The purpose of this handbook is to provide practical information that we hope will help you in your work as a faculty member in the College of Fine Arts and Communication at East Carolina University.

The College was formed on July 1, 2003, with Mike Dorsey serving as interim dean. Under his leadership, the four units were joined—the School of Art (now the School of Art and Design), the Department of Communication (now the School of Communication), the School of Music, and the Department of Theatre and Dance (now the School of Theatre and Dance)—and the foundation was set in place.

In November, 2004, Jeff Elwell became the first permanent dean of the college. In the past five years, East Carolina University has moved through a variety of changes. We’ve adopted the Banner system for payroll and human resources. We’ve moved to a singular web design platform (Commonspot). We’ve responded to changing educational needs in the region, and changing educational direction from the offices of the President and the Chancellor.

Today, the College office serves as the interface between university-level administration and the day-to-day activities of each school. With personnel in fundraising, marketing, diversity outreach, finance, and human resources, we work behind the scenes on behalf of your endeavors in the classroom and the profession.

*Welcome to the College of Fine Arts and Communication!*
Mission Statement
College of Fine Arts and Communication

The mission of the College of Fine Arts and Communication is to serve the educational, research, creative, and leadership missions of East Carolina University. The College focuses on communication as well as fine and performing arts and engages in instruction, research, creative activities and service in these areas.

The College promotes an understanding of past and present cultural accomplishments and provides the community and the people of the region with access to communication studies as well as fine and performing arts. This is demonstrated through professional and creative activities, including research, exhibition, performance, and teaching.

The College seeks to develop the creative and intellectual potential of our students and faculty by providing an atmosphere that encourages learning, creative thinking, artistic excellence, and ethical behavior. The College provides a nurturing atmosphere where gifted and talented students may grow and develop to their full potential and be prepared for state, national, and international leadership roles. The College recognizes and encourages life-long learning and is committed to the use of appropriate technologies and pedagogies.

—Approved by CFAC Faculty 2003
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Academic year
Most faculty think of the “academic year” as fall, spring, and summer semesters. The budget year at ECU (what university officials refer to as the academic year) actually begins with the first day of the second session of summer school of one year, includes fall semester of that year and spring of the following year and concludes with the closure of examinations in the first summer session of the following year. Example: Budget year 2009-2010 extends from the beginning of the second summer session of 2009, through fall 2009 and spring 2010 and ends at the conclusion of the first summer session in 2010. This is in contrast with the “fiscal year” which extends from July 1st of one year to June 30th of the next year.

Academic calendars
The official academic calendars (http://www.ecu.edu/cs-acad/fsonline/senate/fecalend.cfm) provide critical information about final examination schedules, deadlines, breaks and holidays for each semester. Be aware that the university may declare a make-up day that shifts classes from one usual meeting day to another for a given week.

Advising
Each school in the college handles the advising process differently. Please check with your director to learn the appropriate procedures in your area.

Annual report
All faculty submit an annual report using SEDONA. The annual report covers all activity related to teaching, research and grant activity, service, and honors or awards for the faculty member from April 1 of a given year to March 31 of the following year. It is advantageous for new faculty to review the form at the beginning of the academic year in order to prepare themselves for completing the annual report toward the conclusion of their first academic year. The specific due date for the Annual Report, typically March 31, is set by the Dean. The annual report is a key element in the annual evaluation of faculty performance. Activities reported in SEDONA are used to evaluate the performance of each faculty member, unit, the college, and the university as a whole. Financial decisions affecting the university are made at the University of North Carolina level based on data gathered in SEDONA. Annual reports generated through SEDONA are the basis for merit raises for faculty members. Accurate and complete reporting is important both to the institution and the individual. See “SEDONA.”

Banner
Banner is an integrated information management system that ECU uses for a variety of purposes (i.e. registration, advising, course management, human resources, and finance). It can be accessed via ONESTOP using your PirateID and password. Faculty should commit their personal Banner number to memory since it is required to complete numerous forms. Your Banner number can be identified through ONESTOP. To sign up for training to use Banner, go to the ‘Faculty & Staff Training’ heading on ONESTOP.

Catalogs
ECU publishes Undergraduate and Graduate catalogs annually and makes them available to faculty, students and staff online (http://www.ecu.edu/cs-acad/aa/SrebCatalog.cfm) and, to a more limited degree, in print. Information about the university, including university policies, academic advisement, the university calendar, grading, and many other aspects of university life is available in the first section of the catalog. The catalogs contain academic program descriptions, curricula, and course descriptions. The course descriptions guide the content of all courses taught at the university.
College meetings/events
CFAC convocations are scheduled in August and April. All full-time faculty are expected to attend college convocations.

The ECU commencement schedule can be found at http://www.ecu.edu/commencement/. Faculty are requested to wear their academic regalia. Faculty who do not own regalia can rent it through Dowdy Student Stores (the ECU book store on campus). Information about regalia rental and its cost is distributed via email several months prior to commencement.

Committee membership
There are many opportunities for faculty to serve on school, college and university committees. Faculty should work with their directors in developing their committee service plans. Although time intensive, committee work serves as an important means of networking with faculty from other disciplines.

Conflict of interest
All faculty members and EPA staff must disclose possible conflict situations at least annually. The proper form is located at http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixi/iA.htm.

Research faculty and their institution may develop relationships with external entities during the course of their professional activities that raise actual or potential conflicts of interest and commitment. Such conflicts are common in any active academic research enterprise and can be viewed as a sign of success for the institution and its faculty. The relationships that engender the conflicts may also have many beneficial aspects for the research enterprise, the institution and the public. However when they exist, conflicts must be managed properly to maintain faculty professional objectivity, the integrity of research process, and professional and academic standards.

ECU’s Policy on Conflict of Interest and Commitment defines what constitutes a conflict and how it is to be reported and managed. Briefly:
- Disclosure: All faculty members and EPA staff must disclose possible conflict situations at least annually. A simple disclosure form will be sent to you in the Spring of each year by your unit. For the definition of conflicts of interest and commitment see the policy statement.
- Conflict Management: Conflicts of interest, if they exist, shall be managed through a formal conflict management plan that will include an appropriate combination of management tools such as formal disclosure, monitoring, reduction of the conflict, and/or divestiture of the relationship that engendered the conflict. For more information, contact Dr. Alan Schreier, Coordinator, University Compliance, 328-9470.

Dogs and other animals on campus
With the exception of seeing eye or leader dogs for those with visual impairments, privately owned animals are NOT permitted in any buildings on campus.

Emergencies
In the event of an emergency, call 911. If the call is made from a campus telephone, it will automatically be routed to campus police. In the event of a campus emergency, department chairs will notify faculty who, in turn, will inform students in classroom buildings and on-line of the specific emergency and the actions that should be taken. If the emergency is one that requires people to stay away from campus, a vice chancellor will notify faculty and students about the appropriate action to be taken. Because it is necessary to be able to quickly contact students and faculty in face-to-face classes in case of emergency, instructors should avoid making any classroom changes without prior approval from their department chairs and notification of their department secretaries.

All employees may sign up to receive emergency text messages at http://www.ecu.edu/cs-ecu/alert/form/Student_Instructions.cfm. In addition to registering for text messages, the ECU website often contains alert messages regarding the potential for inclem-
Emergency procedures
The ECU Office of Environmental Health and Safety offers an Emergency Procedures manual for ECU faculty and staff outlining topics such as basic rules for personal safety, serious injury, fire, crime in progress, evacuation of the disabled, bomb threats, animals on campus, hazardous spills and gas leaks, severe weather, and more. Faculty should review this manual annually, in advance of actually needing the information provided. Additional resources including ECU Alert, ECU Emergency Announcements, Asbestos Awareness, and more can be found, along with a pdf of the manual, at http://www.ecu.edu/cs-admin/oehs/emergency/Emergencyprocedures.cfm.

Endorsement of products or services
As a representative of a public institution, faculty should NOT endorse any commercial or private businesses, equipment, services, or other resources. If you have any questions, contact Donna Payne, University Attorney, at 328-6940.

Equipment
The university is self-insured. For this reason, it is imperative that all faculty and staff comply with their unit’s annual internal equipment inventory audit. A complete listing of employees and the equipment assigned to them is updated annually, forming the basis for insurance policy payments and other financial decisions.

There are specific procedures governing the removal of equipment no longer of use to an individual. As a rule, if the equipment was purchased by the university, check with the financial officer in your school to learn the proper way to surplus or transfer the property.

Faculty evaluation and weighting
The Faculty Manual and School’s Code of Operations specify the parameters for assigning weights (proportion of effort) to teaching, research/creative activity, service, administration, and other duties relative to faculty evaluation. Faculty members determine their specific weightings annually through discussion with their director/department chair/area coordinator. Service may be weighted no greater than either teaching or research/creative activity. Please refer to your school’s Code of Operations and the ECU Faculty Manual, Appendix C (http://www.ecu.edu/fsonline/manual/facultymanual.cfm).

Facility maintenance
Faculty and staff are the eyes and ears of Facility Services, Housekeeping and Information Technology and Computing Services (ITCS) at East Carolina University. If you notice a deficiency in your office, classroom and/or building, report it to an appropriate staff member in your office. The nuances of our institution make direct reporting of a deficiency inappropriate (except in the case of most computers and related equipment), in that some requests require financial remuneration.

The university employs professionals in carpentry, plumbing, painting, moving services, HVAC and a number of other trades, and is usually more responsive than you may have experienced in the private sector.

Giving
Giving
As a member of the East Carolina community, you play an important role in the evolution of our university. Faculty and staff are encouraged to make a gift and become a donor to the university. Gifts can support scholarships; a specific program, department or school; or can be directed by the donor for a specific purpose. Your gift may be made in a variety of ways including payroll deduction, online, in person, or by mail. Please contact Mary Jane Gaddis, 328-1268, or Nancy Ball, 328-1505, for complete details on giving. Your gift, no matter the size, shows your support of East Carolina University.

Graduate faculty teaching status
This process can be initiated through your school’s Director of Graduate Studies.
Grants
The CFAC is strongly committed to providing support for a number of competitive awards designed to encourage and enhance research, creative and scholarly activities for all members of the College faculty.

Internal—Research and Creative Activity Grants
College of Fine Arts and Communication Research and Creative Activity Grants (RCAG) will support innovative research and creative projects. These funds are being provided to enhance the reputation of the individual faculty member, the schools and the college.

Multiple awards will be given for projects that support faculty research or creative activity that may or may not enhance the prospects for obtaining outside support. RCAG funds are available to scholars from all disciplines and can be used for projects during a twelve-month period as necessary by the applicant. These may include, but are not limited to, supplies and equipment, travel, stipends for research assistants, fees for permission to publish, as well as other support for publication, performance and exhibitions. Recipients of a RCAG are encouraged, but not required, to submit a proposal for outside funding. Awards will be made up to $8,000, with the number of awards and the amount of funding for projects determined on an annual basis by the RCAG Administrative Council. The application deadline is March 15.

The RCAG Administrative Council will be comprised of the CFAC Dean and Directors of the School of Music, The School of Theatre and Dance, The School of Communication and The School of Art and Design. The RCAG Administrative Council will rank the proposals based on the composite average of all scores and will decide how many proposals to fund and at what level. Find the application and additional information at www.ecu.edu/cs-cfa/resources/cfm.

Outside the University—Applying for external support
When considering external support, contact grant liaison Michael Crane (cranemi@ecu.edu or 328-5386) well in advance of your deadline to discuss the nuances of your project. Specific schedules are set by the Office of Sponsored Programs to assist the institution. In general, the more complex your proposal, the longer the lead time required. For any given proposal, ECU requires the completion of three to seven processing forms, some requiring multiple administrative signatures. Plan accordingly.

Institutional review board
Official University and Medical Center Institutional Review Board (UMCIRB) approval must be received prior to data collection associated with any research project or study. The web site (http://www.ecu.edu/irb/index.html) provides instructions, forms, review dates and helpful tips for submitting a proposal.

Prior to engaging in research, all individuals must complete the “Mandatory Education Requirement” Institutional Review Board training modules related to ethics in research (available online at http://www.ecu.edu/cs-cfa/rgs/irb/educatioin-modules.cfm then select www.citiprogram.org). Instructors who require students to undertake a research project as a course assignment, even if that project is just a class survey, must have the students complete the training modules and submit a UMCIRB proposal for the research projects. The UMCIRB training must be recertified every three years.

Keys
Faculty can contact their directors to request keys to their individual office. Security is an on-going concern at the university. Be sure to secure laptop computers and all personal belongings, lock office doors when leaving, lock classroom cabinets that contain computers, and keep track of keys. Never put yourself and others at risk by propping open a door that should remained closed.

Locked out of office
Faculty and staff who are locked out of their offices or classrooms after hours can contact campus police at the non-emergency number (328-6787).
News
In addition to its impact on unit funding, reporting your activity (and that of your students) has a cascading impact on recruitment and marketing. Please send news leads to Michael Crane (cranemi@ecu.edu, 328-5386, and report any completed activity using the same contact information. Outlets include, but are not limited to the following.

**College of Fine Arts and Communication**
- College and school websites
- Notable, the semi-annual collection of faculty activity
- REVUE, the annual full-color college alumni and friends magazine
- Tones, the School of Music alumni and friends newsletter (report items to Harley Dartt, darttw@ecu.edu)
- Press releases
- Annual Fund telethon and direct mail campaign information
- Brag sheets requested from the Chancellor and the Board of Trustees
- Speech material for the Dean

**News Bureau** ([http://www.ecu.edu/news/](http://www.ecu.edu/news/))
- Pieces of Eight, a monthly faculty newspaper available on-line at www.ecu.edu/cs-admin/news/poe/poehome.cfm
- @ECU, a listing of stories the News Bureau has placed, or is trying to place
- Daily Clips, the News Bureau’s clipping service covering the university and issues related to it, from a local, state and national perspective

**Other outlets on campus**
- The student newspaper, “The East Carolinian” (TEC), is available online ([http://www.theeastcarolinian.com/](http://www.theeastcarolinian.com/)) and in print at many distribution sites on campus.
- **EAST** magazine is produced quarterly by University Marketing in conjunction with the Alumni Association: [http://www.ecu.edu/cs-admin/mktg/east/About-East-Magazine.cfm](http://www.ecu.edu/cs-admin/mktg/east/About-East-Magazine.cfm)
- **Serveire**, a quarterly publication of the Alumni Association
- **Edge**, an annual magazine featuring research and creative activity: [http://www.ecu.edu/news/](http://www.ecu.edu/news/)

**Office hours**
*According to the Faculty Manual:*
Faculty who are employed at least half–time must post on their office doors the hours during which they are available in their offices to consult with students (called office hours). In addition, they must inform their director of those hours every semester. Full-time faculty must maintain at least five office hours per week, preferably one hour per day or distributed throughout the work week. Faculty who work less than full time should consult their department chairs in determining office hours.

**Orientation**
Orientation for new faculty take place at the school and university level. Faculty can familiarize themselves with College and University guidelines, policies, and procedures by reviewing the ECU Faculty Manual ([http://www.ecu.edu/fsonline/](http://www.ecu.edu/fsonline/)).

Information about the ECU New Faculty Orientation can be obtained by contacting The Center for Faculty Excellence at 328-1426 or visiting the web page ([http://www.ecu.edu/cfe/](http://www.ecu.edu/cfe/)). The campus-wide orientation incorporates face-to-face training sessions, networking opportunities, and much more information via CD and a Blackboard web site.

**Parking by faculty, students and guests**
All parking on campus requires a permit 24 hours per day, seven days per week unless otherwise designated. Permits for students and guests are available for a fee from the ECU Traffic and Parking Office. The fee for a one-day Visitor permit for East campus is $4, and a one-week Visitor permit is $10. Visitor permits are available at the Department of Parking and Transportation Services, 305 E. Tenth Street ([http://www.ecu.edu/parking/](http://www.ecu.edu/parking/)).
Problem solving
New faculty are encouraged to seek the guidance of their directors as they confront issues or problems.

Purchasing/petty cash reimbursement
All work-related purchases for which faculty anticipate requesting reimbursement must first be approved by the director. The use of petty cash for minor purchases is not commonplace. School personnel are experts in processing payments for a variety of goods and services. Please discuss your needs with them well in advance of your planned expenditure, and they will advise the best way to handle the situation. Also, the school handles ordering of supplies that are charged to grants.

Racial and ethnic harassment
“Racial and/or ethnic harassment endangers the environment of tolerance, civility, and mutual respect that must prevail if the university is to fulfill its mission. Members of the university community will not condone such harassment…..It is the responsibility of members of the university community to strive to create an environment free of racial and/or ethnic harassment.” (Faculty Manual, Appendix W2-3)

Recycling
Faculty are encouraged to recycle their paper, plastic, and aluminum products. Use the recycling bins located in all facilities.

Relationships with students
Faculty may not date or have “amorous relations” with students who they evaluate, advise, or supervise. Moreover, faculty may not evaluate or supervise a student who is related to them by blood, law, or marriage. (Faculty Manual, Appendix U and V). “Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the University is to fulfill its mission.” (Faculty Manual, Appendix V-3)

Room reservations and changes
All face-to-face classes are assigned to a classroom for the entire semester and have priority for the use of that space. Any changes in classroom locations require approval of the director and notification of the appropriate office personnel. Each school maintains an accurate list of room assignments to ensure that students and faculty can be contacted in case of emergency. Since classroom assignments are made one semester in advance, faculty should inform the director of any special space needs.

Security
Campus security requests that faculty and staff secure their offices and belongings. If you or someone you know is a victim of a crime, please report it to ECU Campus Police (911 for emergency or 328-6787 for non-emergencies). Anyone can use the blue light emergency phones on campus, which connect directly to police telecommunications and indicate the location of the caller. For more information, go the website for campus police http://www.ecu.edu/police.

SEDONA
This web-based database program (http://www.sedonaweb.com) enables faculty members to continually update their information regarding publications, grants, presentations, abstracts, and other elements of their professional activity. The information can then be easily accessed for the faculty’s annual report or compiled into various school or college administrative reports. For presentations on SEDONA, see http://www.ecu.edu/cs-acad/eje/sedona.cfm or contact Dr. Susan Beck Frazier at beckfraziers@ecu.edu or 328-2481.

Severe weather
The eastern North Carolina geographical area is periodically affected by severe weather conditions, particularly hurricanes and accompanying tornadoes or the occasional accumulation of ice and snow. Please refer to the ECU severe weather website http://www.ecu.edu/cs-admin/oehs/emergency/severe-weather.cfm for information and website links about preparing for and responding to severe weather conditions. The university also provides recorded announcements concerning any cancellations or
schedule changes due to weather conditions or emergencies on the Campus Emergency Information telephone, 328-0062.

**Smart classrooms**
The classrooms frequently used by College of Fine Arts and Communication faculty are equipped with projectors that can be used with personal laptops or with the computers located in the rooms. Faculty should complete an orientation on the use of this equipment, which can be arranged by contacting Mike Dixon, the College instructional technologist (328-6567). Although the keyboard, mouse, and projector remote control are not locked in some classrooms, the cabinets that contain the computer are kept locked when not in use to ensure the security of the equipment. Due to the expense of the projector light bulbs, all faculty are requested to turn off the projectors after use.

**Supplies**
Faculty can obtain routine office supplies through their individual school. Consult the appropriate personnel about the availability of office supplies and to discuss specific requests.

**Textbooks**
Faculty teaching a course can obtain a “desk copy” of the textbook they are using for the course by contacting either the book publisher or Dowdy Student Stores. They may not re-sell any text received as a complimentary or desk copy. Disposal of these complimentary copies of textbooks can occur by returning them to the publisher or giving them to students. See elsewhere in this document for more details.

**Travel by faculty**
Faculty who are planning to travel on behalf of the University (such as travel to conferences) must complete and submit a “Banner Travel Authorization/Reimbursement for Travel Form” located at http://www.ecu.edu/cs-admin/financial_serv/forms/index.cfm. This document serves several functions: it provides permission to travel, reimbursement when appropriate, and also serves as a legal foundation for any potential insurance claim. Submit the completed form to your director at least two weeks in advance for in-state trips, at least three weeks in advance for out-of-state trips, and at least four weeks for out-of-country trips. This is a university requirement.

Reimbursement requests for travel should be completed as soon as possible so that it is approved, processed, and received in the university travel office no later than 30 days after completion of travel. Instructions for completing forms, specific per diem rates, and documentation required for reimbursement are also available on the web site. It is important to work closely with the appropriate office personnel on travel paperwork.

**University logo use**
Faculty and staff may use the university logo only for approved purposes and only if they do not alter it in any way. No one may design or use an alternative logo for any academic program or activity. Contact the Department of University Publications for additional information. The manual is online at http://www.ecu.edu/cs-admin/univpubs/customcf/pdf/Pubs_Manual_0108.pdf.
Teaching

Academic freedom

Excerpt from ECU Faculty Manual, Part III: “The East Carolina University faculty and administration believe that in writing or speaking each member of the faculty has the same rights and duties as any other citizen. They believe also that each faculty member in exercising his or her right of free speech must realize that in the minds of many people he or she occupies a representative position and that in consequence the reputation of the university lies partly in his or her hands. Therefore, it is his or her duty to safeguard the reputation of the university and of his or her colleagues with special care. East Carolina University accepts the following statement of principles made in 1940 by the American Association of University Professors.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter which has no relation to his or her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he or she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a person of learning and an educational officer, he or she should remember that the public may judge his or her profession and his or her institution by his or her utterances. Hence, he or she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not an institutional spokesperson.”

Please see the Faculty Manual, Part III, for academic freedom as it relates to political activity and leaves of absence (http://www.ecu.edu/fsonline/manual/facultymanual.cfm).

Academic integrity

Academic integrity is expected of all ECU students. Academic violations of the Honor Code include actual or attempted cheating, plagiarism, and falsification (see the student handbook, also called the Clue Book) for definitions of these terms (http://www.ecu.edu/es-studentlife/policyhub/academic_integrity.cfm). See Part IV of the Faculty Manual for more detailed information about academic integrity (http://www.ecu.edu/fsonline/manual/facultymanual.cfm).

Faculty members who suspect an academic integrity violation should inform the student of the charge. They should also document in writing what they observed or evidence of the violation, the names of any witnesses to the violation, and always notify the Director about the problem. The student is then called to an interview within 3 class days of the suspected violation. The interview includes the student and may also include a non-participating observer (student or faculty member). The faculty member making the charge is present with a faculty observer (department chair, associate director, director, etc.). The faculty member presents the charge and any supporting evidence and the student has an opportunity to respond. The faculty member can then dismiss the charge or find that it is supported. If the violation is supported, the faculty member assigns a failing grade for the course or some part of it. The faculty member then reports the action taken to the
ECU Office of Student Rights and Responsibilities (formerly Conflict Resolution). The phone number is 328-6824. If the faculty member determines that a failing grade in the course is not adequate action, the case can be referred to the Academic Integrity Board. The process is described in Part IV (Academic Integrity) of the ECU Faculty Manual.

Blackboard
ECU uses the Blackboard (Bb) web-based environment that faculty access using their PirateID and password on the ECU homepage by clicking on “Bb". The university automatically creates an empty Blackboard site for every course section. Instructors can request that content from the previous semester be ‘rolled over’ to the new semester site, multiple sections of the same course can be collapsed into one site, or both. Instructors assigned to a course previously taught on-line can check with the Chair about the availability of and opportunity to use Bb materials that already have been developed for a particular course.

Before the semester begins, the course Bb site will be ‘populated’ and student rosters created. It takes about 24 hours to add or drop students on an instructors' Bb class roster but the course roster that is located on OneStop will be amended immediately.

Class rosters
Instructors can access class rolls (rosters) via Banner as soon as they have a PirateID and a password. If they do not yet have a PirateID or are not listed as the instructor of record, they can ask the appropriate office personnel to retrieve a class roll on their behalf. After the first few weeks of the semester, the Registrar’s Office will request instructors to verify the names of all students enrolled in their courses. Instructions to do this are provided via email.

Collecting money from students
Instructors may not handle or collect money from students enrolled in their classes for any reason. Some courses already have special fees attached that are paid in the Cashier’s Office in order to complete registration for the class. If students need to submit funds for the purchase of course-related materials or activities, it should be paid at the Cashier's Office.

Conduct
Faculty Conduct: Faculty in the College of Fine Arts and Communication strive to promote an atmosphere of helpfulness, collaboration, and respect for each other, students, staff, and visitors. It is never appropriate for faculty to address sensitive student or collegial issues in a classroom, hallway, or other public environment. Instructors are strongly encouraged to use positive, non-demeaning strategies in providing redirection or constructive criticism to others.

Student Conduct: Disruptive, dishonest, or inappropriate classroom behavior interferes with the process of learning and is unacceptable. If student behaviors pose problems, faculty should consider discussing the problem with their department chair to identify appropriate solutions. Faculty should report continued destructive, harassing, or unruly behavior to the Office of Student Rights and Responsibilities (formerly Conflict Resolution) (328-6824; Mendenhall 210). Specific procedures for dealing with cheating and plagiarism can be found in the ECU Faculty Manual, Part IV, Academic Integrity, at www.ecu.edu/cs-acad/fsonline/manual/facultym manual.cfm.

Course content
Each course has specific objectives and content that were approved when the course was created and endorsed by the school, college, and university. Copies of the original course proposal should be held in the individual school office. The official course description and any prerequisites for the course are found in the current University catalog. While course instructors are obligated to address approved course content, they alone determine the depth of the information provided and the teaching methods used.

Course packs
Course packs are compilations of course materials (journal articles, handouts, notes) that are sold as a package to students enrolled in the course. These materials typically do not include the text. Instructors interested in making course packs avail-
able to their students can contact ECU’s Dowdy Student Stores (http://www.ecu.edu/studentstores/CoursePacks) and provide a completed course pack request form and course pack materials within the established deadlines. Dowdy Student Stores will obtain copyright permission, process orders, and calculate and collect royalties at no cost to instructors or their departments. A complimentary copy of the course pack is available to instructors upon request.

**Course prerequisites**
It is the instructor’s responsibility to assure that students have met course prerequisites indicated in the course description in the Catalog and should remind students of the prerequisites at the beginning of the course. If “consent of instructor” is indicated in the course description, it is recommended that faculty consult with the department chair, program director, or graduate director before waiving the prerequisites.

**Course selection**
ECU uses a four-digit numbering system to identify course level, with 1000-4000 level courses generally appropriate for undergraduate students, 5000 level courses for upper-division seniors and master’s level students, 6000-7000 level courses for master’s students, and 7000-9000 level courses for doctoral students.

**Disability support services**
ECU strives to be inclusive and supportive of individuals with disabilities. Disability Support Services is a primary resource for faculty, staff, and students for information and suggestions regarding disability-related accessibility and accommodation. Alternative testing environments and methods, note takers, readers, and interpreters are a few of the resources that are available to students with disabilities once they are certified to receive such services. Students should contact ECU Disability Support Services for information and assistance (www.ecu.edu/cs%2Dstudentlife/dss). Students who require special accommodations must be registered with ECU Disability Support Services and, at the beginning of the semester, should bring their instructor a letter from Disability Support Services identifying the accommodations they will need.

Instructors should include the following statement on every syllabus:

*East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support Services located in Slay 138 252-737-1016 (Voice/TTY).*

**Evaluation of teaching**
Peer Observation: Each school, in its code, has a process for arranging the evaluation of teaching. Please consult your code or director for more information. All faculty are encouraged to engage in the peer evaluation orientation program offered through the Center for Faculty Excellence. Go to http://www.ecu.edu/cs-acad/ofe/attachment2.cfm and click on Peer Classroom Observations for further information about the peer evaluation faculty orientation and process.

Student Opinion of Instruction Survey (SOIS): ECU requires that the SOIS be completed each semester, typically during the last full week of classes. Beginning Fall 2007, the SOIS survey will be completed online. The specific version of the SOIS to be completed is based on the type of course (face-to-face, laboratory, or field-based).

The Office of Institutional Planning, Research, and Evaluation will send each instructor an announcement with specific instructions to review with their classes. Each student will receive an email requesting completion of the SOIS survey for each of their courses and will continue to receive emails until they have completed the survey for each course. Survey results are returned approximately one month after the end of the semester to the instructor and the department chair.

**Examinations**
Computer scoring of exams: Instructors can require their students to provide an Opscan sheet (also called a “bubble sheet” or “answer sheet”) for entering and ultimately processing their exam responses. Instructors should announce this requirement at the beginning of the semester and well before any test date. Students can obtain Opscan sheets for a nominal fee
from the Student Store on main campus or any café on campus. Scoring of Opscan sheets that are submitted to Austin 103 (computer lab) on main campus has a 24-hour turn-around time. Opscan operation hours during fall and spring semesters are 8:30 to 5:30 Monday – Thursday and 8:00 -5:00 Friday. Visit http://author.ecu.edu/cs-ics/opscan.cfm for further information about Opscan Processing and to print the request form that must accompany requests.

Final exam schedule: Students enrolled in any ECU course must meet during the final exam period in order to satisfy the minimum contact minutes per credit hour. Adherence to the final exam schedule is required of all CFAC faculty. The Provost and Vice Chancellor for Academic Affairs must approve any exceptions. The schedule for final exams is not consistent with the course schedule and can be found in the front of the ECU telephone book, and online on the Faculty Senate web page in University Schedules (www.ecu.edu/cs-acad/sonline/senate/fscalend.cfm). Students can also access the final exam schedule for their courses via Banner. Instructors can review university final exam policies by accessing the ECU undergraduate or graduate catalogs and Part V of the ECU Faculty Manual.

Changes of the published exam schedule are made only for serious individual emergencies only with approval of the instructor, the student’s major chairperson, director, or dean. If a serious emergency exists, the department chair, director or dean will forward a written request that includes the nature of the emergency to the Office of the Registrar. Instructors should check the current policy on rescheduling an exam for students who have several exams on one day.

A student who is absent from the final exam without an acceptable excuse will be given a grade of F. Instructors can assign a grade of I ('incomplete') if the student misses the final exam and has a satisfactory excuse or an official excuse from the Dean of Students Office (328-9297; http://www.ecu.edu/cs-studentlife/ombudsman/).

Faculty absence
If an instructor plans to be absent from class for any reason, he/she must request approval from their director ahead of time and notify appropriate office personnel of the plans to have the class covered.

Grades
Posting grades: Exam and final grades cannot be posted in any manner (using ID number or any part of it or some personally identifiable characteristic). The Blackboard grade book, however, is secure and presents a convenient way to provide students electronic access to their exam grades during the semester.

Instructors must submit final course grades via Banner within 48 hours of the class exam period. Entering final grades in a Blackboard grade book does not submit the grades to the Registrar. Students have immediate access to final course grades once instructors have posted them on Banner (accessed via ONESTOP > Tools at https://onestop.ecu.edu/onestop/).

ECU Grading System: The university recognizes the following grade symbols for undergraduate courses: A= excellent; B= good; C= average; D= barely passed; and F= Failed. Graduate student grade symbols are: A= excellent; B= good; C= passed, F= Failure. Graduate students cannot be assigned a grade of D and the number of C grades they can earn is restricted (see current graduate catalog http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm). A graduate-level course with a grade of less than a B cannot be used to satisfy any part of the minimal credit hours required for a PhD or EdD degree.

Assigning an Incomplete Grade: Assigning an “I” ('incomplete') as a final course grade should be done with great care since it can affect students’ honor roll eligibility, scholarships, and financial aid. An incomplete is appropriate only for students who are passing the course at the end of the semester but who have remaining work to complete or for students who have missed a final exam but presented a satisfactory excuse, including an official University excuse from the Dean of Students Office (328-4297). When the student has completed the required coursework instructors must submit the “Removal of Incomplete” form no less than two weeks before the end of the next semester in which the student is enrolled at ECU or the incomplete will convert automatically to an ‘F’ grade (excludes summer). For students not enrolled at ECU, the incomplete must be removed within one year.
Grade Appeals: To contest a grade the student must talk first with the instructor assigning the grade. To appeal the instructor’s decision, the student must submit a written request to the instructor’s department chair before the end of the drop period in the next semester. The chair may request the instructor reconsider the grade, but assigning the grade is the instructor’s responsibility.

Instructional technology resources
Instructional Technology Consultant (ITC) Mike Dixon provides the following services:
- Solutions to integrate technology into classroom and online instruction
- Assistance with online course/program development
- Development of specialized course materials such as DVD video and podcasts
- Tutorial sessions on a variety of teaching tools, such as Blackboard
- Free advice on emerging technologies and potential best practices.

Contact Mr. Dixon at 328-6567 or dixonm@ecu.edu.

Reserve course materials in library
Instructors of face-to-face classes can submit hard copies of course materials to Joyner Library or the Music Library to be put on reserve but it is the instructor’s responsibility to obtain copyright permission to use the materials in their course prior to submission. It may take up to one week for the Library to process the materials and put them on reserve. Reserve materials are purged at the end of each semester unless otherwise requested.

Items available on-line through the E-Journal Locator (accessed via the Joyner or Laupus Library website) will not be put on reserve. Alternatively, instructors can download these and other materials or scan and convert materials to electronic files, and place them on the course Blackboard (Bb) site. For materials on reserve, instructors can submit reserve request forms and materials to the Joyner Library Circulation Desk (phone: 328-6518) or to the Music Library (phone: 328-6250). Additional information is available online at: www.ecu.edu/es-lib/accesssrv/circulation/reservepolicy.cfm or http://www.ecu.edu/es-lib/music/circpolicy.cfm.

Retaining student assignments
The instructor must retain all course materials substantiating grades for one year after assigning the grade.

Student attendance
Students are expected to attend classes, beginning with the first day of classes. The Dean of Students Office (328-9297) can issue an official University excuse for legitimate absences (religious holiday observances or participation in authorized professional or university activities). Instructors cannot penalize students for work they have missed during official university excused absences. Students seen by Student Health Services can obtain a verification of the date (not the reason) they were seen at the Health Service.

Student and faculty research
Students who are involved in data collection for their own research studies, hands-on course-related experiences, or faculty research projects must complete the “Mandatory Education Requirement” Institutional Review Board training modules related to ethics in research that are available on-line at http://www.ecu.edu/es-acad/rgs/irb/education-modules.cfm (click on www.citiprogram.org). Instructors who want to involve the students in their courses in a research project, even if that project is limited to a class survey, must have the students complete the training modules, submit a proposal, and obtain official University and Medical Center Institutional Review Board (UMCIRB) approval prior to data collection. The UMCIRB training must be recertified every three years.

Syllabus
A course syllabus is a legal contract with the students involved in your course. It details what is expected of them and how they will be evaluated. Instructors must distribute a copy of the syllabus to each student during the first few class meetings.
Every semester instructors are required to provide an updated electronic copy of each course syllabus to their director or designated personnel. Since a syllabus represents a contract with students regarding course requirements and grading, such information must be clearly described in the document.

The minimum content for a syllabus includes:
- Instructor’s name, location, contact information, and office hours
- Prerequisites for the course
- Description of course content
- Course-related behavioral objectives (should be learner centered and measurable)
- Course requirements, including:
  - textbook(s) (provide full citation(s)) and other required and optional course materials,
  - assignments (reports, readings, papers, projects, etc.),
  - quizzes and exams, and
  - attendance policy
- Weighting of each course requirement (sum must be 100%)
- ADA accommodation statement: East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support Services located in Slay 138. Phone: (252) 737-1016 (Voice/TTY).

It is also recommended that the date and time of the final examination be included [The schedule of course-related final exam times can be found under the ‘University Calendars’ section of the ECU Faculty Senate web page (http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm)].

Teaching assignments
Except under unusual circumstances, directors inform instructors about their teaching assignments at least two weeks before the beginning of the semester.

Textbooks
Orders: Except in certain circumstances, instructors self-select the textbooks they will use for a course they are teaching and order their selected texts through Dowdy Student Stores (the ECU bookstore) months before the beginning of the semester (mid-March for fall, mid-October for spring, and mid-February for summer). Instructors can either submit the textbook requisition for their courses online via http://www.ecu.edu/cs-admin/studentstores/Faculty/Requisitions.cfm or contact the appropriate office personnel to obtain a textbook request form. Instructors who wish to change textbooks for a subsequent semester should work through their school’s main office. Consider that discontinuation of an existing textbook has a negative impact on the re-sale value of the book currently in use.

Complimentary and Review Texts: Dowdy Student Stores offers instructors one desk copy (complimentary) of the text for classes in which a minimum of 25 students are enrolled. The bookstore webpage link for faculty is http://www.ecu.edu/cs-admin/studentstores/Faculty/index.cfm. Instructors can also contact the publisher to obtain a desk copy of the textbooks they have adopted for student use. Thirty or 60-day review copies are often available through publishers to help instructors in their text selection process.

Course packs for purchase by students can be prepared and coordinated with, and sold by the ECU Student Store. Since the bookstore works on resolving copyright issues in advance, the completed course pack must be submitted several weeks in advance. Check with your departmental office regarding course pack pricing policies. (Please refer to the ‘Coursepacks’ item in this section of the Handbook.)
Instructors who require textbooks, course packs, lab manuals or other materials for which they or a family member receives compensation, must file a Report Of Potential Conflicts Of Interest Related To Teaching And Ownership Of Intellectual Property (Form D) available online http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixi/iA.htm in addition to the Annual Faculty/EPA Staff Disclosure Form for Potential Conflicts of Interest (Form A).

University excused absence
Students can request a University excused absence via the Dean of Students Office (328-9297). A faculty member may also arrange for a University excused absence for a group of students who will be involved in an educational experience outside the normal class time. Prior to the event, the faculty member provides the Director or designated personnel with the name of the activity, date, location, and hours to be missed along with a list of the students participating. After the event, students go to the Dean of Students Office to obtain documentation of the excused absence.
College of Fine Arts and Communication

Erwin Building
Michael Dorsey, Interim Dean
Dr. Susan BeckFrazier, Associate Dean 328-2481
Michael Crane, Assistant Dean of Marketing & Outreach 328-5386
Mary Jane Gaddis, Director of Development 328-1268
Duywuna Millner, Executive Assistant 328-1282
Jane Moore, Budget Director 328-5325
Michael Dixon, Instructional Technology Consultant 328-6567
Mary Jane Gaddis, Director of Development 328-1268
Susan Phillips, Interim Director of the Institute for Outdoor Drama 328-5363

School of Art and Design

Jenkins Fine Arts Center
Michael Drought, Director 328-1291
Scott Eagle, Assistant Director 328-6665

School of Communication

Joyner East
Dr. Linda G. Kean, Acting Director 328-1511
Dr. Laura Prividera, Associate Director 328-5304
Dr. Todd Fraley, Director of Undergraduate Studies 328-5304

School of Music

A. J. Fletcher Music Center
Dr. J. Christopher Buddo, Director 328-6851
Chris Ulffers, Assistant Director for Administrative Support 328-4281

School of Theatre and Dance

Messick Theatre Arts Center
John Shearin, Director 328-6390
Campus contacts

**Campus Hotline/Emergency Information**
(for severe weather or emergency cancellation recorded message)
328-0062

**ECU Police**
- Emergencies: 911/328-6150
- Crime reporting: 328-6787

**Events and planning**
- Aramark Catering: 328-4756
- Central Ticket Office: 328-4788
- McGinnis Theatre Tickets: 328-6829
- Mendenhall Reservations: 328-4731
- The Wellington B. Gray Gallery: 328-6336

**External Funding Resources (Greenville Centre)**
- Office of Sponsored Programs: 329-9540
- Grants & Contracts: 328-9530

**Institutional Review Board (IRB)**
- 744-2914

**IT/Computer Support Services-Help Desk**
- 328-9866

**Libraries**
- Joyner - Operating Hours Recording: 328-4285
- Circulation/Reserve: 328-6518
- Music Library: 328-6250

**Resources in support of students**
- Academic Advising and Support Center: 328-6001
- Career Center: 328-6050
- Center for Academic Services: 328-6131
- Counseling Center: 328-6661
- Dean of Students Office: 328-9297
- Disability Support Services: 737-1016
- Graduate School main office: 328-6071
- Student Health Services: 328-6841
- Student Rights and Responsibilities: 328-6824
- Writing Center (Bate 2026): 328-6131