 600 Moye Blvd</i>	654	744-9834
<i>Rebecca Powers</i>	<i>Sociology</i>		2015	<i>Arts & Sciences</i>	<i>Brewster D303 Office B</i>	567	328-4885
<i>Jill Twark</i>	<i>Foreign Languages and Literatures</i>		2015	<i>Arts & Sciences</i>	<i>Bate 3316</i>	556	328-6536
Eban Bean	Engineering and Technology	Asst. Professor	2016	Engineering & Technology	Slay 208	117	328-9722
Monica Webb	Health and Human Performance	Asst. Professor	2017	Health & Human Perf.	Belk 3202	529	737-1934
Tony Capehart	Biology	Professor	2017	Arts & Sciences	Howell C407	551	328-6134

Sonya Hardin	Nursing	Professor	2017	Nursing	Health Sciences	162	744-6473
Brian Glover	English	Teaching Assoc. Professor	2018	Arts & Sciences	Bate 2148	555	328-1395
Carolyn Willis	Academic Library Services	Assoc. Professor	2018	Academic Lib Services	Joyner 1007	516	328-0400
Njinasoa Randriampiry	Mathematics	Assoc. Professor	2018	Arts & Sciences	Austin 324	561	328-0989

Writing Across the Curriculum Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Elizabeth Swaggerty	Education		2015	Education	Speight 138	504	328-4970
Hector Garza	Theatre and Dance		2015	Fine Arts & Communication	Austin 323B	553	737-4366
Anne Marie Spuches	Chemistry	Assoc. Professor	2016	Arts & Sciences	Sci & Tech 561	552	328-9796
Glenn Hubbard	Communication	Asst. Professor	2016	Fine Arts & Communication	Joyner East	524	328-9870
Kevin Moll	Music	Assoc. Professor	2016	Fine Arts & Communication	Fletcher 313	506	328-1250
Timm Hackett	English		2017	Arts & Sciences	Old Cafeteria G320	555	328-6388
Cynthia Bickley-Green	Art and Design		2017	Fine Arts & Communication	Jenkins 1318	502	367-1337
Paige Averett	Social Work		2017	Human Ecology	Rivers 222	505	328-4183
Elizabeth Swaggerty	Education	Assoc. Professor	2018	Education	Speight 138	504	328-4970
Susannah Berry	Child Development & Family Relations	Teaching Instructor	2018	Human Ecology	Rivers 130	505	328-1332

APPELLATE COMMITTEES

Due Process Committee (must be tenured faculty members)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Bryna Coonin	Academic Library Services		2015	Academic Library Svcs.	Joyner 3403	516	328-0431
George Sigounas	Medicine		2015	Medicine	Brody 3E-127	628	744-1775
Jane Manner	Education	Assoc. Professor	2016	Education	Speight 303	504	328-5594

OPEN SEAT			2017				
Ralph Scott	Academic Library Services	Professor	2017	Academic Library Svcs.	Joyner 4005	516	328-0265
Tom Shields	English	Assoc. Professor	2017	Arts & Sciences	Bate 213	555	328-6715
George Sigounas	Medicine	Professor	2018	Medicine	Brody 3E-127	628	744-1775
Michael Schinasi *	Foreign Languages & Literatures	Assoc. Professor	2018	Arts & Sciences	Bate 3309	556	328-6534
Alternate Members							
<i>Ken Ferguson</i>	<i>Philosophy and Religious Studies</i>		<i>2015</i>	<i>Arts & Sciences</i>	<i>Brewster A441</i>	<i>562</i>	<i>328-6115</i>
<i>Sitawa Kimuna</i>	<i>Sociology</i>		<i>2015</i>	<i>Arts & Sciences</i>	<i>Brewster A408</i>	<i>567</i>	<i>328-5768</i>
<i>Michael Schinasi *</i>	<i>Foreign Languages and Literatures</i>	<i>Assoc. Professor</i>	<i>2016</i>	<i>Arts & Sciences</i>	<i>Bate 3309</i>	<i>556</i>	<i>328-6534</i>
Jennifer Cremeens	Health and Human Performance	Assoc. Professor	2016	Health & Human Perf.	Belk 2302	529	328-1704
Cheryl Johnson	Child Development and Family Relations	Assoc. Professor	2017	Human Ecology	Rivers W126	505	328-5754
Tracy Carpenter-Aeby	Social Work	Assoc. Professor	2016	Human Ecology	Rivers 201	505	328-4076
Michael Duffy	Art and Design	Professor	2018	Fine Arts and Communication	Erwin 324	502	328-6265
Roger Russell	Health Sciences Library	Assoc. Professor	2018	Health Sciences Lib.	Health Sc Bldg 2522	612	744-3215

Faculty Grievance Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Gregory Lapicki</i>	<i>Physics</i>		<i>2015</i>	<i>Arts & Sciences</i>	<i>Howell Sci. 308E</i>	<i>563</i>	<i>328-6894</i>
<i>George Wang</i>	<i>Engineering and Technology</i>		<i>2015</i>	<i>Engineering & Technology</i>	<i>Rawl 343B</i>	<i>307</i>	<i>737-1887</i>
<i>Paige Averett</i>	<i>Social Work</i>		<i>2015</i>	<i>Human Ecology</i>	<i>Rivers 100</i>	<i>505</i>	<i>328-4183</i>
Tara Gallien	Health and Human Performance	Asst. Professor	2016	Health & Human Perf.	Belk 3206	529	328-1552
Karen Voytecki	Education	Assoc. Professor	2016	Education	Rivers 101NB	504	328-5747
Chris Duffrin	Medicine	Asst. Professor	2018	Medicine	Family Medicine 101	654	744-2589

Carolyn Dunn	Engineering & Technology	Asst. Professor	2018	Engineering & Technology	Sci. & Tech	130	328-9661
Sheresa Blanchard	Child Dev. & Family Relations	Asst. Professor	2018	Human Ecology	Rivers W127	505	737-2075
Alternate Members							
Laxmansa Katwa	Medicine	Assoc. Professor	2016	Medicine	Brody 6N98	634	744-1906
Teal Darkenwald	Theatre and Dance	Asst. Professor	2017	Fine Arts & Communication	Messick 101	553	328-1193
Alexandra Shlapentokh	Mathematics	Professor	2017	Arts & Sciences	Austin 231	561	328-4108
Hanna Jubran	Art and Design	Professor	2017	Fine Arts & Communication	Jenkins 127	502	328-1303
Christine Avenarius	Anthropology	Assoc. Professor	2017	Arts & Sciences	Flanagan 213	568	328-9446

Grievance Board (2 year terms) (must be tenured faculty members)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Patricia Clark</i>	<i>Theatre and Dance</i>		2015	<i>Fine Arts & Communication</i>	<i>Messick 202</i>	553	328-1196
<i>Brian Massey</i>	<i>Communication</i>		2015	<i>Fine Arts & Communication</i>	<i>Joyner East 112</i>	524	328-2864
<i>Craig Malmrose</i>	<i>Art and Design</i>		2015	<i>Fine Arts & Communication</i>	<i>Jenkins 1113</i>	502	328-1316
Jan Mayo	Academic Library Services	Asst. Professor	2016	Academic Library Svcs.	Joyner 1200	516	328-0293
James Holloway	Business	Professor	2016	Business	Slay 330	503	737-1042
Steve Cerutti	Foreign Lang. & Literatures	Assoc. Professor	2018	Arts & Sciences	Bate 332	556	328-6031
Bob Kulesher	Allied Health Sciences	Assoc. Professor	2018	Allied Health Sciences	Health Sc Bldg. 4340	668	744-6174
Elaine Yontz	Education	Professor	2018	Education	Ragsdale 112	172	737-1150
Alternate Members							
<i>David Siegel</i>	<i>Education</i>		2015	<i>Education</i>	<i>Ragsdale 229</i>	121	328-2828
<i>Jeff Popke</i>	<i>Geography, Planning and Environment</i>		2015	<i>Arts & Sciences</i>	<i>Brewster A222</i>	557	328-6087
<i>Art Rodriguez</i>	<i>Chemistry</i>		2015	<i>Arts & Sciences</i>	<i>Sci. & Tech.</i>	552	328-7687
<i>Tony Polito</i>	<i>Business</i>		2015	<i>Business</i>	<i>Bate 3408</i>	503	328-6569

Alethia Cook	Political Science	Assoc. Professor	2016	Arts & Sciences	Brewster A134	564	328-5869
Mamadi Corra	Sociology	Assoc. Professor	2016	Arts & Sciences	Brewster A420	567	328-4836
Rodney Roberts	Philosophy and Religious Studies	Assoc. Professor	2016	Arts & Sciences	Brewster A440	562	328-6113
Karen Kelly	Medicine	Assoc. Professor	2018	Medicine	Brody 7S10	642	744-4655
Matt Militello	Education	Assoc. Professor	2018	Education	Speight 312	121	328-5433
Daniel Shouse	Academic Library Svcs	Assoc. Professor	2018	Academic Lib. Services	Joyner 2503	516	328-2270
Ron Cortright	Health & Human Performance	Professor	2018	Health & Human Perf.	Ward 378	743	737-4678

Hearing Committee (must be tenured faculty members)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Christine Zoller</i>	<i>Art and Design</i>		<i>2015</i>	<i>Fine Arts & Communication</i>	<i>Jenkins 1312</i>	<i>502</i>	<i>328-1321</i>
Natalie Stewart	Theatre and Dance	Assoc. Professor	2016	Fine Arts & Communication	Messick 216	553	328-2110
Lisa Barricella	Academic Library Services	Assoc. Professor	2016	Academic Library Svcs.	Joyner 1201	516	328-0838
Angela Thompson	History	Asst. Professor	2017	Arts & Sciences	Brewster A203	554	328-1035
John Harer	Education	Assoc. Professor	2017	Education	Ragsdale 126A	172	328-4389
Michael Albers	English	Professor	2018	Arts & Sciences	Bate 210	555	328-6374
Alternate Members							
<i>David Conradt</i>	<i>Political Science</i>		<i>2015</i>	<i>Arts & Sciences</i>	<i>Brewster A118</i>	<i>564</i>	<i>328-1989</i>
<i>David Collier</i>	<i>Medicine</i>		<i>2015</i>	<i>Medicine</i>	<i>Brody 3E-139</i>	<i>632</i>	<i>744-3538</i>
Eric Shouse	Communication	Assoc. Professor	2016	Fine Arts & Communication	Joyner East 124	524	328-0433
John Collins	Philosophy and Religious Studies	Assoc. Professor	2017	Arts & Sciences	Brewster A335	562	328-6112
Ziwei Lin	Physics	Assoc. Professor	2017	Arts & Sciences	Howell	563	328-2941
Clifford Hayslip	Medicine	Professor	2018	Medicine	2160 Herbert Ct.	630	744-3850
Christine Zoller	Art and Design	Assoc. Professor	2018	Fine Arts & Communication	Jenkins 1312	502	328-1321

Reconsideration Committee (must be tenured faculty members)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Rebecca Powers</i>	<i>Sociology</i>		2015	Arts & Sciences	<i>Brewster D303</i>	567	328-4885
Nancy Spalding	Political Science	Assoc. Professor	2016	Arts & Sciences	Brewster A-127	564	328-6030
Aysel Morin	Communication	Assoc. Professor	2016	Fine Arts & Communication	Joyner East 103A	524	328-1547
Brent Henze	English	Assoc. Professor	2017	Arts & Sciences	Bate 2130	555	328-6699
Sandy Lookabaugh	Child Development and Family Relations	Assoc. Professor	2017	Human Ecology	Rivers 177	505	328-1988
Gopal Gopalkrishnan	Engineering & Technology	Assoc. Professor	2018	Engineering & Technology	Sci. & Tech C114	520	328-9688
Alternate Members							
<i>Amy McMillan</i>	<i>Business</i>		2015	<i>Business</i>	<i>Slay 308</i>	503	328-5337
<i>Elaine Yontz</i>	<i>Education</i>		2015	<i>Education</i>	<i>Ragsdale 112</i>	172	737-1150
Jonathan Dembo	Academic Library Services	Professor	2016	Academic Library Svcs.	Joyner 4014	516	328-2661
Rachel Roper	Medicine	Assoc. Professor	2017	Medicine	Brody 5N96C	629	744-2708
Mark Sprague	Physics	Assoc. Professor	2017	Arts & Sciences	Howell Sci. 209C	563	328-1862
Jennifer Matthews	Health & Human Performance	Assoc. Professor	2018	Health & Human Perf.	Belk 2302	529	328-1704
Ken Ferguson	Philosophy & Religious Studies	Assoc. Professor	2018	Arts & Sciences	Brewster A-441	562	328-6115

Graduate Council

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>David Siegel</i>	<i>Education</i>		2015	<i>Education</i>	<i>Ragsdale 229</i>	121	328-2828
Gail Ratcliff	Mathematics	Professor	2016	Arts & Sciences	Austin 228	561	328-2433
Sharon Knight	Health & Human Performance	Professor	2017	Health & Human Perf.	Belk 3202	529	328-4637
Rebecca Bagley	Nursing	Asst. Professor	2017	Nursing	Health Sc 3156	162	744-6358
Carmine Scavo	Political Science	Assoc. Professor	2018	Arts & Sciences	Brewster A-315	564	737-2335

ADMINISTRATIVE COMMITTEES

Committee on Copyrights (1 year terms)

Regular Member	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Chris Holden	Music		2015	Fine Arts & Communication	Fletcher A110B	516	328-1241
Douglas Weidner	Medicine	Research Assoc. Professor	2016	Medicine	Brody 4W46A	629	744-3245

Honorary Degrees, Awards and Distinctions Committee

Regular Member	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Hal Holloman	Education		2015	Education	Ragsdale 204	121	328-5315
Mark Taggart	Music		2015	Fine Arts & Communication	Fletcher 366	506	328-4278
Eric Horsman	Geological Sciences	Asst. Professor	2016	Arts & Sciences	Graham 101	558	328-1245
Ming Yin	Medicine		2016	Medicine	Brody 7S-10	642	744-2159
Stephanie Richards	Health and Human Performance	Asst. Professor	2017	Health & Human Perf.	Belk 3403	529	328-2526
Alexandra Shlapentokh	Mathematics	Professor	2018	Arts & Sciences	Austin 231	561	328-4108
Carenado Davis	Health Sciences Library	Librarian Liaison	2018	Health Sc. Library	Laupus 2516	612	744-2217

Honors College Faculty Advisory Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
John Kenney	Physics		2015	Arts & Sciences	Howell E-211A	563	328-2028
OPEN SEAT			2016				
Hanna Jubran	Art and Design	Professor	2017	Fine Arts & Communication	Jenkins 127	502	328-1303
Nelson Cooper	Health & Human Performance	Assoc. Professor	2016	Health & Human Perf.	Belk 1401	559	328-0002
Carol Goodwillie	Biology	Assoc. Professor	2018	Arts & Sciences	Howell S406	551	328-4225

Information Resources Coordinating Council

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Amy Frank	Engineering and Technology		2015	Engineering & Technology	Slay 242	130	328-9754
Brian Housand	Education	Assoc. Professor	2016	Education	Speight 223	504	737-2484
William Gee	Academic Library Services	Assoc. Professor	2017	Academic Library Svcs.	Joyner 1601	516	328-2268
Patrick Rider	Health & Human Perf.	Teaching Instructor	2018	Health & Human Perf.	Ward 360	559	737-2370

Parking and Transportation Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Melinda Kane	Sociology		2015	Arts & Sciences	Brewster A404	567	737-2478
Donna Roberson	Nursing	Assoc. Professor	2016	Nursing	Health Sc Bldg. 224	162	744-6380
Ray Hylock	Allied Health Sciences	Asst. Professor	2017	Allied Health Sciences	Health Sc Bldg. 4340L	668	744-6184
George Wang	Engineering & Technology	Assoc. Professor	2018	Engineering & Technology	Rawl 343B	307	737-1887

Parking Citation Appeals Board (1 year terms)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Johna Faulconer	Education		2015	Education	Speight 233	504	328-5570
Mark Sanders	Academic Library Services		2015	Academic Library Svcs.	Joyner	516	328-2900
Chris Duffrin	Medicine		2015	Medicine	Family Medicine Ctr 2108A	654	744-2589
Steve Cerutti	Foreign Lang. and Literatures		2015	Arts & Sciences	Bate 3325	556	328-6031
Greg Funaro	Theatre and Dance	Assoc. Professor	2018	Fine Arts & Communication	Messick 203	553	328-6333
Steve Cerutti	Foreign Languages & Literatures	Assoc. Professor	2018	Arts & Sciences	Bate 332	556	328-6031
B.J. Kim	Engineering & Technology	Assoc. Professor	2018	Engineering & Technology	Slay 229	117	737-1469

JoAnn Hartsell	Business	Teaching Instructor	2018	Business	Slay 130	503	757-2334
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University Benefits Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Paige Averett</i>	<i>Social Work</i>		2015	<i>Human Ecology</i>	<i>Rivers 222</i>	505	328-4183
Imre Patyi	Mathematics	Asst. Professor	2016	Arts & Sciences	Austin	561	328-4531
Donna Hollar	Engineering and Technology	Asst. Professor	2017	Engineering & Technology	Rawl 329	307	328-6968
Intae Yoon	Social Work	Assoc. Professor	2018	Human Ecology	Rivers 220	505	737-2077

University Committee on Academic Integrity

(at least 6 with graduate faculty status)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Ran Hu</i>	<i>Education</i>		2015	<i>Education</i>	<i>Speight 121</i>	504	737-2485
<i>Abid Butt</i>	<i>Medicine</i>		2015	<i>Medicine</i>	<i>Brody 3E-149</i>	628	744-4650
<i>Janice Neil</i> graduate faculty	<i>Nursing</i>		2015	<i>Nursing</i>	<i>Health Sc 3185A</i>	162	744-6407
<i>Kelley Reinsmith-Jones</i>	<i>Social Work</i>		2015	<i>Human Ecology</i>	<i>Rivers 206</i>	505	328-1450
<i>Ronald Sessoms</i> graduate faculty	<i>Engineering & Technology</i>		2015	<i>Engineering & Technology</i>	<i>Rawl 332</i>	307	328-1382
Deborah Thomson	Communication	Assoc. Professor	2016	Fine Arts & Communication	Joyner East 211	524	328-2670
Paige Viren graduate faculty	Health & Human Performance	Asst. Professor	2016	Health & Human Performance	Belk 1408	540	737-2425
Teresa Ryan	Engineering & Technology	Teaching Asst. Professor	2016	<i>Engineering & Technology</i>	Slay 248	117	737-4980
Tony Polito graduate faculty	Business	Assoc. Professor	2016	Business	Bate 3408	503	328-6569
Steve Cerutti graduate faculty	Foreign Languages & Literatures	Assoc. Professor	2016	Arts and Sciences	Bate 3325	556	328-6031
Jonathan Dembo graduate faculty	Academic Library Services	Professor	2016	Academic Library Services	Joyner 4014	516	328-2661
Pamela Hopkins graduate faculty	Communication	Teaching Asst. Professor	2016	Fine Arts and Communication	Joyner East 106A	524	328-6717

Charles Boklage graduate faculty	Medicine	Professor	2017	Medicine	Brody 3N-72	632	744-2301
Carolyn Horne graduate faculty	Nursing	Asst. Professor	2017	Nursing	Health Sc 3171	162	744-6451
Anne Mallory graduate faculty	English	Asst. Professor	2017	Arts and Sciences	Bate 2146	555	328-1454
Marlena Barber	Health Sciences Library	Research Asst. Professor	2017	Health Sc. Library	Laupus 3502D	612	744-2229
Marysia Grzybowski	Medicine	Asst. Professor	2018	Medicine	Lakeside Annex 8, Room 127	660	744-5357
Ronald Sessoms	Engineering & Technology	Teaching Instructor	2018	Engineering & Technology	Rawl 332	307	328-1382
Corinee Guy	English	Teaching Asst. Professor	2018	Arts & Sciences	Old Cafeteria G325	555	737-2509
Jane Trapp	Allied Health Sciences	Clinical Assoc. Professor	2018	Allied Health Sciences	Health Sc Bldg.	4310	744-1107
Hugh Lee	Medicine	Assoc. Professor	2018	Medicine	Brody S-123	641	744-2234

STUDENT ACTIVITIES BOARD COMMITTEES (3 year terms)

Entertainment Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Rachel Copeland	Music		2015	Fine Arts & Communication	Fletcher 268	506	328-6342
Mark Moore	Health and Human Performance	Assoc. Professor	2016	Health & Human Perf.	Minges 150	559	328-0004
Greg Funaro	Theatre & Dance	Assoc. Professor	2018	Fine Arts and Communication	Messick 203	553	328-6333

Films Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
OPEN SEAT			2015				
Nicholas Rupp	Economics	Professor	2016	Arts & Sciences	Brewster A437	580	328-6821
Chris Holden	Academic Library Services	Asst. Librarian	2018	Academic Library Svcs.	Fletcher A110B	516	328-1241

Initiatives Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Kwaku Adu-Gyamfi</i>	<i>Mathematics</i>		2015	<i>Arts & Sciences</i>	<i>Flanagan 321</i>	566	328-9369
Gopal Gopalkrishnan	Engineering and Technology	Assoc. Professor	2016	Engineering & Technology	Sci. & Tech. 114	520	328-9688
Daniel Guberman	Music	Teaching Asst. Professor	2018	Fines Arts & Communication	Fletcher 212	506	328-3654

Marketing Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Joyce Buck</i>	<i>Nursing</i>		2015	<i>Nursing</i>	<i>Health Sc Bldg. 3151</i>	162	744-6532
Rebecca Riedl	Health and Human Performance	Teaching Instructor	2016	Health & Human Perf.	Belk 1410	540	737-2280
Brandon Stilley	Academic Library Services	Library Technician	2018	Academic Lib. Services	Joyner 1105	516	328-2264

Special Events Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Derek Maher</i>	<i>Philosophy and Religious Studies</i>		2015	<i>Arts & Sciences</i>	<i>Austin 325C</i>	562	328-5332
Richard Williams	Health and Human Performance	Assoc. Professor	2016	Health & Human Perf.	Belk Annex I	559	328-0019
Ronald Sessoms	Engineering & Technology	Teaching Instructor	2018	Engineering & Technology	Rawl 332	307	328-1382

Visual Arts Committee

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Mark Moore</i>	<i>Health & Human Performance</i>		2015	<i>Health & Human Perf.</i>	<i>Minges 150</i>	559	328-0004
Becky Sweet	Interior Design and Merchandising	Assoc. Professor	2016	Human Ecology	Rivers 226W	505	328-1357
David Rudel	Biology	Asst. Professor	2018	Arts & Sciences	Sci. & Tech 533	551	737-4257

Faculty Senate Agenda
April 21, 2015
Attachment 4.

ELECTION OF COMMITTEE ON COMMITTEES MEMBERS

(no specifications, 2 year terms)

Faculty Senate nominations are offered from the floor during the meeting.

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Crystal Chambers</i>	<i>Education</i>		2015	<i>Education</i>	<i>Ragsdale 212</i>	121	328-1867
<i>Derek Maher</i>	<i>Philosophy and Religious Studies</i>		2015	<i>Arts & Sciences</i>	<i>Austin 235</i>	562	328-5332
<i>Jeff Popke</i>	<i>Geography, Planning & Env.</i>		2015	<i>Arts & Sciences</i>	<i>Brewster A222</i>	557	328-6087
<i>Margaret Bauer</i>	<i>English</i>		2015	<i>Arts & Sciences</i>	<i>Bate 2132</i>	555	328-1537
Charles Boklage	Medicine	Professor	2016	Medicine	Brody 3N72	632	744-2301
Edson Justiniano	Physics	Assoc. Professor	2016	Arts & Sciences	Austin 116	563	328-1855
Michael Felts	Health and Human Performance	Professor	2016	Health & Human Perf.	Belk 2203	529	328-4636
			2018				
			2018				
			2018				
			2018				

Faculty Senate Agenda
April 21, 2015
Attachment 5.

ELECTION OF AGENDA COMMITTEE MEMBERS

(must be a Faculty Senator or Alternate, 1 year terms)

Faculty Senate nominations are offered from the floor during the meeting.

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
<i>Tim Christensen</i>	<i>Biology</i>		2015	<i>Arts & Sciences</i>	<i>Howell Sci.</i>	551	328-0162
<i>Matt Reynolds</i>	<i>Academic Library Services</i>		2015	<i>Academic Library Svcs.</i>	<i>Joyner Library</i>	516	328-5675
<i>Marianne Montgomery</i>	<i>English</i>		2015	<i>Arts & Sciences</i>	<i>Bate 2207</i>	555	328-6687
<i>Rebecca Powers</i>	<i>Sociology</i>		2015	<i>Arts & Sciences</i>	<i>Brewster D303</i>	567	328-4885
<i>Rick Hernandez</i>	<i>History</i>		2015	<i>Arts & Sciences</i>	<i>Brewster A342</i>	554	328-6522

			2018				
			2018				
			2018				
			2018				
			2018				

Faculty Senate Agenda
April 21, 2015
Attachment 5.

WRITING ACROSS THE CURRICULUM COMMITTEE REPORT
 Revised Writing Intensive (WI) Required Syllabus Statement

“Writing Intensive (WI)

_____ [insert course prefix, number, and section] is a writing intensive course in the Writing Across the Curriculum Program at East Carolina University. This course will focus on the development of writing skills. Upon completion of the course students will:

1. Use writing to investigate complex, relevant topics and address significant questions through engagement with and effective use of credible sources.
2. Produce writing that reflects an awareness of context, purpose, and audience, particularly within the written genres (Including genres that integrate writing with visuals, audio or other multimodal components) of their major disciplines and/or career fields.
3. Demonstrate that they understand writing as a process that can be made more effective through drafting revision.
4. Proofread and edit their own writing, avoiding grammatical and mechanical errors.
5. Assess and explain the major choices that they make in their writing.

This course contributes to the twelve-hour WI requirement for students at ECU. Additional information is available at the following site: <http://www.ecu.edu/writing/wac/>.

Students are required to upload writing from this course to their University Writing Portfolios. Additional information about creating your University Writing Portfolio, as well as selecting and uploading your materials, will be provided during the semester and is also available online (www.ecu.edu/QEP) and in person at the University Writing Center (www.ecu.edu/writing/uwc), located in Joyner Library.”

Faculty Senate Agenda
April 21, 2015
Attachment 6.

Revised 4/20/15

WRITING ACROSS THE CURRICULUM COMMITTEE REPORT
 Proposed Writing Intensive Course Audit and Program Review

The focus of the Quality Enhancement Plan (QEP) on a vertical writing curriculum has led to a number of important changes to the Writing Across the Curriculum (WAC) program. The first stage of revision to the program involved shifting the curriculum for WI classes from “models-based” to

“outcomes-based” as the WAC Committee enacted the University Writing Outcomes for all Writing Intensive courses.

The second stage of this revision involves instituting an ongoing program review related to WI courses. Every five years, on a rotating schedule, the WAC Committee will request materials on WI courses taught over the most recent five-year period. This ongoing review allows the committee to work with departments/programs

- 1) to ensure that courses are being taught in ways that help students meet the University Writing Outcomes;
- 2) to determine whether current WI courses should remain WI; and
- 3) to discover if different courses should become WI in order to better support a vertical writing curriculum.

This ongoing review provides a much needed space every five years for departments and programs, in consultation with the WAC Committee, to review WI course offerings and make any curricular revisions the department, program, or WAC Committee thinks necessary.

In order to begin Stage Two, the WAC Committee has prepared the following materials to help departments/programs prepare their WI courses for review:

- A timeline indicating when different colleges, departments, or programs will be up for review by the WAC Committee;
- A list of materials that each college, department, or program will be asked to compile as part of ongoing review;
- An explanation of how those materials will be reviewed by the committee and reported back to the college/department/program.

Preparing Materials for Your WI Course Review

Each *new* WI course proposal involves a completed proposal form, a sample syllabus, and a letter from the unit administrator indicating unit support for a course to be taught as writing intensive. Because some courses are always taught WI and others only when instructors choose to teach them as WI (e.g. WI*, or “WI by Section”), there is tremendous variability about what types of materials may be available for program review. Likewise, since courses typically come to the WAC Committee one at a time, it is hard for the committee to see the full picture of how “writing intensive” courses function across programs, departments, and colleges.

To that end, the WAC Committee requests that colleges provide the following items from each of its departments or programs that offers WI courses:

1. A memo from the unit administrator (e.g., department chair, program director) to the WAC committee listing which courses should remain WI/WI* and which should no longer be offered as WI/WI* based on an internal review of WI course offerings; the memo should indicate that, if the WI/WI* designation is to be dropped from one or more courses, students will still be able complete the degree/program and have the appropriate number of WI credits (3 WI credits are required in the major, and 3 additional WI credits from any WI course in any program, exclusive of English 1100 and 2201, are required for graduation).
2. A chart indicating which WI/WI* courses have been taught in the last five years, when they have been taught (semester and year), how many sections, which of the courses are required for majors/minors, and how many students per section have been enrolled.
3. One sample syllabus per course that the unit will continue to offer as WI/WI* with sample assignment descriptions for each writing assignment, and an explanation of how the course assignments, taken together, continue to meet the five University Writing Outcomes.

****New WI course proposals should go through the regular process and should not be included as part of this program review.****

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

Timeline

1. Each spring, the WAC Committee will notify colleges if they have WI Course Reviews for their departments/programs due the following fall.
2. Departments/programs responsible for teaching WI/WI* courses should review their current offerings, determine if current offerings are best for meeting the current University Writing Outcomes, and decide which courses they wish to continue offering as WI/WI*. A set of heuristic questions will be provided to assist that process, but the University Writing Program staff is also available to meet with units to assist them as they think through their WI/WI* offerings.
3. Colleges will collect the materials requested above from departments/programs, and provide them to the WAC Committee by the first Monday of October.
4. The WAC Committee will review submitted materials between October and February, and will communicate to programs/departments/colleges any recommendations by March.

Program Review Considerations

The primary goal of the WI Course Review is to provide departments/programs with the opportunity to look at their WI course offerings holistically and to determine if they are efficiently and effectively engaging students in WI courses at the most opportune moments. Students are required to take 3 WI credits in their *major*; as such, programs with large numbers of WI courses may find that they have more courses than they need or than are sustainable, particularly when the university endorses a 25 student cap as a “best practice” for WI courses. Because some programs offer multiple degrees or tracks, however, it’s difficult for a committee like the WAC Committee to determine the right number or configuration of WI courses for any program. Use the following questions to begin asking if your current WI/WI* courses are meeting students’ needs as they move through your program.

- Ideally, undergraduate students would have one WI course per year during their 4 years at ECU. Currently, they take English 1100 (year 1) and English 2201 (year 2). Are your WI course offerings such that students are likely to enroll in a WI course in the major during years 3 and 4? If students won’t likely enroll in a WI course their junior year, do you think it would be better if they did? What course(s) might best meet that goal?
- In what ways, if any, do your WI course offerings provide a scaffolded experience for students in their writing? Do 2000- and 3000-level courses offer “introductory” writing experiences, while 4000-level course provide more “apprentice” or “expertise” level projects?
- Do your current WI course offerings all meet the University Writing Outcomes, adopted in 2014, rather than the “five models” that were previously in effect? If not, is that because these are courses where the outcomes are more difficult to meet? Are there courses where the outcomes seem more appropriate/germane?

Sample Unit Administrator Memo

TO: WAC Committee
FROM: Unit Administrator, Sample Unit
DATE: October 1, 2XXX
SUBJECT: WI Course Review for Sample Unit

After a careful review of the 10 WI courses we currently offer (see chart), Sample Unit plans to continue offering 6 WI courses and, with this memo, requests that the WAC Committee remove WI designation from the following courses:

- Course 1
- Course 2
- Course 3
- Course 4

In Sample Unit, we plan to continue offering the following 4 courses as WI:

- Course 5
- Course 6
- Course 7
- Course 8

RATIONALE: Because Sample Unit offers two degrees (BS in Sample; BA in Sample), our students follow two different tracks to degree completion. For our BS students, Course 5 provides a solid foundation as a 3000-level “Intro to Sample” course; in this course, students learn basic research methodology and write up research projects that demonstrate they are learning key methods of inquiry in Sample. Course 6 is the capstone seminar for the BS in Sample; students are expected to write seminar-styled papers that demonstrate that they are ready for graduate study in Sample or a similar discipline. Our BA students typically enroll in Course 7 and 8 during their junior year; these courses focus on public policy writing related to Sample and are intended to help students think through their possible career options. While students write a lot in their senior capstone course, the writing is more professional in nature (brief reports, sample resumes and cover letters, etc), and we do not feel those writing activities adequately meet the University Writing Outcomes. For the BA students, therefore, we would prefer they do most of their WI course work at the junior level.

The following 2 courses have historically been offered WI* (writing intensive by section) and Sample Unit plans to continue to offer these as WI*.

- Course 9
- Course 10

RATIONALE: When faculty teach study abroad, these courses are more heavily writing intensive than when they are taught as campus-based courses and the faculty teach study abroad would like to maintain the rigorous writing experiences as part of that experience.

Attached to this memo is the chart of WI/WI* courses as requested. On three occasions, Course 2 enrolled significantly more than the 25 student cap that is encouraged for WI courses. This happened because of faculty leave and the needs of students to graduate, but it also helped to see that Course 2 may not be a best option for WI/WI* designation, which contributed to our decision to request removal of WI/WI*. The only other course that enrolled significantly more than 25 students was Course 7, but because that was only one semester, we believe we can find ways to prevent that

happening again. At the moment, we do not foresee any problems with keeping WI/WI* courses at 25 or fewer students.

Similarly, find as well a 6 sample syllabuses, one each for Course 5, 6, 7, 8, 9, and 10. Each syllabus includes sample assignments that are commonly used when faculty teach these courses, and a brief explanation of how faculty see these activities as helping students to meet the University Writing Outcomes.

WI Course Offerings | Five Year Review

Program: Department of Sample

Course (Prefix and #)	WI by section ?	Required for Major?	Students who typically take (e.g., Freshmen, Sophomore, etc.)	Fall 2012 **Incl. # of sections taught & course cap	Spring 2013	Summer 1 or 2 2013	Fall 2013	Spring 2014	Summer 1 or 2 2014	Fall 2014	Spring 2015
Course 1	N	N	Jr, Sr	1 (25)	2 (25)	1 (18)	1(25)	2 (25)	0	1 (25)	1 (25)

Sample Five Year Review Plan

Year 1 – 74 (2015, 2020, 2025 ...)

- Allied Health Science (18)
- College of Business (6)
- College of Education (24)
- College of Nursing (6)
- College of Engineering & Technology (17)

Year 2 - 86 (2016, 2021, 2026 ...)

- HCAS Dept A – G (excluding English)
 - 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)
- Philosophy and Religious Studies (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 Health and Human Performance (15)
- College of Human Ecology (21)

Year 5 – 84 (2019, 2024, 2029 ...)

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

Faculty Senate Agenda

April 21, 2015

Attachment 7.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part VI. Teaching and Curriculum Regulations, Procedures and Academic Program Development, Section I. Teaching Regulations and Guidelines Related to Faculty, Subsection XII. Use of Copyrighted Works

~~Strikethrough font~~ indicates suggested deletions; **bold font** indicates suggested additions.

“XII. Use of Copyrighted Works

A. Appropriate Use of Copyrighted Works

The Copyright Act of 1976, as amended (Title 17, U.S. Code), generally protects certain rights and privileges of the copyright owner to exclude others from the right to reproduce and publicly distribute, display or perform a work, as well as revise or prepare a derivative work based upon a copyrighted work, without obtaining permission from the copyright owner. As an institution devoted to the creation, discovery and dissemination of knowledge, the University supports the responsible, good faith exercise of full fair use rights contained in the Copyright Act.

B. Fair Use

The “fair use doctrine” of the Copyright Act allows certain statutory exemptions applicable to academia, recognizing the fundamental non-profit mission of universities to create and disseminate knowledge for public benefit. **Section 107 of the Copyright Act specifies that these exemptions exist “for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” and requires that a person evaluate four statutory factors to determine whether a proposed use is fair. If the desired use cannot be determined as “fair”, faculty members must request permission from the copyright holder or select an alternative work.**

1. Elements of Fair Use

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

a. Purpose and Character of the Use

The purpose and character of the use, including whether ~~such the~~ use is of a **for** commercial nature or ~~for~~ non-profit educational purposes.

b. Nature of the Work

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

c. Amount of Work to be Used

The amount, substantiality and qualitative nature of the portion used in relation to the entire copyrighted work.

d. Effect on the Market

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

2. ~~Procedure~~ **Support** for Making Fair Use Determinations

The University's Copyright Committee, together with the **Copyright Officer** ~~Office of the University Attorney~~, shall **identify educational needs of** ~~issue and, as necessary, revise guidelines to assist~~ University faculty, EPA non-faculty employees, SPA staff employees, and students **in complying with copyright law, including application of and** ~~making fair use evaluations.~~ The Chancellor shall also maintain copyright and fair use resources at the ECU libraries. The Copyright Management Officer shall **develop tools, resources, and training and education materials for use by the campus community and shall coordinate workshops, conferences, seminars, and other similar activities on copyright.** Faculty are encouraged to review materials on the ECU [Copyright website](#) ~~(remove hyperlink)~~, **attend events scheduled through the Office for Faculty Excellence, and contact the ECU Copyright Officer** ~~(remove hyperlink)~~ **with any questions they may have.** ~~advise faculty, EPA non-faculty employees, SPA employees and students regarding fair use determinations pursuant to Section 2 of this policy as well as Research Information found in the ECU Faculty Manual. (FS Resolution #12-38, March 2012)"~~

Faculty Senate Agenda

April 21, 2015

Attachment 8.

RESEARCH/CREATIVE ACTIVITIES COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part VII. Faculty Research and Scholarship, Section II. Scholarship/ Research/Creative Activity Guidelines, Subsection VI. Copyrights (created work)

Replace the [current text](#) in Subsection VI. with the below proposed text:

“VI. Copyrights (created work)

The mission of East Carolina University to become a national model for student success, public service, and regional transformation includes using creative learning strategies and delivery methods, discovering new knowledge, and fostering innovation and entrepreneurship. Products of these activities include the development and use of copyrightable materials. The creation of copyrightable materials in the form of literary, dramatic, and other intellectual works by the university community is encouraged as a measure of productivity and commitment to the dissemination of knowledge and creative activity for public benefit. The university supports an open and free environment for its faculty, staff, and students to carry out their scholarly work, and encourages publication without constraint. These policies are in accord with applicable laws and pertinent university regulations.

The Copyright policies of the University of North Carolina are contained in Part 500.2 and 500.2.1 of the University of North Carolina Policy Manual. The East Carolina University Copyright Regulation is available at <http://www.ecu.edu/PRR/10/40/02>. These policies address ownership and use of copyrightable works.

Faculty Senate Agenda

April 21, 2015

Attachment 9.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Proposed Provisional Code for Academic Library Services

To: Dr. Ed Stellwag, Chair, Educational Policies and Planning Committee

From: Janice S. Lewis, Interim Dean, Academic Library Services

Date: April 9, 2015

As unit administrator for Academic Library Services, I request that the Educational Policies and Planning Committee approve a provisional Code of Operations for Academic Library Services at its April 10, 2015 meeting. The need for a provisional Code stems from the following charge presented to the [Joyner and Laupus Libraries] Faculty Library Employment Working Group by Marilyn Sheerer, then Provost and Senior Vice Chancellor for Academic Affairs and Phyllis Horns, Vice Chancellor for Health Sciences on February 10, 2014:

The Faculty Librarian Employment Working Group will design a model that will provide a clear operational framework guiding the employment of faculty librarians on fixed term appointments (EPA Faculty) at East Carolina University. This report will include policies and procedures that will guide decisions for librarians on fixed term appointments in each of the areas listed below:

Initial appointment

- Evaluation
- Assignment of academic title
- Subsequent appointment
- Advancement in title

The Working Group submitted its report on April 1, 2014, and the report was accepted by Doctors Sheerer and Horns, who on May 14, 2014 sent a memorandum that included the following language:

We will be sharing your report with the Interim Dean of Joyner Library and the Interim Director of Laupus Library very shortly. We expect that under their direction the necessary work on operational planning in each library and subsequent code revisions will begin quickly. We are hopeful that revised codes and other matters requiring Faculty Senate review and/or approval will move forward during Fall Semester 2014. It is, of course, in the best interest of the libraries and the university that we move expeditiously toward establishing an employment model that provides the stability necessary to assure that our libraries continue to function at the highest level possible.

The faculty of Academic Library Services took the mandate seriously and elected an Ad Hoc Code Committee which began work in May. The revised Code was approved by the unit's tenured faculty on August 28, 2014 and the unit administrator on August 29. It was submitted to the Unit Code Screening Committee on September 11, 2014 and was also shared with the Chair of the Faculty and the Faculty Governance Committee. ALS also shared a list of the changes it anticipated would need to be made to the ECU Faculty Manual to accommodate the proposed changes to the ALS and Laupus Codes which were being required by the Vice Chancellors. In November, the Faculty

Governance Committee suggested a change to a section of the proposed ALS Code. The change was made and the revised Code was approved again by the unit's tenured faculty on November 21, 2014. On January 24, 2015, the Chair of the Unit Code Screening Committee told the Chair of the ALS Ad Hoc Code Committee that that committee could not proceed with approval of the proposed Code until the ECU Faculty Manual was revised so that the Code would be in compliance with the Manual. Following that meeting, the Faculty Governance Committee indicated that ALS and Laupus Library should ask the EPPC to approve their proposed Codes as provisional for eighteen months. The following statements appeared in the [February 11, 2015](#) Faculty Governance Committee minutes:

After discussion, the governance committee recommends to the Unit Code Screening Committee that the current codes being considered be forwarded as provisional codes to EPP, this will enable time for Faculty Governance and Faculty Senate to make changes to the faculty manual while also allowing faculty of the libraries to move forward with hiring and other business in the interim.

Once Governance and Faculty Senate finalize Parts VIII and IX, the codes from Academic Library Services and from Laupus Library will need to come back through the Unit Code Screening Committee for review and to be finalized.

Unfortunately, neither the ALS faculty members involved nor I actually saw these minutes until recently, hence the delay in submitting this request to the EPPC. We appreciate your willingness to put this item on the agenda with such short notice. It is critically important to the functioning of ALS that we be allowed to operate under the provisions of the provisional Code as soon as possible. The changes made in the provisional Code do not have budgetary implications and do not involve any reorganization within the unit. I plan to attend the EPPC meeting on Friday so that I can answer any questions the Committee may have.

PROVISIONAL CODE OF OPERATIONS FOR ACADEMIC LIBRARY SERVICES

Section I. PREAMBLE

- A. This Code allows for EPA and SPA participation in and establishes procedures for the Unit's internal affairs and is consistent with all applicable parts of the *East Carolina University Policy Manual* and *East Carolina University Faculty Manual*. This document reflects the importance of collegiality and cooperation among EPA (Exempt from the Personnel Act) personnel, SPA (governed by the State Personnel Act, now the State Human Resources Act) personnel, and administrators to ensure that the Library accomplishes its mission. The terms "Academic Library Services", "ALS", "Joyner Library", and "the Library" are used interchangeably in this document.
- B. Objectives/Mission
Joyner Library is the intellectual heart of East Carolina University. We serve ECU's campus and distance education communities, act as a resource for the people of eastern North Carolina, and support ECU's contributions to the research community worldwide. We connect people to information and empower their lifelong learning by developing robust collections, superior services, and people-friendly spaces.

Section II. FACULTY

- A. Definitions of the unit's faculty

The Faculty of ALS consists of all persons with University appointments who hold regular academic rank in the unit as instructor, assistant professor, associate professor, professor and persons who hold fixed-term appointments.

One of the most important privileges of faculty governance is the right to choose one's own colleagues. Therefore, it is the responsibility of each faculty member to participate actively in all faculty search processes. Such participation may include service on search committees, attendance at candidate presentations, completion of evaluation forms, and the provision of other feedback when necessary during the selection process.

B. Criteria for serving as a voting faculty member of the unit

As it pertains to making recommendations for appointments, reappointments, subsequent appointments, promotions, and the conferral of permanent tenure to faculty, voting faculty will be defined in accordance with the *ECU Faculty Manual*.

To cast a vote on issues listed in the current version of Part II of the *ECU Faculty Manual*, a member must meet the criteria stipulated in Part II. To cast a vote on issues listed in the current version of Part IX of the *ECU Faculty Manual*, a member must meet the criteria stipulated in Part IX.

On all other faculty matters, voting shall be limited to full-time fixed term, probationary term and permanently tenured faculty.

1. EPA Non-Faculty

On matters specific to EPA non-faculty personnel, voting shall be limited to full-time EPA non-faculty personnel.

C. Criteria for Emeritus Status in the unit

The library personnel committee may recommend to the appropriate administrators that the title "emeritus" or "emerita" be conferred upon a retired (including Phased Retirement participant), permanently disabled, or deceased faculty member, who has made a significant contribution to the library and the university through a long and distinguished record of scholarship, teaching, and/or service over an entire career. (See ECU Faculty Manual VIII.I.D.4)

Section III. ADMINISTRATIVE ORGANIZATION OF THE UNIT

For the purposes of the Unit Code and Part IX of the *ECU Faculty Manual*, Academic Library Services (ALS) will be organized as a single Unit and will not be further subdivided.

A. Personnel in ALS include:

1. EPA faculty personnel: all persons with faculty appointments as defined in *ECU Faculty Manual, Part VIII and Part IX*;
2. EPA non-faculty personnel: instructional and research staff exempt from the State Personnel Act under NCGS Section 126-5(c1)(8);
3. SPA personnel: personnel subject to the State Personnel Act;
4. Temporary EPA faculty, temporary EPA non-faculty personnel, and temporary SPA personnel;
5. Student workers, including undergraduate and graduate student employees.

B. Roles and Responsibilities

1. Library Director

The Library Director is a member of the faculty and is the chief administrative officer of Academic Library Services. The Director shall be appointed, serve, and be evaluated in accordance with established University policies. The Director may form an Executive Committee to provide leadership and strategic support in carrying out the mission of Academic Library Services. If an Executive Committee is formed, the director should ensure that all areas of the library are adequately represented. The Director seeks the advice of the EPA Assembly

and SPA Assembly, keeps both groups well informed of developments affecting Academic Library Services, and promotes the interests of the Unit and its personnel.

The Director shall:

- a. demonstrate positive leadership to support the mission of Academic Library Services;
- b. facilitate positive morale, performance, staff development, and productivity within the Library;
- c. represent the Library in external relations;
- d. assign functional titles (i.e., Collections Librarian) and duties of EPA personnel and communicate this information to Academic Library Services personnel in a timely fashion;
- e. allocate or transfer SPA staff positions after discussions with the head(s) of operational service(s) involved and the Director's Council, and communicate this information to Academic Library Services personnel in a timely fashion;
- f. recommend to the next higher administrator initial compensation and salary increases for all Library personnel within approved budgetary limits;
- g. solicit input and feedback on the performance of EPA and SPA staff members as is deemed necessary;
- h. evaluate annually each faculty member's performance in librarianship, service, and research and creative activity (if applicable);
- i. forward all faculty personnel recommendations along with his/her recommendations to the next higher administrative official;
- j. evaluate annually all EPA non-faculty and any SPA staff member who reports directly to him/her;
- k. make faculty assignments and recommend reassigned time in accordance with criteria prescribed in the *ECU Faculty Manual* and established University policies;
- l. manage and maintain Library facilities and equipment;
- m. maintain essential records;
- n. in consultation with the Director's Council, the EPA Assembly, and the SPA Assembly prepare Library budgets; allocate and administer Library budgets; share final budget documents with the EPA Assembly and the SPA Assembly;
- o. establish procedures for obtaining broad input into the development of major planning documents, assessment documents, and other major reports of Unit operations, and present final reports to the EPA Assembly and the SPA Assembly for discussion, review, and voting as described in Section VII of this Code;
- p. establish administrative committees and task forces as necessary;
- q. act on recommendations and procedures voted on by the EPA Assembly, the SPA Assembly or faculty;
- r. prepare and distribute a report of Library accomplishments and appropriate data;
- s. designate a person to be in charge when he/she is away;
- t. inform personnel in a timely manner of administrative decisions or actions affecting them;
- u. ensure that Code procedures are followed.

2. Associate Directors

Associate directors are EPA personnel. The procedure for selection of associate directors shall be the same as the procedure for the selection of the relevant type of EPA personnel and in accordance with established University policies. Duties of associate directors shall be established by the Director based on the needs of the Library.

3. Assistant Directors

Assistant directors are EPA personnel. The procedure for selection of assistant directors shall be the same as the procedure for the selection of the relevant type of EPA

personnel and in accordance with established University policies. Duties of assistant directors shall be established by the Director based on the needs of the Library.

4. Heads of Operational Services

A head of an operational service is responsible for the management of that service.

Heads shall:

- a. formulate operational procedures in consultation with the personnel within the operational service and others in ALS in order to support the mission of the Library;
- b. lead the operational service in developing planning initiatives;
- c. encourage participation in the decision-making process through regular meetings and other means of communication;
- d. demonstrate positive leadership that facilitates morale, communication, performance, staff development, and work flow;
- e. advise the Director through the Director's Council;
- f. communicate anticipated budget, equipment and staffing requirements to the appropriate assistant director, associate director, Director, and/or others as directed;
- g. prepare and submit required reports and other paperwork in a timely fashion;
- h. provide input to the Director for EPA annual faculty evaluations;
- i. evaluate each SPA staff member who reports directly to him or her;
- j. designate a person to be in charge when he/she is away;
- k. recommend candidates to hire for SPA positions in the operational service unit;
- l. work with EPA search committees in the selection of candidates for positions in their operational service unit.

Section IV. Committees of the Unit

A. Standing Committees

1. EPA Assembly

The Academic Library Services EPA Assembly (EPA Assembly) is a deliberative body that discusses issues of importance to the Library and its services and personnel. The EPA Assembly shall consist of the following personnel who hold appointment of half-time or more: faculty, EPA non-faculty and temporary EPA personnel. EPA Assembly meetings are open to all personnel in ALS. The agenda shall be distributed to personnel in ALS prior to EPA Assembly meetings.

Elections of officers and committee members of the EPA Assembly shall be conducted by acclamation, secret ballot, or electronic voting as appropriate.

The EPA Assembly shall have a voice in the governance of the Library. As appropriate, the Director shall communicate on procedures and related matters with the EPA Assembly. The EPA Assembly meetings shall provide a forum in which members may debate, take positions and recommend actions on matters relating to the library, to librarianship, and to the University community. Specific responsibilities include reviewing major planning documents, conducting straw votes, and providing input on the annual budget and annual report. Members are responsible for reviewing materials distributed for discussion, attending meetings, participating in discussions, and voting on issues. An agenda and materials for discussion shall be distributed as early as possible. All members of the EPA Assembly have voting privileges except where prohibited by the *ECU Faculty Manual* or by other provisions of this Code.

a. EPA Assembly Officers

The officers of the EPA Assembly are a president, a vice-president (president-elect) and a secretary. All members of the EPA Assembly are eligible to serve as officers. These officers are elected to one-year terms at the April meeting with the term beginning on July 1. The officers shall take an active role in leading the EPA Assembly in matters of importance to the assembly.

- b. EPA Assembly Executive Committee
 - i. Membership: The officers of the EPA Assembly
 - ii. Duties:
 - 1) plans agenda for meetings;
 - 2) conducts elections for ECU Faculty Senate representative(s) and all EPA Assembly offices and standing committees;
 - 3) ensures that code procedures are followed;
 - 4) creates, in consultation with members of the assembly, ad hoc committees to address issues of concern to EPA personnel;
 - 5) performs other responsibilities as requested by the EPA Assembly or the Director;
 - 6) prepares an annual report to the President of the EPA Assembly, using a format adopted by the EPA Assembly.
 - c. Duties of Officers
 - i. The president shall
 - 1) preside at meetings of the EPA Assembly;
 - 2) communicate recommendations of the EPA Assembly to the Director or others as appropriate;
 - 3) advise the Director on appropriate representation by assembly members to serve on administrative committees and working groups;
 - 4) call special meetings upon receipt of a request from one-fourth of the members or as needed;
 - 5) ensure annual reports are prepared by standing committees and submitted to the Director;
 - 6) represent the EPA Assembly at meetings of the Director's Council.

If a vacancy occurs in the position of president, that position shall be filled by the vice president (president-elect).
 - ii. The vice-president (president-elect) shall
 - 1) preside at meetings of the EPA Assembly when the president is absent;
 - 2) maintain a list of the members with indications of appropriate voting privileges;
 - 3) perform such duties as may be delegated by the president.

If a vacancy occurs in the position of vice-president, a new vice-president shall be elected at the next meeting of the EPA Assembly.
 - iii. The secretary shall
 - 1) keep minutes of all EPA Assembly meetings and distribute copies of approved minutes to all library personnel including copies of administrative files for the University Archives;
 - 2) perform other duties that may be delegated by the president.

If a vacancy occurs in the position of secretary, a new secretary shall be elected at the next meeting of the EPA Assembly.
2. Director's Council
- The Director's Council supports the Director in carrying out the mission of Academic Library Services.
- a. Membership: Library Director, associate director(s), assistant director(s), heads of operational services; President of the SPA Assembly; and President of the EPA Assembly.
 - b. Meetings: the council, chaired by the Director, shall determine its meeting schedule. The Director or a majority of council members may call other meetings as needed. The Director shall prepare and distribute the council agenda. Any member of the council may submit items for the agenda.
 - c. The council shall:

- i. develop the Library calendar;
 - ii. advise the Director on allocation of positions, the operating and materials budgets, physical and organizational changes, management issues, and planning initiatives;
 - iii. provide leadership in fulfilling the mission of the Library.
- 3. Staff Development Committee
 - a. Membership:

The committee shall consist of five voting members. Two are elected at the April EPA Assembly meeting for staggered two year terms. Two are named by the Joyner Library SPA Assembly. In addition, the Director shall appoint one additional library employee who has responsibility for personnel matters to serve as an *ex officio* member with voting privileges. Terms shall begin on July 1.
 - b. Duties:
 - i. reviews and advocates for the Library personnel training and professional development needs;
 - ii. encourages participation in staff development opportunities, including workshops, training sessions, lectures, etc., that promote organizational effectiveness as well as foster individual growth;
 - iii. works with other committees and groups both inside and outside the Library in fulfilling its duties;
 - iv. performs other responsibilities as requested by the EPA Assembly, the SPA Assembly, or the Director;
 - v. prepares an annual report to the President of the EPA Assembly, using a format adopted by the EPA Assembly.
- 4. Operating Procedures Review Committee
 - a. Membership:

Three members of the EPA Assembly elected for staggered two-year terms at the April meeting of EPA Assembly and two members of the SPA Assembly. Terms begin on July 1.
 - b. Duties:
 - i. reviews existing operating procedures and, when it appears that revisions to a procedure may be warranted, suggests that the operational service and/or others directly concerned with the procedure review it;
 - ii. reviews new and revised operating procedures initiated by a committee, an operational service, or an individual;
 - iii. presents all new and revised operating procedures to the EPA Assembly for approval;
 - iv. maintains the *Operating Procedures Manual* for Academic Library Services;
 - v. performs other responsibilities as requested by the EPA Assembly;
 - vi. prepares an annual report to the President of the EPA Assembly, using a format adopted by the EPA Assembly.
- 5. EPA Mentoring Committee
 - a. Membership:

The committee shall consist of five members, who at a minimum have worked in an EPA position at ECU Libraries for 2 years. Four members are elected by the membership of the EPA Assembly for staggered two-year terms. Members of this committee shall be elected at the April meeting. Terms shall begin July 1. The Director shall appoint a member of the Director's Council to serve as an *ex officio* member of the committee with voting privileges.
 - b. Duties:
 - i. administers the EPA Mentoring and Orientation Program;

- ii. prepares an annual report to the President of the EPA Assembly, using a format adopted by the EPA Assembly.

6. Diversity Committee

a. Membership:

The Diversity Committee shall consist of six voting members: three elected by the EPA Assembly at its April meeting for staggered two-year terms, two staff named by the SPA Assembly, and ALS's Diversity Liaison to the University level diversity group. Terms begin on July 1.

b. Duties:

- i. promotes a culture that affirms, respects and celebrates diversity and inclusion in personnel, services, collections, and resources. Diversity is understood to reflect different races, genders, ages, ethnicities, cultures, national origins, abilities, religions, sexual orientations, intellectual positions, and perspectives;
- ii. performs other responsibilities as requested by the EPA Assembly or SPA Assembly;
- iii. prepares an annual report to the President of the EPA Assembly, using a format adopted by the EPA Assembly.

7. SPA Assembly

The Joyner Library Support Staff Assembly (SPA Assembly) is a deliberative body that discusses issues of importance to the Library and its services and personnel. It has input concerning issues within the Library and provides opportunities for fellowship, cooperative learning, and exchange of information among members and other groups. Its membership is composed of all SPA personnel who work in Academic Library Services.

B. Personnel Action Committees

1. Personnel Committee

a. Membership:

The committee shall consist of five faculty members, with a composition meeting the requirements of the *ECU Faculty Manual*, Part IX. Members are elected as specified in the *ECU Faculty Manual* for staggered two-year terms. Members shall be elected at a meeting of the faculty annually in March. Terms shall begin on July 1.

b. Duties:

- i. performs those duties specified by the *ECU Faculty Manual*;
- ii. appoints search committees and the chairs of search committees for faculty positions. At least one member of the Personnel Committee shall serve on each search committee;
- iii. submits an annual report to the President of the EPA Assembly, using a format adopted by the EPA Assembly and containing material not deemed confidential by University policies.

2. Tenure Committee

The composition and function are prescribed by the *ECU Faculty Manual*.

3. Promotion Committee

The composition and function are prescribed by *ECU Faculty Manual*.

4. Search Committees

a. Membership:

The Personnel Committee shall select the chair and additional members of a *ad hoc* search committee for vacant faculty positions. All EPA and SPA personnel in Academic Library Services are eligible to serve. Composition will be determined in compliance with the *ECU Faculty Manual*. All members have voting privileges.

b. Duties:

- i. prepares the announcement of an open position in consultation with the Personnel Committee, the Director and appropriate head of operational service;

- ii. solicits, receives, and reviews applications for positions;
- iii. selects candidates for interview;
- iv. conducts interviews;
- v. solicits input concerning the suitability of the candidates;
- vi. makes recommendations to the Personnel Committee.

5. Library Fixed Term Faculty Appointment Committee¹

a. Membership:

The committee shall consist of at least three fixed term faculty who have been employed as a faculty member at ALS for at least twelve months. Members are elected by the fixed term faculty for staggered two-year terms. Members shall be elected annually at the September EPA Assembly meeting. Terms shall begin on October 1.

b. Duties:

- i. the Fixed Term Faculty Appointment Committee shall meet with the library's Personnel Committee on matters related to selection of and the initial and subsequent appointments of fixed term library faculty members;
- ii. submits an annual report to the President of the EPA Assembly, using a format adopted by the EPA Assembly and containing material not deemed confidential by University policies.

6. Library Fixed Term Faculty Advancement Committee¹

a. Membership:

The committee shall consist of all faculty who hold a title or equivalent rank at least equal to the title for which the candidate is being considered (e.g., Associate Professor/Library Associate Professor).

b. Duties:

- i. the Fixed Term Faculty Advancement Committee shall meet with the library's Personnel Committee on matters related to making recommendations for advancement in title and for recommending the titles of initial appointments at the Library Associate Professor or Library Professor level;
- ii. selects the external reviewers for Library Associate Professors requesting advancement in title to Library Professor and participates in advancement in title actions for fixed term faculty as described in Section IV.F.;
- iii. in years the committee is constituted, submits an annual report to the President of the EPA Assembly, using a format adopted by the EPA Assembly and containing material not deemed confidential by University policies.

C. *Ad Hoc* Committees

1. Code Unit Proposal Committee

When a need for revising the Code of Operations exists, a Code Unit Proposal Committee will be selected in accordance with the *ECU Faculty Manual*. All full-time members of the EPA Assembly who have been employed in an EPA position in Academic Library Services for at least twelve consecutive months are eligible to vote for and serve on this committee.

2. Other Committees

Other *ad hoc* committees may be appointed or elected.

D. Vacancies on Committees

¹ The creation of a special committee for fixed term appointment/advancement has been deemed necessary to accommodate the changing administrative structure of ALS, as directed by the Chancellor and Provost in Spring 2014.

When a vacancy on a committee occurs, an election shall be held to complete the original unexpired term. The election shall be conducted in accordance with procedures applicable to regular elections to the committee in question.

Section V. Evaluation of Faculty and EPA Non-Faculty

A. Tenured and Tenure Track Faculty Members

The evaluation of faculty is a continuous process. It is designed to assist faculty members in their professional progress by recognizing and reinforcing appropriate activities and identifying areas in need of improvement. Annual evaluations, progress toward tenure letters, reappointment of probationary term faculty, conferral of tenure, promotion, and five-year performance review of tenured faculty are based on the following criteria specified in the *ECU Faculty Manual*: (1) effective performance of librarianship responsibilities (teaching); (2) research/creative activity; and (3) professional service.

Librarianship (Teaching)

East Carolina University expects Library faculty to demonstrate competence and evidence of developing excellence in their primary area(s) of responsibility. Library faculty support the educational mission of the University in many ways, and their primary responsibilities vary depending on their particular positions within the Library. The educational role of academic librarianship may be evidenced by (but not limited to): reference/user services; classroom instruction; materials selection, evaluation, acquisition and preservation; cataloging, classification and description of library materials to make them accessible to the University community; organization and retrieval of information; scholarly communication; and successful management of services. All faculty members must maintain a current awareness of research and technological advances relevant to their Library positions as well as a broad understanding of academic librarianship and higher education.

Research/Creative Activity

East Carolina University encourages and supports the continuing efforts of faculty to develop a deeper appreciation of the importance of professional competency acquired through scholarship, research, and other creative activities appropriate to one's discipline. A faculty member's research and creative activities shall reflect the high professional standards incumbent upon those who enjoy academic freedom; such activities must be measured by standards of quality, not merely by quantity.

Service

East Carolina University considers service to the University, the academic profession, and the community as an important aspect of academic performance. The highest level of professional service is that which enhances the academic credibility of the University.

1. Annual Evaluation of Tenured and Tenure Track Faculty Members

Annual evaluation of faculty members shall be made by the Director based on the three dimensions of performance discussed above and on the faculty member's progress in accomplishing his or her annual goals. Weights are negotiated at the time of appointment, reappointment, or at the beginning of each evaluation period.

The Director, in consultation with the faculty member and the head of the operational service (if applicable) shall determine the relative weights (percentage of commitment) to be assigned to each dimension for that evaluation period.

The specific ranges of weights given to performance of librarianship responsibilities (teaching) research/creative activity, and service for each probationary term or tenured faculty member are 65-80% for performance of librarianship responsibilities (teaching), 10-25% for research/creative activity, and 10-15% for service. For these faculty, the weight assigned to service shall not be greater than that assigned to either librarianship responsibilities (teaching), or research/creative activities. The norm for probationary-term

and tenured faculty is 80% for librarianship/professional responsibilities, 10% for research/creative activity, and 10% for service.

The goals for the upcoming year shall be agreed to by the Director and the faculty member. The goal-setting process is a collegial process that, for those faculty members who do not report directly to the Director, also involves input from the relevant head of operational service, assistant director, or associate director. The faculty member's goals should support the Unit and University goals. The goals document is placed in the faculty member's personnel file to be used in the faculty member's annual evaluation.

Each faculty member reports on progress in accomplishing goals as part of the individual faculty member's annual report. All faculty members submit their annual report to the Director; faculty members who do not report directly to the Director also submit their annual reports to the relevant head of operational service, assistant director, or associate director (supervisor), who prepares a written assessment covering all relevant dimensions, but with primary focus on the effective performance of librarianship responsibilities (teaching) for use by the Director in writing the faculty member's annual evaluation. The faculty member's annual report, the supervisor's assessment, and the Director's annual evaluation are all important documentation of the faculty member's accomplishments, progress, areas of strength and areas where improvement is needed, if any. Each party has an important role to play and is responsible for completing the required documents in a timely and accurate manner. The Director's annual evaluations are used in evaluating the individual for reappointment, tenure and/or promotion through inclusion in the individual's Personnel Action Dossier (PAD), raises and merit awards in accordance with established University policies. The Director's annual evaluations are also used in the performance review of tenured faculty.

a. Criteria for Annual Evaluations

Below are lists of possible items that might be used in evaluating effective performance of librarianship (teaching), research/creative activity, and service. The location of any item on the three lists is not intended to imply a ranking of importance, nor are the lists intended to be exhaustive or mutually exclusive. Furthermore, the items on each list are not necessarily of equal weight, although in some instances, an indication is given as to the importance of the activity. Items that are general in nature or apply to all faculty members appear at the beginning of each list. It is always the responsibility of the person being evaluated to report accurately and clearly on activities.

i. Librarianship (Teaching)

The following apply to all faculty members:

- Effectiveness in meeting annual goals
- Quality of work
- Productivity
- Contribution to the overall performance and enhancement of the Unit
- Understanding and application of contemporary practices and issues in field of practice
- Professional development and continuing education

The following may also be used to evaluate effective performance of librarianship:

- Development and implementation of techniques or methods that result in significant improvements in services or operations in the Library
- Grant proposals submitted or funded that relate to professional responsibilities
- Administration of grants that relate to professional responsibilities
- Special projects and assignments
- Collection development and management
- Providing effective access to library resources and materials

- Service to patrons
 - Instruction
 - Planning and assessment activities
 - Creation and development of instructional, marketing, informational and evaluation materials and tools
 - Supervision of EPA and/or SPA personnel, students, interns and volunteers
 - Effective leadership and management of areas of responsibility
 - Facilitation of a positive team environment
 - Providing expertise in a professional capacity
 - Exhibits or presentations related to professional responsibilities
- ii. Research/Creative Activity
- The expectations are that these activities will be substantive, possess high quality, and contribute to scholarship. No distinction is made between print and electronic formats. With co- or multiple-authored works, the contribution of the faculty member to the work must be made clear. In general, works that undergo considerable scrutiny before publication (for example, by referees, editorial boards, anthology editors, etc.) will be deemed of the highest value. Such activity might include, but is not limited to, the following:
- Journal articles that have undergone peer review
 - Scholarly books
 - Articles or invited contributions in professional publications
 - Book chapters
 - Proceedings
 - Research presentations
 - Presentations or poster sessions at meetings of professional associations (e.g. presenter, panelist, facilitator, moderator)
 - Technical and evaluative reports or case studies published as a result of applied research
 - Development of research grant proposals
 - Administration of research grants
 - Books edited
 - Journals or special issues of journals edited
 - Encyclopedia entries
 - Book reviews
 - Published annotated bibliographies
 - Exhibits and catalogs
 - Abstracting and indexing
 - Creative activity in service of the profession
 - Other new and creative contributions to librarianship that are disseminated and have significance beyond the University
- Materials that have been accepted for publication but not yet published are considered under the appropriate categories above. Works in progress are considered during the annual evaluation and reappointment processes, but not in tenure/promotion decisions. Factors affecting the weight given to works in progress include the type of work, anticipated completion date, and potential for publication.
- iii. Service
- A strong service profile at the Unit, University, state, regional and national levels is highly valued.
- The following apply to all tenured and tenure track faculty members:

- Participation in professional organizations is expected. Committee membership is valued. A leadership role carries significant weight
- Unit committee service is expected
- Service on Faculty and/or University level bodies such as committees, task forces and working groups is expected

Additional activities may include:

- Faculty Senate representative or alternate
- Thesis or dissertation committee membership
- Advisor for student organizations and activities
- Development of grant proposals related to service
- Administration of service grants and contracts
- Serving on editorial boards as a manuscript reviewer
- Producing newsletters, columns, or other publications directly related to professional responsibilities/expertise
- Webmaster for professional organizations
- External reviewer for tenure and promotion candidates
- External reviewer for granting agencies
- Community service, activities, or presentations directly related to professional responsibilities/expertise, including articles and reviews in popular publications, service on committees, commissions, and boards
- Consulting related to professional or University responsibilities
- Adjudicating (e.g., serving as a judge for academic or musical competitions)

b. Progress Toward Tenure Letters

Progress toward tenure letters are used in evaluating the individual for reappointment, tenure, and/or promotion. In accordance with the *ECU Faculty Manual*, the Tenure Committee and the Director review the appropriate evaluative instruments for each probationary term faculty member. On the basis of this review, the Director, in consultation with the Tenure Committee, writes a progress toward tenure letter to each probationary term faculty member. The Director and a representative of the Tenure Committee discuss the progress toward tenure letter with the faculty member. The purpose of the progress toward tenure letter is to advise the probationary term faculty member annually of the individual's strengths and weaknesses and to detail remedial actions needed, if any.

2. Criteria for Appointment and Promotion of Probationary Term and Tenured Faculty

a. Assistant Professor

The successful candidate for assistant professor shall hold the appropriate terminal degree, show evidence of potential for continued professional growth in librarianship and research/creative activity, and have the ability and willingness to participate in Unit and University affairs.

b. Associate Professor

The successful candidate for associate professor shall meet the qualifications of the previous rank, have a quality record in librarianship, a consistent and sustained record of research and/or creative activity resulting in publication or comparable productivity, demonstrated ability and willingness to participate in Unit and University affairs, membership in professional organizations, and a record of effective service to the profession.

c. Professor

The successful candidate for professor shall meet the qualifications of the previous rank; have an established record of excellence in librarianship; a significant record of creative or research activity resulting in publication or comparable productivity;

demonstrated excellence, ability and willingness to participate in Unit and University affairs; and a record of significant service to the profession. In accordance with Part X of the *ECU Faculty Manual*, attention is paid both to productivity since the date of hire, tenure, or last promotion (whichever is more recent) and accomplishments over one's entire career.

3. Reappointment of Probationary Term Faculty

Reappointments of probationary term faculty follow policies and procedures in the *ECU Faculty Manual*. In addition, reappointment decisions are based on the individual's demonstrated achievements in all three dimensions of performance as well as the individual's potential for future contributions. By the time of the tenure decision, the individual must compile a consistent and sustained record of achievement showing positive contributions to the Unit, University, and profession. The individual should show a pattern of growth and accomplishment from year to year. At the time of each reappointment, candidates must demonstrate that they have established such a pattern in the areas of librarianship (teaching), research/creative activity, and service.

4. Tenure and Promotion

a. Criteria for Permanent Tenure

Criteria for tenure and promotion include the items in the categories and lists described in Section V, A.1.a of this Code. Academic Library Services applies these criteria as directed in the *ECU Faculty Manual*. In general, Academic Library Services' standards for permanent tenure include demonstrated professional competence in librarianship (teaching), research/creative activity, and service as well as potential for future contributions.

The candidate must demonstrate consistent professional competence in each area. The guidelines below are intended to assist the candidate but should not be considered exhaustive or exclusive:

- i. Effective performance of librarianship responsibilities is essential. Documentation should reflect the candidate's contributions to the overall performance and enhancement of the Unit and effectiveness in meeting annual goals. The candidate's documentation should include statistics, examples of work product, comments from patrons or colleagues, and other appropriate supporting materials.
- ii. The candidate's research/creativity activity should show a consistent and sustained record of publications and other activity that contribute to the field of librarianship or other academic disciplines. These activities may encompass a variety of venues and publication types, but should focus primarily on refereed or reviewed work. In the case of collaborative works, the contribution of the candidate to the work should be made clear. The overall record must indicate that the candidate has made significant contributions of his or her own to the field. While contributions to the field of librarianship are most strongly encouraged, peer-reviewed publications in areas outside of librarianship will count towards tenure. The quality, extent, significance, usefulness, and creativity of the work will be considered by the Tenure Committee in making a recommendation for tenure.
- iii. Documentation of service activity should demonstrate the candidate's level of contribution. Leadership roles, such as serving as an officer or chair, should be clearly indicated. The candidate's record of service should show a range of activity among professional organizations, University committees, Unit committees, and other groups.

5. Qualifications for External Reviewers

Persons nominated to serve as external reviewers should be recognized as scholars or experts in the candidate's field(s) of endeavor. They should be professional librarians, if appropriate, and preferably hold tenure or be employed by an institution that awards

tenure. Procedures for selection of external reviewers shall follow those described in the *ECU Faculty Manual*.

B. Fixed Term Faculty Members

The evaluation of faculty is a continuous process. It is designed to assist faculty members in their professional progress by recognizing and reinforcing appropriate activities and identifying areas in need of improvement. Annual evaluations, subsequent appointment of fixed term faculty, and advancement in rank of fixed term faculty are based on the following criteria specified in the *ECU Faculty Manual*: (1) effective performance of librarianship responsibilities (teaching); (2) research/creative activity, if applicable; and (3) professional service.

Librarianship (Teaching)

East Carolina University expects Library faculty to demonstrate competence and evidence of developing excellence in their primary area(s) of responsibility. Library faculty support the educational mission of the University in many ways, and their primary responsibilities vary depending on their particular positions within the Library. The educational role of academic librarianship may be evidenced by (but not limited to): reference/user services; classroom instruction; materials selection, evaluation, acquisition and preservation; cataloging, classification and description of library materials to make them accessible to the University community; organization and retrieval of information; scholarly communication; and successful management of services. All faculty members must maintain a current awareness of research and technological advances relevant to their Library positions as well as a broad understanding of academic librarianship and higher education.

Research/Creative Activity

East Carolina University encourages and supports the continuing efforts of faculty to develop a deeper appreciation of the importance of professional competency acquired through scholarship, research, and other creative activities appropriate to one's discipline. A faculty member's research and creative activities shall reflect the high professional standards incumbent upon those who enjoy academic freedom; such activities must be measured by standards of quality, not merely by quantity.

Service

East Carolina University considers service to the University, the academic profession, and the community as an important aspect of academic performance. The highest level of professional service is that which enhances the academic credibility of the University.

1. Annual Evaluation of Fixed Term Faculty Members

Annual evaluation of faculty members shall be made by the Director based on the three dimensions of performance discussed above and on the faculty member's progress in accomplishing his or her annual goals. Weights are negotiated at the time of appointment, subsequent appointment, or at the beginning of each evaluation period.

The Director, in consultation with the faculty member and the head of the operational service (if applicable) shall determine the relative weights (percentage of commitment) to be assigned to each dimension for that evaluation period.

The specific ranges of weights given to performance of librarianship responsibilities (teaching), research/creative activity, and service for fixed-term faculty are 65-95% for performance of librarianship responsibilities (teaching), 0-20% for research/creative activity, and 5-20% for service. The norm for initial appointments for fixed term faculty is 95% librarianship responsibilities (teaching) and 5% service. Library Associate Professor and Library Professor must have a minimum of 5% research/creative activity and 5% service. The norm for temporary faculty is 100% librarianship responsibilities.

The goals for the upcoming year shall be agreed to by the Director and the faculty member. The goal-setting process is a collegial process that, for those faculty members who do not report directly to the Director, also involves input from the relevant head of

operational service, assistant director, or associate director. The faculty member's goals should support the Unit and University goals. The goals document is placed in the faculty member's personnel file to be used in the faculty member's annual evaluation.

Each faculty member reports on progress in accomplishing goals as part of the individual faculty member's annual report. All faculty members submit their annual report to the Director; faculty members who do not report directly to the Director also submit their annual reports to the relevant head of operational service, assistant director, or associate director (supervisor), who prepares a written assessment covering all relevant dimensions, but with primary focus on the effective performance of librarianship responsibilities (teaching) for use by the Director in writing the faculty member's annual evaluation. The faculty member's annual report, the supervisor's assessment, and the Director's annual evaluation are all important documentation of the faculty member's accomplishments, progress, areas of strength and areas where improvement is needed, if any. Each party has an important role to play and is responsible for completing the required documents in a timely and accurate manner. The Director's annual evaluations are used in evaluating the individual for subsequent appointment, advancement in title, raises and merit awards in accordance with established University policies.

a. Criteria for Annual Evaluations

Below are lists of possible items that might be used in evaluating effective performance of librarianship (teaching), research/creative activity, and service. The location of any item on the three lists is not intended to imply a ranking of importance, nor are the lists intended to be exhaustive or mutually exclusive. Furthermore, the items on each list are not necessarily of equal weight, although in some instances, an indication is given as to the importance of the activity. Items that are general in nature or apply to all faculty members appear at the beginning of each list. It is always the responsibility of the person being evaluated to report accurately and clearly on activities.

i. Librarianship (Teaching)

The following apply to all faculty members:

- Effectiveness in meeting annual goals
- Quality of work
- Productivity
- Contribution to the overall performance and enhancement of the Unit
- Understanding and application of contemporary practices and issues in field of practice
- Professional development and continuing education

The following may also be used to evaluate effective performance of librarianship:

- Development and implementation of techniques or methods that result in significant improvements in services or operations in the Library
- Grant proposals submitted or funded that relate to professional responsibilities
- Administration of grants that relate to professional responsibilities
- Special projects and assignments
- Collection development and management
- Providing effective access to library resources and materials
- Service to patrons
- Instruction
- Planning and assessment activities
- Creation and development of instructional, marketing, informational and evaluation materials and tools
- Supervision of EPA and/or SPA personnel, students, interns and volunteers
- Effective leadership and management of areas of responsibility

- Facilitation of a positive team environment
 - Providing expertise in a professional capacity
 - Exhibits or presentations related to professional responsibilities
- ii. Research/Creative Activity
- The expectations are that these activities will be substantive, possess high quality, and contribute to scholarship. No distinction is made between print and electronic formats. With co- or multiple-authored works, the contribution of the faculty member to the work must be made clear. In general, works that undergo considerable scrutiny before publication (for example, by referees, editorial boards, anthology editors, etc.) will be deemed of the highest value. Such activity might include, but is not limited to, the following:
- Journal articles that have undergone peer review
 - Scholarly books
 - Articles or invited contributions in professional publications
 - Book chapters
 - Proceedings
 - Research presentations
 - Presentations or poster sessions at meetings of professional associations (e.g. presenter, panelist, facilitator, moderator)
 - Technical and evaluative reports or case studies published as a result of applied research
 - Development of research grant proposals
 - Administration of research grants
 - Books edited
 - Journals or special issues of journals edited
 - Encyclopedia entries
 - Book reviews
 - Published annotated bibliographies
 - Exhibits and catalogs
 - Abstracting and indexing
 - Creative activity in service of the profession
 - Other new and creative contributions to librarianship that are disseminated and have significance beyond the University
- Materials that have been accepted for publication but not yet published are considered under the appropriate categories above. Works in progress are considered during the annual evaluation and subsequent appointment processes, but not in advancement in title decisions. Factors affecting the weight given to works in progress include the type of work, anticipated completion date, and potential for publication.
- iii. Service
- A strong service profile at the Unit, University, state, regional and national levels is highly valued.
- The following apply to all fixed term faculty members, except Library Assistant Professors, who are only required to perform service at the Unit level:
- Participation in professional organizations is expected. Committee membership is valued. A leadership role carries significant weight.
 - Unit committee service is expected.
 - Service on Faculty and/or University level bodies such as committees, task forces and working groups is expected.

Additional activities may include:

- Faculty Senate representative or alternate
- Thesis or dissertation committee membership
- Advisor for student organizations and activities
- Development of grant proposals related to service
- Administration of service grants and contracts
- Serving on editorial boards as a manuscript reviewer
- Producing newsletters, columns, or other publications directly related to professional responsibilities/expertise
- Webmaster for professional organizations
- External reviewer for tenure and promotion candidates
- External reviewer for granting agencies
- Community service, activities, or presentations directly related to professional responsibilities/expertise, including articles and reviews in popular publications, service on committees, commissions, and boards
- Consulting related to professional or University responsibilities
- Adjudicating (e.g., serving as a judge for academic or musical competitions)

2. Initial Appointment of Fixed Term Faculty

Appointment to the title of Library Assistant Professor, Library Associate Professor, or Library Professor is dependent upon the individual's qualifications. Initial appointment as a fixed term library faculty member may be at any title. The faculty member shall hold the appropriate terminal degree.

a. Library Assistant Professor

Appointment to the title of Library Assistant Professor requires evidence of or potential for successful performance of duties in assigned areas of responsibility; collegiality and professional integrity; continued professional growth; service to the Library (required); service to the University and/or to the profession (optional); contributions to scholarship/creative activity (optional). A library faculty member with the title of Library Assistant Professor may elect not to seek advancement in title during his/her career at East Carolina University.

b. Library Associate Professor

The successful candidate for Library Associate Professor shall meet the qualifications of the previous title and provide evidence of substantive accomplishments in professional performance; collegiality and professional integrity; substantial and continued professional growth; sustained service to the Library, the University, and the profession; and regular contributions to scholarship/creative activity. A library faculty member with the title of Library Associate Professor may elect not to seek advancement in title during his/her career at East Carolina University.

c. Library Professor

The successful candidate for Library Professor shall meet the qualifications of the previous title and provide evidence of sustained and substantive accomplishments in professional performance; collegiality and professional integrity; superior knowledge and demonstrated mastery of assigned area of specialization; national or international recognition as an authority and leader in the assigned area of specialization; exemplary service to the Library, the University, and the profession; and a sustained and substantive record of scholarship/creative activity.

3. Subsequent Appointment of Fixed Term Faculty

Subsequent appointments of fixed term faculty follow policies and procedures outlined in the *ECU Faculty Manual* and are made in accordance with established University procedures. Subsequent appointments are based on the individual's demonstrated

achievements, the individual's potential for future contributions, the needs of the library and budgetary considerations. The second appointment for a library faculty member successfully completing an initial one-year appointment shall normally be for a one-year period. After two one-year appointments, a library faculty member shall normally be recommended for an appointment term of three years. Subsequent recommendations for a library faculty member completing a three-year or five-year appointment shall normally be for five years.

Subsequent appointments with counseling or warning shall normally be for a one-year term, at the discretion of the Director in consultation with the Personnel Committee and Fixed Term Faculty Appointment Committee.

a. Following are procedures for considering subsequent appointments:

- Library faculty member writes a letter requesting subsequent appointment, submitting it to the Director within the timeframe specified by the *ECU Faculty Manual*.
- Library faculty member's supervisor submits a memo to the Personnel Committee with a recommendation for or against the offer of a subsequent appointment. The recommendation shall be based on the quality of the person's work to date and their compliance with the University's statement on professional ethics.
- Library faculty member submits a portfolio to unit Personnel Committee including the following items:
 - Copy of letter requesting subsequent appointment
 - Copies of annual reports covering the appointment period
 - Copies of evaluations during the appointment period
 - Updated CV
- Unit Personnel Committee reviews letter from supervisor and portfolio and issues a recommendation to Director.
- Director completes recommendation.
- Fixed term faculty member is notified of this recommendation by the Personnel Committee in writing and then the Director's written recommendation is forwarded along with the Personnel Committee's recommendation to the next higher administrator. The Director and Personnel Committee will notify fixed term faculty of their respective recommendations according to the notification timeline outlined in the *ECU Faculty Manual*.
- In the case of a dispute, University grievance procedures are available pursuant to the *ECU Faculty Manual*.

4. Advancement in Title for Fixed Term Faculty

The recommended minimum professional experience for advancement in title to Library Associate Professor is 5 years; recommended minimum professional experience for advancement in title to Library Professor is 10 years. A fixed term faculty member shall request advancement in title by January 31. If approved, advancement will be effective July 1.

a. Following are the procedures for considering an advancement in title:

- Library faculty member submits letter to the Director requesting advancement in title and outlining qualifications for the advancement along with a portfolio containing the following items:
 - Copy of letter requesting advancement in title
 - Copies of all annual reports and evaluations
 - Updated CV
 - Copies of scholarly products, evidence of service, and evidence of substantive professional performance

- If requesting advancement in title to Library Professor, a list of three potential external reviewers.
 - By February 1, the Director informs the library Personnel Committee of the request for advancement in title and availability of portfolio.
 - By February 15, the Personnel Committee convenes a meeting of the Fixed Term Faculty Advancement Committee to inform them of the request for advancement in title and availability of portfolio. If the request is for advancement in title to Library Professor, the Fixed Term Faculty Advancement Committee should, at this meeting, establish a timeline for managing the external review process.
 - By April 1, the library faculty member's supervisor submits a recommendation with reasoning to the Fixed Term Faculty Advancement Committee for or against an advancement in title, and provides a copy to the fixed term faculty member. The recommendation shall be based on the quality of the person's work to date and their compliance with a statement on professional ethics. This recommendation will be added to the candidate's portfolio by the Library Human Resources Administrator.
 - By May 1, the Fixed Term Faculty Advancement Committee reviews the portfolio, issues a recommendation with reasoning to the Personnel Committee and provides a copy to the fixed term faculty member. This recommendation will be added to the candidate's portfolio by the Library Human Resources Administrator.
 - By May 15, the Personnel Committee reviews the portfolio, issues a recommendation with reasoning to the Director and provides a copy to the fixed term faculty member. This recommendation will be added to the candidate's portfolio by the Library Human Resources Administrator.
 - By June 1, the Director renders a decision and provides written notification to the fixed term faculty member, the library Personnel Committee, and the Fixed Term Faculty Advancement Committee.
 - University grievance procedures are available pursuant to the *ECU Faculty Manual*.
- b. Advancement in title from Library Associate Professor to Library Professor will require two external reviews, with the reviewers selected by the Fixed Term Faculty Advancement Committee. At least one of these reviewers will be selected from the list of three names provided by the candidate. External reviewers must possess the credentials and experience to provide an objective and knowledgeable assessment of the candidate's work. The external reviews will be added to the portfolio by the Fixed Term Faculty Advancement Committee prior to its review and recommendation to the Personnel Committee.

C. Performance Review of Tenured Faculty

Performance review of tenured faculty will follow procedures outlined in the *ECU Faculty Manual*. Academic Library Services uses the block method of performance review of tenured faculty. The Tenure Committee shares the timetable and current standards with the Director and faculty in accordance with established University policies.

D. EPA Non-Faculty

The recruitment and selection of EPA non-faculty personnel shall be conducted in accordance with state regulations and established University policies. While not required, search committees should generally be appointed by the Director for the selection of EPA non-faculty personnel. Appointments may be "employment at will" or for a stated definite term subject to continuation or discontinuation at the discretion of the Chancellor. Salaries for such appointments shall reflect the duties assigned to the position, the qualifications of the selected individual, labor market conditions, consideration of internal equity, and available funding.

The evaluation of EPA non-faculty personnel is a continuous process. It is designed to assist individuals in their professional progress by recognizing and reinforcing appropriate

activities and identifying areas in need of improvement. Annual evaluations are based on (1) effective performance of job responsibilities; (2) research/creative activity, if applicable; and (3) professional service, if applicable.

Job responsibilities

ALS expects EPA non-faculty personnel to demonstrate competence and evidence of developing excellence in their primary area(s) of responsibility. Library EPA non-faculty support the core-mission activities of the University in many ways, and their primary responsibilities vary depending on their particular positions within the Library.

Research/Creative Activity

In some instances, the responsibilities of EPA non-faculty personnel may be engaged in or uniquely supportive of research, scholarship and/or creative activity and in dissemination of results through publication or public service. Such activities must be measured by standards of quality, not merely by quantity.

Service

ALS considers service to the University and to the Unit an important aspect of performance for all EPA personnel. In some instances, EPA non-faculty personnel may also engage in professional service at the local, state, regional, or national level. The highest level of professional service is that which enhances the academic credibility of the University.

1. Annual Evaluation of EPA Non-Faculty Members

Annual evaluation of EPA non-faculty members shall be made by the Director based on the three dimensions of performance discussed above and on the individual's progress in accomplishing his or her annual goals. Weights are negotiated at the time of appointment and subsequently, at the beginning of each evaluation period. The Director, in consultation with the individual and the head of the operational service (if applicable) shall determine the relative weights (percentage of commitment) to be assigned to each dimension for that evaluation period.

The goals for the upcoming year shall be agreed to by the Director and the individual. The goal-setting process is a collegial process that, for those EPA non-faculty members who do not report directly to the Director, also involves input from the relevant head of operational service, assistant director, or associate director. The individual's goals should support the Unit and University goals. The goals document is placed in the individual's personnel file to be used in the next annual evaluation.

Each EPA non-faculty member reports on progress in accomplishing goals as part of the individual's annual report. All EPA non-faculty members submit their annual report to the Director; individuals who do not report directly to the Director also submit their annual reports to the relevant head of operational service, assistant director, or associate director (supervisor), who prepares a written assessment covering all relevant dimensions for use by the Director in writing the individual's annual evaluation. The individual's annual report, the supervisor's assessment, and the Director's annual evaluation are all important documentation of the individual's accomplishments, progress, areas of strength and areas where improvement is needed, if any. Each party has an important role to play and is responsible for completing the required documents in a timely and accurate manner.

2. Criteria for Annual Evaluations and Performance Review

Below are lists of possible items that might be used in evaluating effective job performance and performance in the areas of research/creative activity and service. The location of any item on the three lists is not intended to imply a ranking of importance, nor are the lists intended to be exhaustive or mutually exclusive. Furthermore, the items on each list are not necessarily of equal weight, although in some instances, an indication is

given as to the importance of the activity. Items that are general in nature or apply to all EPA non-faculty personnel appear at the beginning of each list. It is always the responsibility of the person being evaluated to report accurately and clearly on activities.

a. Job Performance

The following apply to all EPA non-faculty personnel:

- Effectiveness in meeting annual goals
- Quality of work
- Productivity
- Contribution to the overall performance and enhancement of the Unit
- Understanding and application of contemporary practices and issues in field of practice
- Professional development and continuing education

The following may also be used to evaluate effective job performance:

- Development and implementation of techniques or methods that result in significant improvements in services or operations in the Library
- Grant proposals submitted or funded that relate to professional responsibilities
- Administration of grants that relate to professional responsibilities
- Special projects and assignments
- Collection development and management
- Providing effective access to library resources and materials
- Service to patrons
- Instruction
- Planning and assessment activities
- Creation and development of instructional, marketing, informational and evaluation materials and tools
- Supervision of EPA and/or SPA personnel, students, interns and volunteers
- Effective leadership and management of areas of responsibility
- External relations and donor stewardship
- Facilitation of a positive team environment
- Providing expertise in a professional capacity
- Exhibits or presentations related to professional responsibilities

b. Research/Creative Activity

When conducted, the expectations are that these activities will be of high quality and enhance the credibility of the Unit and University. No distinction is made between print and electronic formats. With co- or multiple-authored works, the contribution of the individual to the work must be made clear. Such activity might include, but is not limited to the following:

- Journal articles
- Scholarly books
- Articles or invited contributions in professional publications
- Book chapters
- Proceedings
- Research presentations
- Presentations or poster sessions at meetings of professional associations (e.g. presenter, panelist, facilitator, moderator)
- Technical and evaluative reports or case studies published as a result of applied research
- Development of research grant proposals
- Administration of research grants

- Books edited
- Journals or special issues of journals edited
- Encyclopedia entries
- Book reviews
- Published annotated bibliographies
- Exhibits and catalogs
- Abstracting and indexing
- Creative activity in service of the profession
- Other new and creative professional contributions that are disseminated and have significance beyond the University

Materials that have been accepted for publication but not yet published are considered under the appropriate categories above. Works in progress are considered during the annual evaluation; factors affecting the weight given to works in progress include the type of work, anticipated completion date, and potential for publication.

c. Service

A strong service profile at the Unit and University levels is highly valued. Unit committee service is expected. Service on University level bodies such as committees, task forces and working groups, is encouraged, particularly if the service is relevant to the individual's job responsibilities.

Additional activities may include:

- Advisor for student organizations and activities
- Development of grant proposals related to service
- Administration of service grants and contracts
- Serving on editorial boards as a manuscript reviewer
- Producing newsletters, columns, or other publications directly related to professional responsibilities/expertise
- Webmaster for professional organizations
- External reviewer for granting agencies
- Community service, activities, or presentations directly related to professional responsibilities/expertise, including articles and reviews in popular publications, service on committees, commissions, and boards
- Consulting related to professional or University responsibilities
- Adjudicating (e.g., serving as a judge for academic or musical competitions)

3. Discontinuation of EPA Non-Faculty and Grievances

Discontinuation of EPA non-faculty personnel may occur in accordance with state regulations and established University policies. EPA non-faculty may secure review of decisions concerning discharge for cause or other disciplinary action, or other grievances related to interpretation and application of personnel policies, through the process and procedures established by the University.

Section VI. Procedures for Meetings within the Unit

The Director appoints and determines the duties of Library-wide administrative committees and task forces. These groups may be continuing or *ad hoc*. The Director shall provide to all personnel a list of current Library-wide administrative committees and task forces each May, including the charges and length of terms of members. These groups shall report to their respective assemblies at least annually. These assemblies shall review these reports and provide input or recommendations as appropriate.

ALS personnel are expected to attend meetings of their operational service and other groups of which they are a part. Participation is an important responsibility of all staff. Minutes shall be kept by the EPA Assembly, SPA Assembly, Director's Council, Director's Executive Committee and other

groups as requested by the appointing authority. The minutes, except for those dealing with personnel matters, shall be distributed to all staff.

A. EPA Assembly

Meetings shall be held at least monthly during the academic year, and during the summer months as needed. The Library Director or the President of the EPA Assembly may call a meeting. One-fourth of the members may present the president with a request for a called meeting. Meetings are conducted according to procedures in the latest edition of *Robert's Rules of Order, Newly Revised*.

B. Director's Council

The Director's Council shall determine the frequency of its meetings. The Director or majority of council members may call additional meetings as needed. Meetings are conducted according to procedures in the latest edition of *Robert's Rules of Order, Newly Revised*.

C. Operational Services Meetings

Each operational service shall hold regular meetings to share information, plan departmental activities, address issues, and consider procedures being developed.

Section VII. Voting by Faculty Members

A. Procedures for Approval of Major Planning and Assessment Documents

The Director shall make available to ALS copies of the Unit's major planning documents, assessment documents and other major reports, allowing five working days for review. When possible, a straw vote will be taken on these documents. Voting faculty members shall vote to indicate their approval or disapproval of the documents. A majority vote is required for approval.

B. Unit Academic Program Review

The unit academic program review shall be conducted according to established University policies and procedures.

Section VIII. Budget, Annual Report and Salary Increases

A. Budget and Annual Report

The Director shall prepare the budget and annual report in consultation with the administrative staff and discuss them annually with Library personnel.

B. Procedure for Developing Criteria for Salary Increases

Annual Evaluation materials will be considered by the Director in discretionary salary allocations. When discretionary salary increases are authorized, the Director and the EPA Assembly shall meet to discuss priorities and procedures for developing criteria for salary increases, including but not limited to equity, compression, and merit, as allowed by established University policies. The Director reports a summary of salary recommendations to the EPA Assembly.

Section XI. Amendment of Code

When the EPA Assembly determines the need for revising the Code, or when the number of tenured faculty falls below six, a code unit proposal committee shall be selected in accordance with Section IV, C, 1. This Code may be amended by an affirmative vote of a majority of all permanently tenured faculty members of Academic Library Services, provided that the amendment has been submitted in writing to each EPA Assembly member at least seven calendar days prior to the date of the vote, and provided that it is subsequently approved by the Unit Code Screening Committee, the Faculty Senate and the Chancellor of East Carolina University.

This Code shall become effective immediately after its approval by a majority of the permanently tenured faculty of Academic Library Services, the Unit Code Screening Committee, the Faculty Senate and the Chancellor of East Carolina University.

Faculty Senate Agenda

April 21, 2015

Attachment 10.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Reorganization of the College of Business to include the School of Hospitality Leadership

Units presently comprising the College of Business and the School of Hospitality Leadership, propose reorganizing as one college. This college will be entitled the College of Business, with confirmation of a final college name expected on or before January 1, 2016. The proposed reorganization becomes effective upon approval of this proposal and associated provisional code by the Educational Policies and Planning Committee, the Faculty Senate, and the Chancellor. The provisional code will remain in effect until superseded by one or more final approved unit codes or three academic semesters, whichever occurs first.

Approved unit codes for each of these organizational units are incorporated in this Provisional Code by reference. While the Provisional Code remains in effect, these units will continue to operate in accordance with their respective approved unit codes and/or approved college, school, and/or department standard operating procedures and guidelines for all matters including, but not limited to, voting faculty eligibility; graduate faculty criteria; all curriculum-related matters; faculty workload assignments; evaluations for appointment, reappointment, promotion and tenure; salary and compensation matters; and performance review of tenured faculty, except where university policies do not permit. In all cases where conflicts arise, established university policies, rules, regulations, and standard operating procedures prevail. Some guidelines under which the respective units operate are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

RE: Memo for Move of SHL to COB

To: Siguaw, Judy; Stellwag, Edmund J; Reaves, Rita

Cc: Eakins, Stan; Gibson, Shanan; O'Halloran, Robert

Ed, Sorry for the informality but please use this email as my memo of concurrence. I am very appreciative for the process involved—very open and transparent with full faculty participation. The new location for Hospitality Leadership within the COB looks to be excellent. This is an exciting outcome. I fully support this relocation. I can follow up with a formal memo but am off to BOG activities and then to Plymouth for economic development meeting. Regards to you and the Committee, RonM

To: Dr. Edmund Stellwag and Members of the EPPC

From: Dr. Judy A. Siguaw, Dean and Professor, College of Human Ecology

Date: April 9, 2015

Subject: VOTE ON THE PROPOSED RELOCATION OF SCHOOL OF HOSPITALITY LEADERSHIP

I have received notice that the tenured faculty members of the School of Hospitality Leadership (SHL) have unanimously voted to approve the provisional code to merge into the College of Business. In

accordance with the Faculty Manual, Part 4, Section 3.4e, I am filing a vote of concurrence with this move.

cc: Dr. Stan Eakins, Dean and Professor, College of Business
Dr. Ron Mitchelson, Provost and Vice-Chancellor of Academic Affairs

To: Dr. Ed Stellwag, Chair, Educational Policies and Planning Committee
From: Stan Eakins, Dean, College of Business
Date: April 9, 2015

As Dean of the College of Business, I request that the Educational Policies and Planning Committee approve the Code to Reorganize and Provisional Code of Operations for the School of Hospitality Leadership and the College of Business at its April 10, 2015 meeting. The need for a provisional Code stems from the University's decision to formally implement the Final Report of the University Committee of Fiscal Sustainability; a significant recommendation of the Report being the consolidation and/or merger of colleges. With the forthcoming dissolution of the College of Human Ecology, schools and departments housed within it have had to identify new Colleges to join based upon the needs of their students, compatibility of scholarship, and alignment of strategic goals. In November 2014 the faculty of the School of Hospitality Leadership (SHL) held a series of faculty meetings as well as meetings with Deans Glen Gilbert and Stan Eakins. Considered at this time were topics such as code compatibility, teaching loads, future growth opportunities, tenure expectations, and SHL's strong desire to remain an independent school. After meeting with the Deans, the SHL faculty held a discussion that ended with a straw poll vote of all faculty. The outcome was that the faculty of the School of Hospitality Leadership voted to proceed with the discussion for a move to the College of Business (COB).

Concurrently, the COB was actively researching the viability of integrating the SHL program while maintaining its AACSB accreditation. While the programs have many similarities, AACSB puts forth very specific requirements and COB faculty were understandably concerned about anything that might jeopardize their accreditation. After examination of several other large business schools and discussions with deans from these other programs, the COB felt certain that integrating the SHL was viable and could be easily handled within the AACSB accrediting framework.

In December a committee jointly comprised of faculty from the School of Hospitality Leadership and the College of Business was formed to draft the provisional code that would govern the School of Hospitality Leadership joining the College of Business. They completed their draft in March and it was shared with both faculties via meetings. Following one minor revision to the language, the code was voted upon. The School of Hospitality Leadership vote (3/23/2015) was unanimous and 90% of faculty from the College of Business (4/3/2015) affirmed the Code via confidential electronic voting. Thank you for the consideration of our proposal. Faculty from both units look forward to moving forward with this move and the opportunity to identify synergies that will improve both. If you have any questions, I am more than happy to provide further input.

Faculty Senate Agenda

April 21, 2015

Attachment 11.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Proposed Provisional Code for the Reorganized College of Business

Preamble: This provisional code allows for faculty participation in and establishes procedures for the College's internal affairs and is consistent with all applicable provisions of the *East Carolina University Faculty Manual*, *East Carolina University Policy Manual*, and all policies established by, or under delegated authority of, the University of North Carolina Board of Governors, the East Carolina University Board of Trustees, and/or the Chancellor.

Organization of the Unit:

College of Business units—

Department of Accounting

Department of Finance

Department of Management

Department of Management Information Systems

Department of Marketing and Supply Chain Management

The departments listed above will continue to operate under approved standard operating procedures, guidelines, and the unit code of the College of Business, incorporated herein by reference [<http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/businesscode.pdf>], except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The School of Hospitality Leadership will continue to operate under approved standard operating procedures, guidelines, and the unit code of the School, incorporated herein by reference [<http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/hospitality.pdf>] except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The unit administrator from the School of Hospitality Leadership will be a voting member of the COB Executive Committee. Additionally, the faculty of the School of Hospitality Leadership will elect a representative from the School to serve on the College of Business' Faculty Advisory Committee. When there is no representation from this unit on university level committees and boards, the College of Business representatives will represent all units of the reorganized College. To facilitate greater collaboration among members of the reorganized College, the voting faculty and/or the Dean will provide opportunities for representation through new or expanded College-level leadership groups, standing or ad hoc committees, and teams, as appropriate.

Enabling: This provisional code becomes effective after review and approval by the Educational Policies and Planning Committee, the Faculty Senate, and upon final approval by the Chancellor of East Carolina University. It will remain in effect until superseded by one or more approved unit codes.