



College of Education
Faculty Handbook
2011-2012

A special note of thanks to Dean Glenn Gilbert, Faculty and Staff of the College of Health and Human Performance for allowing us to use and adapt their Faculty Orientation Handbook.

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College of Education Faculty Handbook 2011-2012

The purpose of this Handbook is to provide practical information for your work as a faculty member in the College of Education at East Carolina University. The Handbook is not intended to address tenure and promotion—these processes and expectations are informed by the ECU *Faculty Manual* and the COE *Code of Operations*, and best addressed by the Chair of your department and your department personnel committees.

Please refer to the College of Education *Unit Code of Operations* (<http://www.ecu.edu/cs-educ/internal/upload/education.pdf>) and the ECU *Faculty Manual* (<http://www.ecu.edu/fsonline/customcf/facultymanual/manual.htm>) for detailed and definitive guidance regarding the issues addressed in this Handbook. In addition, the *University Policy Manual* currently under development and available online (www.ecu.edu/prr) will serve as a resource for policies, regulations and rules of the University.

Mission Statement and Conceptual Framework College of Education

College of Education Mission Statement

The mission of the College of Education is the preparation of professional educators and allied practitioners, including professionals in business information systems, counseling, electronic media, and librarianship. Significant to this mission is a strong commitment to three important related areas, all of which are realized through partnerships and other endeavors. These three areas are: the encouragement and nurturing of professional growth for educators and allied practitioners at all levels and in all areas of the educational endeavor; a continuing emphasis on and support for scholarship and research/creative activity; and service in all areas of professional education. Critical to such commitment is the promotion of effective teaching; staff participation in the improvement of schools; and, in concert with other state agencies, the development and creation of educational policy for North Carolina.

East Carolina University Conceptual Framework



ECU strives to prepare reflective education professionals, who are capable of empowering all learners, in all educational endeavors, and achieving excellence through partnership.

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General Information and Policies

Academic Year

At ECU, the academic year and fiscal year are not synonymous. Most faculty think of the “academic year” as fall, spring, and summer semesters. This is in contrast with the state “fiscal year” which extends from July 1st of one year to June 30th of the next year. Therefore, the fiscal academic year 2011-2012 begins at the start of the second summer session 2011, includes summer-long 2011 (11 week session), fall 2011 and spring 2012, and concludes at the end of first summer session 2011.

Academic Calendars

The official academic calendars (<http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm>) provide critical information about registration, fee and application deadlines, class and holiday schedules, and final examination times for each semester. Be aware that the university may declare a makeup day that shifts classes from the usual meeting day to another for a given week. Such adjustments assure that the requirement of 750 minutes of instruction per credit hour (including final examination period) is met.

Annual Report

All faculty are required to submit an annual report to their department chair using the COE Annual Report template in Sedona (information management software program: <https://www.sedonaweb.com>). The annual report covers all activity related to teaching, research and grant activity, service, and honors or awards for the faculty member typically from April 1st of a given year to March 31st of the following year (or as specified by the Provost). It is important for faculty to review the instructions provided by the COE Associate Dean for Graduate Studies, Research, and Faculty Development each academic year to prepare for completing the annual report during the spring semester. The specific due date for the Annual Report is set by the department chair. Annual reports prepared in Sedona are a key element in the annual evaluation of faculty performance which is linked to merit increases.

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 the “Tools” tab of ONESTOP using your PirateID and password.

Faculty and students are assigned an eight digit personal Banner identification number (referred to as Banner ID or ECU ID). It is an important identifier that is essential for completing numerous forms. Please note that it is separate and different from the PirateID. Your Banner number can be identified through ONESTOP (see “What is my ECU (Banner) ID?” in the Banner section under the ‘Tools’ tab). It is best to commit your Banner ID to memory.

Catalogs

The official ECU undergraduate and graduate catalogs are available only on-line (<http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>). 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 faculty listings, academic program descriptions, curricula, and course descriptions. The course descriptions guide the content of all courses taught at the university.

Children/Family Members in the Workplace

According to guidelines issued by ECU Human Resources (http://www.ecu.edu/cs-admin/humanresources/customcf/Employee_Relations/ECU_Employee_Expectations.pdf), "It is inappropriate for employees to have their children or other family members present in the workplace for extended periods. Employees should make appropriate arrangements so that the presence of family members does not impose on the department/unit or on their work. Supervisors must provide prior approval for a family member to be present for any extended period during working hours."

College Meetings/Events

The College has several regularly scheduled events to which all faculty are invited. All full-time faculty are expected to attend college meetings, department meetings, retreats, as well as commencement recognition ceremonies, and scholarship ceremonies.

- COE picnic is traditionally held annually during the week of the fall faculty convocation. All faculty, staff, graduate students and their families are invited.
- COE college meetings are scheduled four times per year (August, November, January, April).
- ECU commencement is held on a Friday or Saturday at the end of fall and spring semesters and precedes all school/college recognition events. Each department has established a system to guarantee attendance by at least 20% of the faculty at each ceremony. The ECU Commencement schedule and details are found at <http://www.ecu.edu/commencement/>.
- COE graduate recognition ceremony is held at the end of every fall and spring semester at a time determined by the university. As details for the COE recognition ceremony are established, they are posted at: <http://www.ecu.edu/cs-educ/Graduation.cfm>. All COE faculty are expected to attend. Faculty are requested to wear academic regalia, if possible. 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 several months prior to commencement. If academic regalia are not available, appropriate dark colored professional attire is appropriate.
- COE retreat that involves all college faculty and some staff is periodically scheduled to focus on an issue of importance to the college.
- COE scholarship ceremony is a reception event held annually to honor scholarship recipients and donors. Faculty, donors and scholarship recipients, and families attend.

Committee Membership

There are many opportunities for faculty to serve on program area, department, college and university committees. Faculty should work with their Chairs in developing their committee service plans. Although time intensive, committee work serves as an important means of networking with faculty from other disciplines and sharing COE priorities and concerns as campus decisions and policies are formulated and important work accomplished.

Conflict of Interest

The Annual Conflict of Interest Reporting Form (<http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm>) is submitted along with the annual report.

Class Contact Hours

Seven hundred fifty (750) minutes of instruction (class contact time) are required per credit hour. This includes the final examination period. Therefore classes are to be held on final examination week, whether or not a final exam is administered.

Dogs and Other Animals on Campus

With the exception of service animals for those with disabilities, 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. Faculty, staff and students can register to receive emergency text messaging on cell phones or non-ECU email addresses through ECU's ALERT Emergency Notification System. Alerts are also posted on plasma screens across campus, and via twitter, e-mail, the ECU ALERT web page at www.ecu.edu/alert and on PC pop-up screens, as well as heard through indoor and outdoor speakers and through Cisco IP phones. See <http://www.ecu.edu/alert/> for more information.

Additionally, in the event of a campus emergency, department chairs will notify faculty who, in turn, will inform students in classroom buildings and online 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.

Emergency Procedures

The ECU Office of Environmental Health and Safety offers an Emergency Procedures Manual for ECU faculty and staff at the following website: <http://www.ecu.edu/cs-admin/oehs/emergency/Emergencyprocedures.cfm>. Procedures for severe weather emergencies can be found at <http://www.ecu.edu/cs-admin/oehs/emergency/severe-weather.cfm>.

Endorsement of Products or Services

As a representative of a public institution, faculty may not endorse any commercial or private businesses, equipment, services, or other resources.

Equipment

A college equipment room is located at on the second floor of the Speight building in room 240. For equipment needs in buildings other than Speight, please see the Administrative Support personnel in those departments. The instructional technology consultants or student workers can assist you with obtaining equipment for your courses or, to a limited degree, audiovisual equipment. Questions about Smart Classroom technology should be directed to the COE instructional technology consultant (Al Barnhill at 328-5671, Brian Russell at 737-1925, Lab Help Desk at 328-1125, or the ITCS Help Desk at 328-9866). For emergency Smart Classroom support, follow the instructions found on the podium or call 328-9830; leave your name, room number, and description of the problem. A technology consultant will be dispatched to your

location, ideally within 10 minutes. For training videos on Smart Classroom and other information, please visit: <http://www.ecu.edu/cs-itcs/smartclassroom/training.cfm>.

External Funding – Grants and Contracts

Developing, securing, and managing external funding is an important way to support faculty research and other initiatives. External funding is highly regulated, and while it is awarded to the University rather than to an individual or a group of faculty, the Principal Investigator is responsible not only for carrying out the work, but for managing the budget and other aspects of the award that support the work. There are resources and support within your Department, College, and the University to help faculty develop their ideas, procure, and manage external funding. Therefore, it is critical that all faculty who are considering seeking external funding: 1) work closely with their Department Chair and the Dean's office as they develop ideas and begin to seek funding; and 2) abide by all timelines and procedures established by the Dean's Office, the Office of Sponsored Programs, and the Office of Grants and Contracts. These timelines ensure that personnel and other resources will be able to help faculty submit a quality application and implement a well-managed project. Two websites that provide contact information, timelines, and guidance resources: <http://www.ecu.edu/cs-educ/research/researchhome.cfm> and <http://www.ecu.edu/cs-acad/osp/index.cfm>.

Faculty Evaluation and Weighting

The *Faculty Manual* and *COE Unit 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 department chair. For tenured and probationary term faculty, weights are no less than 20% for teaching, 20% for research/creative activity and 10% for service. Service may be weighted no greater than either teaching or research/creative activity. Please refer to the *COE Unit Code of Operations* (www.ecu.edu/cs-educ/internal/upload/education.pdf) and the *ECU Faculty Manual*, Appendix C for details (<http://www.ecu.edu/fsonline/manual/facultymanual.cfm>).

Facility Maintenance

Faculty can initiate repair requests by contacting their department chair. Department chairs forward major maintenance requests to Lou Anna Hardee (hardeel@ecu.edu or 328-4344). In some circumstances, Donna Paramore (paramored@ecu.edu or 328-1004) can assist faculty in solving minor facility-related problems or issues.

Facility Image

The College of Education strives to maintain a professional image in all of its facilities and requests that faculty comply with the following guidelines:

- Signs and announcements should be placed on bulletin boards or attached to room # plates whenever possible. Avoid posting material of any kind on glass windows or doors. Do not use transparent (scotch) tape on any surface because it can be difficult to remove. Use masking tape but avoid using it on painted surfaces.
- Individual faculty members are requested to post their academic-related information on bulletin boards adjacent to their offices if possible rather than on walls or office doors. Faculty members should have on or adjacent to their office doors an official college name plate and a small fixture containing faculty contact information and office hours for the current semester.

- Faculty who wish to paint or paper their office walls must have prior approval by the Associate Dean for Finance and Space Planning, Dr. John Swope.
- Bulletin boards located in COE occupied buildings are assigned to departments by the Associate Dean for Finance and Space Planning, Dr. John Swope.

Fixed- Term and Part-Time Instructors

This section, which is **under development**, will address the workload and evaluation processes for fixed-term and part-time temporary instructors.

Graduate Faculty Status

All faculty assigned to teach courses at or above the 6000-level must obtain some level of Graduate Faculty status. This process is initiated through your Department chair and is processed by the Associate Dean for Graduate Studies, Research, and Faculty Development. The three levels of Graduate Faculty status are Graduate Faculty, Associate Graduate Faculty, and Graduate Teaching Faculty; see Appendix F (Section 1, B) of the ECU Faculty Manual (<https://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixf/appendixf.htm>) for the distinctions and privileges of the three levels. The COE Graduate Faculty Appointment Recommendation Form outlines the criteria and review required for appointment the each of the three levels http://www.ecu.edu/cs-educ/upload/COE_Graduate_Faculty_Status_Criteria_Rev-20Apr11.pdf.

Grievances, Harassment, and Discrimination

Harassment and discrimination of any type are not tolerated at ECU. It is important to create a culture in which individuals believe that their grievances are handled effectively. ECU has separate policies for sexual harassment and discrimination (*Faculty Manual*, Appendix V) and racial and ethnic harassment (*Faculty Manual*, Appendix W). Both policies may be accessed online (<http://www.ecu.edu/fsonline/manual/facultymanual.cfm> or (http://www.ecu.edu/cs-studentlife/policyhub/racial_harassment.cfm and http://www.ecu.edu/cs-studentlife/policyhub/sexual_harassment.cfm). The University expects every individual to ensure that the university is free of harassment and discrimination.

The web site for Equity, Diversity and Community Relations Office (<http://www.ecu.edu/edc.cfm>) provides information and links to government policies concerned with harassment and discrimination (<http://www.ecu.edu/cs-acad/edc/Federal/StateLawsAndUniversityPolicies.cfm>). In addition, training and education modules are available on preventing sexual harassment and employment discrimination, search committee training, and equal employment opportunity training for managers (<http://www.ecu.edu/cs-acad/edc/EducationAndTraining.cfm>). Electronic submission of grievances is also located within the Equity, Diversity, and Community relations web site.

Student Grievances: Be aware that there are different procedures for grievances involving students (Office of Student Rights and Responsibilities, Code of Conduct, and File a Complaint: <http://www.ecu.edu/cs-acad/edc/ProtectedClassGrievances.cfm>), faculty (ECU *Faculty Manual*, Appendix X <http://www.ecu.edu/fsonline/manual/facultymanual.cfm>), and staff (http://www.ecu.edu/business_manual/Human_Resources_Policy7B.htm).

Institutional Review Board

Class projects that involve systematic collection of data and for which the focus or objective is to develop or contribute to generalizable knowledge are considered research. In other words, if the

student (or instructor) plans to disseminate the data outside of the class in any way, the project is considered research and requires IRB review. If you have questions, check the Office for Human Research Integrity (OHRI) website (<http://www.ecu.edu/cs-acad/rgs/irb/upload/UMCIRB-Quick-Start-Reference-Guide-11-10-10.pdf>) or call the office at 252-744-2914.

Class projects that are designed solely with the objective of providing ECU students with training about and experience with research methods in which data will not be used outside of the classroom context, are not considered “human research activities” as defined by federal guidelines. Therefore, these projects do not require IRB review. However, if the instructor allows a student to design a class project that involves populations such as prisoners or sensitive information such as personal information that are not specifically related to curriculum or teaching practices, IRB review and approval are required.

Official approval from Office for Human Research Integrity (OHRI) must be received prior to any data collection for research that meets the above guidelines for “human research activities.” The web site (<http://www.ecu.edu/irb>) provides the electronic submission process, instructions, and helpful tips for submitting a proposal. The East Campus Office for OHRI is located in the Old Cafeteria Building.

Prior to engaging in research, all individuals must complete the “Mandatory Education Requirement” Institutional Review Board training modules (<http://www.ecu.edu/cs-acad/rgs/irb/education-modules.cfm>) via the CITI (Collaborative Institutional Training Initiative) web site (<http://www.citiprogram.org>). This training must be renewed every three years.

In 2011, ECU transitioned to an electronic submission process, e-PIRATE. Investigators will now be required to complete a mandatory training on the e-PIRATE system before their first electronic submission.

KKeys/ Locked Out

Faculty should contact Lou Anna Hardee, SPA Support Specialist in the Dean’s Office, to request keys for their individual office and their office building. Facility Services will notify the faculty member when the keys are ready for pick up and the faculty member will sign for the keys at Facility Services. All keys must be returned to Lou Anna Hardee when changing offices or leaving employment of the university.

Faculty and staff who are locked out of their offices or classrooms during regular business hours, can contact their departmental office, custodial staff, or Dr. John Swope and Lou Anna Hardee in the Dean’s Office for assistance. Faculty and staff who are locked out after normal work hours can contact the department chair or ECU Police for assistance.

Security is an on-going concern at the university. Be sure to secure laptop computers and all personal belongings, lock office doors when leaving, and keep track of keys. Never put yourself and others at risk by propping open a door that is locked.

News: COE and ECU

The College is proud of the accomplishments of our faculty, staff and students. Please send a brief email to Kendra Alexander, Director of Development and Communications, at alexanderk@ecu.edu in Speight 244 with specific details of any recent or upcoming professional

achievement (awards/honors) or events that should be publicized. Major research projects may also be of interest.

Campus publications include *Pieces of Eight* a monthly faculty newsletter available on-line (www.ecu.edu/cs-admin/news/poe/poehome.cfm) and the student newspaper, *The East Carolinian* (TEC), also available online (<http://www.theeastcarolinian.com/>) and in print at many distribution sites on campus. The College newsletter, *College of Education News and Notes*, is generally published four times in the fall semester and four times in the spring semester, and is e-mailed to all full-time faculty. It is also available on the college website (<http://www.ecu.edu/cs-educ/media/Newsletter/index.cfm>). Faculty and staff may also request a copy from the Dean's office.

Office Hours

Faculty who are employed at least half-time must post on their office door the hours (called office hours) during which they are available in their offices to consult with students, meet with colleagues, and/or confer with administration. In addition, they must inform their departmental secretary 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 chair in determining office hours.

Orientation

Orientation for new faculty takes place at the university, college and department level. The Office for Faculty Excellence (OFE) organizes the ECU New Faculty Orientation in August and a smaller one in January. This orientation incorporates face to face training sessions, networking opportunities, and much more information via CD and a Blackboard web site. Call the Office for Faculty Excellence (328-1426) or visit the web site (<http://www.ecu.edu/cfe/>) for additional information. The OFE also provides a diverse catalog of faculty development sessions throughout the year.

The COE Dean's Office organizes the college level faculty orientation which typically consists of monthly 1-3 hour sessions across fall and spring semesters. The department chair will also plan orientation sessions with new faculty. In addition, faculty are encouraged to seek the guidance of their chair as they have procedural or policy questions, and confront issues or problems.

Parking

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 Parking and Transportation. A one-day Visitor permit for East campus is \$4.00, or \$10.00 for a one-week Visitor permit (zones B1/B3 and C). Visitor permits are available at the Department of Parking and Transportation Services, 305 E. Tenth Street (<http://www.ecu.edu/parking/>). Weekend visitors arriving after 4:30 when the Parking & Transportation Services is closed may purchase the parking pass from the ECU Police Department (609 E.Tenth Street).

A special "Courtesy" parking permit may be made available to faculty who occasionally must attend a meeting and park in a lot that exceeds the level of their existing parking permit. These special parking permits may be used only in conjunction with a valid ECU parking permit and are loaned out for a short period of time at the discretion of the department. Check with the department office for details.

In addition, departments may also provide a daily parking permit (hangtag) for guests from the community who are speaking in class or attending a meeting. These hangtags are valid only for one day and cannot be used with vehicles that have a current ECU parking permit.

Purchasing/Petty Cash Reimbursement

All work-related purchases, including purchases charged to grants, those paid for by state-funded operating budgets, and those for which faculty anticipate requesting reimbursement must first be approved by the department chair. The use of petty cash for minor purchases shall not occur. Recent budgetary restrictions have resulted in additional restrictions on purchasing. Discuss any purchases with your department chair beforehand.

Reassigned Time Requests and Reporting

Faculty may request reassigned time for pursuit of qualifying projects such as research, grant development, curriculum development, etc. Following discussion with the department chair or his/her designee, requests for reassignment of some portion of faculty teaching load are processed using the COE Request for Reassigned Time e-form at <http://www.ecu.edu/coeapps/COE-RT/>. The request must include a detailed description of the agreed-upon activity, outcome/product, and timeline. Documentation of an appropriate product/outcome, reflective of some return on investment of the funding to support reassignment is required at the conclusion of the reassigned time. Review and decision re: approval progresses to the appropriate department chair and then Dean with notification to faculty at each review level. Please see your department chair for more information.

Recycling

Faculty are encouraged to recycle their paper, plastic, and aluminum products by using 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 nor 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

Faculty should inform the department chair of any special space needs for assigned courses before the course schedule is posted to Banner. For all face-to-face classes, the Registrar’s Office makes classroom assignments when the course schedule is entered into Banner (almost one semester in advance). Classroom assignments span the entire semester and the class has priority use of that space. During the semester, any desired change in classroom location requires approval of the department chair. Each department maintains an accurate list of room assignments to ensure that students and faculty can be contacted in case of an emergency.

Faculty can reserve unoccupied rooms in Speight through the office of Curriculum and Instruction (Beth Clem, 328-1138) or the Dean’s Office (Donna Paramore, 328-1004). The Batten Room, Speight 154, and The George Williams Conference Room, Speight 202, can be reserved through Karen Thigpen at 328-4260. Meeting space may also be available where COE departments are housed; please inquire with department administrative staff for these contacts.

Security

Campus security requests that faculty and staff secure their offices and belongings. Be careful to keep track of keys. Never put yourself and others at risk by propping open a door that is locked.

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). Should you require police assistance but not have the liberty to expressly state the situation, you may call 328-6787, identify yourself and “request a form 33” be sent to you at your location. The ECU Police will immediately dispatch an officer to your location. Anyone can use the blue light emergency phones on campus, which connect directly to police telecommunications and indicate the location of the caller. Visit the campus police website (<http://www.ecu.edu/police>) for additional information. For prompt notification of a campus emergency, students, faculty and staff can register cell phones and non-ECU email addresses to receive emergency text messages. (<http://www.ecu.edu/alert/>).

Sedona

This web-based database repository (<https://sedonaweb.com>) enables faculty members to continually update their information regarding publications, grants, presentations, abstracts, and other elements of their professional activity. Once updated, the information can then be pulled easily into a curriculum vita, cumulative report, or annual report by using the COE template provided. Individual faculty can also create document templates. The university has mandated that tenure and probationary tenure-track faculty annual reports are completed via Sedona (See Fixed-term, Part-time instructors section for annual reporting requirements for these personnel). The department, college, and university also access the Sedona information to prepare various administrative reports; so maintaining accurate, updated information throughout the year is important. For additional information about working with Sedona, please contact the COE Associate Dean for Graduate Studies, Research and Faculty Development or see the Sedona Resources on the COE Faculty Resources web page (www.ecu.edu/cs-educ/faculty.cfm).

Severe Weather

The eastern North Carolina geographical area is periodically affected by severe weather conditions, particularly hurricanes and accompanying tornadoes or an occasional accumulation of ice and snow. Please refer to the ECU Alert! website (<http://www.ecu.edu/alert>) for information and website links about preparing for and responding to severe weather conditions (<http://www.ecu.edu/cs-admin/oehs/emergency/severe-weather.cfm>). The university also provides recorded announcements concerning any cancellations or schedule changes due to weather conditions or emergencies via the Campus Emergency Information telephone: 252-328-0062.

Smart Classrooms

Classrooms are equipped with Smart Classroom technology which can also be used with personal laptops. Classrooms in Speight also include document viewers as a component of the system. Basic instructions are attached to the podiums. Al Barnhill, COE instructional technology consultant, (barnhilla@ecu.edu or 328-5671) or Brian Russell, (russellb@ecu.edu or 737-1925) can assist with orientation to the Smart Classroom equipment. Due to the expense of projector light bulbs, all faculty are asked to be very conscientious in turning off the projectors after use.

Student Behavioral Issues/ECU CARES

In an effort to maintain a safe campus, Student Affairs has created ECU CARES as a resource for faculty and staff to report a student who is perceived to pose a threat to campus or has displayed

significant behavioral issues. Reporting a person of concern to the Dean of Students Office can be submitted online (<http://www.ecu.edu/cs-studentlife/dos/onlinereporting.cfm>) or by contacting a case manager (737-5555). Once the information is submitted, the case manager will contact you to obtain additional information. The Deans of Students Office can then coordinate resources from the Center for Counseling and Student Development, Office of Student Rights and Responsibilities, and Campus Police as needed to address student needs.

Please note: In the case of an immediate threat or emergency, call 911 or Campus Police (328-6787). See 'Security' on the previous page for "request a form 33" assistance code.

Supplies

Faculty can obtain routine office supplies through their department offices. Consult the department administrative support staff about the availability of office supplies and procedures involved in making specific requests.

Textbooks

ECU controls the increasing costs of textbooks by submitting all requisitions by specified deadlines. Faculty submit textbook requisitions for their courses via the ECU Dowdy Student Store online (<http://www.ecu.edu/cs-admin/studentstores/Faculty/Requisitions.cfm>). Detailed information is provided in the Teaching section of this Handbook (see 'Textbooks' and 'Course Packs' items).

TracDat

[TracDat](#) is a product designed by [Nuventive](#). It is an institutional assessment tracking system. TracDat holds all assessment plans and reports which include student learning and administrative outcomes, assessment methods, criterion for success, results and actions steps. Concise reports can be generated within the system to assist with planning and program improvement. In addition to annual assessment reports, TracDat is also being used for strategic planning purposes and holds all strategic action plans. TracDat may be accessed via <https://ecu.tracdat.com/tracdat/> using your ECU ID and log-in information.

Travel by Faculty

All travel requires prior approval. It is important to discuss travel needs with the department chair at the earliest phase of planning. Policies and forms related to travel authorization and reimbursement including the University Travel Manual are on the Travel Office website (http://www.ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm). Information concerning use of Central Motor Pool vehicles is on http://www.ecu.edu/parking/motor_pool.cfm website.

Faculty who are planning to travel on behalf of the University (such as presenting at juried conferences, teaching off-campus, or attending state level meetings) must obtain prior approval whether reimbursement is requested or not. The "*Banner Travel Reimbursement Authorization Request*" form must be completed and submitted to the department Chair 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 international travel trips. Neither room reservations nor payment for lodging may be made with an ECU Procard. **All travel**, including for grants, must follow these guidelines.

Reimbursement requests for travel should be completed as soon as possible following return to campus since it must be 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 best to establish the habit of keeping all receipts. Boarding passes are critical for reimbursement for air travel. It is imperative that faculty work closely with their departmental administrative support personnel, and Tina Clift, Administrative Support Specialist in the Dean's office on travel paperwork.

University Logo and Image Policies

The University has established an Image Policy to assure the quality and consistency of ECU printed and electronic publications and materials. All material must adhere to standards which are detailed at: http://www.ecu.edu/UnivPubs/the_university_image.cfm .

Faculty and staff may use the university logo only for approved purposes and only if they do not alter it in any way. Policies and the approval process for use of the logo are described at (http://www.ecu.edu/cs-admin/mktg/logo_review.cfm). Additionally, no one may design or use an alternative logo for any academic program or activity.

In addition to maintaining University image standards, University Publications provides writing, design, photography, and production assistance for a variety of publications. Services are free of charge; however, all printing and reproduction costs must be paid. For more information, please visit <http://www.ecu.edu/univpubs>.

Web Pages

The college maintains a standard format for faculty web pages on the COE website (www.ecu.edu/cs-educ/) that are accessible through the department home pages. These pages include links to faculty web pages. For faculty web page assistance, contact the COE Instructional technology consultant in Speight.

T eaching

Academic Freedom

Excerpt from *ECU Faculty Manual*, Part III:

<https://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/part3/part3.htm>

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. Violations of academic integrity include actual or attempted cheating, plagiarism, and falsification. Please refer to the ECU Code of Conduct for definitions of these terms (<http://www.ecu.edu/PRR/11/30/01>). Part IV of the

Faculty Manual also has detailed information about academic integrity (<http://www.ecu.edu/fsonline/manual/facultymanual.cfm>). In addition, the Office of Student Rights and Responsibilities can provide information on academic integrity and other student conduct policies, many of which are available via their web page (http://www.ecu.edu/studentlife/osrr/code_policies.cfm) as well as the Dean of Students web page (<http://www.ecu.edu/cs-studentlife/dos/policies.cfm>). Special attention is given to academic integrity for DE students at <http://www.ecu.edu/cs-acad/eai/DEStudentIntegrity.cfm>.

Faculty members who suspect an academic integrity violation are to 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 notify the Department Chair and Office of Student Rights and Responsibilities (328-6824) of the situation. 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 non-participating faculty observer (department chair, associate dean, dean, 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 determines the appropriate action which may include assigning a failing grade for the course, some part of it, or even dismissal from the degree program. 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 student has the right to appeal the decision of the faculty member 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 and students access using their PirateID and password on the ECU homepage (<https://blackboard.ecu.edu>). 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 that same course be collapsed into one site, or both. Instructors assigned to a course which used Bb previously can check with the Chair about the availability of an opportunity to use Bb materials already 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 for student drop/adds to be reflected in the Bb class roster but the course roster located in Self Service Banner (accessed via OneStop) is amended immediately. Be aware that students enrolled in the course cannot see the Bb site until the instructor makes that course available. This is done by entering the Bb site for the course, selecting ‘Control Panel,’ then ‘Settings,’ clicking ‘yes’ for ‘Course Availability,’ and then ‘Submit.’

Frequently asked questions, tips, and tutorials are addressed via Blackboard Online Support (<http://supportcenteronline.com/ics/support/default.asp?deptID=557>) or by contacting the Blackboard administrator, Matt Long (328-9074 or longm@ecu.edu) or Cindy Bowers (328-9167 or bowersc@ecu.edu).

Class Rosters

As an instructor, you can access class rolls (rosters) via Banner or OneStop. If you do not yet have a PirateID or are not listed as the instructor of record, the department administrative support staff can retrieve a class roll for you. After the first few weeks of the semester, the Registrar’s

Office will request instructors to verify names of all students enrolled in their courses. Instructions to do this are provided via the 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 is preferred that it be paid at the Cashier's Office. As an alternative, funds might be submitted (money orders or cashier's checks) to the department office staff and the student given a receipt. Faculty should consult with their Chair about making arrangements for such purchases.

Conduct

Faculty Conduct: Faculty in the College of COE 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 re-direction 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 (328-6824). If a student is perceived as posing a threat to campus or has displayed significant behavioral issues, the faculty member should report a "person of concern" to the Dean of Students Office either online (<http://www.ecu.edu/cs-studentlife/dos/onlinereporting.cfm>) or by contacting a case manager (737-5555). 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/facultymanual.cfm. Student conduct policies and resources are also available via The Dean of Students web page (<http://www.ecu.edu/cs-studentlife/dos>) and the Office of Student Rights and Responsibilities web page (<http://www.ecu.edu/cs-studentsaffairs/osrr/>).

Continuity of Instruction

All courses using Blackboard, the Internet or other technologies are to have a plan for alternate delivery of course content and communication should that technology experience a temporary downtime or complete failure. Student and faculty responsibilities within such contingency plans should be a component of the syllabus. Communicate clearly what you expect of your students and what they can expect of you if Blackboard, software, or connectivity problems interrupt academic tasks. The DE Contingency Plan presented on the Information Technology and Computing Services web site (<http://www.ecu.edu/cs-acad/eai/contingency.cfm>) will be helpful in establishing your plan.

All instructors should also establish a plan to permit continued instruction if a pandemic or catastrophic event results in the official suspension of all ECU activities and classes. Again specifying student and faculty responsibilities for communication, continuing content, and completing assignments and exams is important to include in the course syllabus.

For additional information and recommendations, the ECU Continuity of Instruction plan is online (<http://www.ecu.edu/cs-acad/eai/upload/ContinuityofInstructionPlanJune2010.doc>).

Course Content

Each course has specific objectives and content which were approved when the course was created and endorsed by the department, college, and university. Copies of the original course proposal are archived in either the Undergraduate Course Catalog or Graduate Course Catalog. The official course description and any prerequisites are found in the current University catalogs (<http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>). 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 should contact the department chair or previous course instructors to determine if there is an existing course pack for their assigned course. Procedures and deadlines for creating course packs for sale through ECU's Dowdy Student Stores are on the store's web site (<http://www.ecu.edu/cs-admin/studentstores/CoursePacks/index.cfm>). Request forms and deadlines are provided on the web site. 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 ECU catalogs. The instructor 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 7000-9400 level courses for doctoral students.

Disability Support Services

ECU strives to be inclusive and supportive of individuals with disabilities. The Department of 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 (<http://www.ecu.edu/cs-studentlife/dss/>). Students who require special accommodations must be registered with ECU Disability Support Services and, at the beginning of the semester, should provide instructors with 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

Although ECU requires the two teaching evaluation methods discussed below, all faculty are encouraged to provide additional evidence of their teaching performance. Discussion with the department chair can assist in identifying effective approaches.

Peer Observation: Each tenure track faculty member is expected to complete a minimum of 4 peer teaching observations with 2 observers (8 observations) during their probationary period. Materials from these peer observations are included in the personal action dossier (PAD) submitted for reappointment, tenure and promotion actions. The faculty member, in concert with the Tenure Committee, is responsible for arranging for peer evaluations of their teaching by faculty members who are trained observers. All faculty members are encouraged to engage in the peer evaluation orientation program offered through the Office for Faculty Excellence. Further details on peer evaluation faculty orientation and the observation process and forms are online (<http://www.ecu.edu/cs-acad/ofe/peer.cfm>).

Student Opinion of Instruction Survey (SOIS): ECU requires that the SOIS be completed each semester for courses in which at least 6 students enrolled, typically during the last two full weeks of classes. The SOIS survey is completed online by students using one of four versions based on the type of course (face-to-face, laboratory, field-based, or distance education). Instructions, the survey, and sample result reports are available online (<http://www.ecu.edu/cs-acad/ipar/assessment/AboutSOIS.cfm>).

The Office of Institutional Planning, Assessment and Research (IPAR) emails 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. Frequent prompting and strong encouragement from the instructor are essential to obtain a representative response on the SOIS. Survey results are made available online approximately one month after the end of the semester.

Examinations

Computer scoring of exams: Instructors can require students to provide an Opscan sheet (“bubble sheet” or “answer sheet”) for entering and ultimately processing 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, the Croatan, Wright Place, Mendenhall, or many of the cafés on campus. On main campus, Opscan sheets are submitted to Austin 103 (328-9557) for scoring. While the official 24-hour turn-around time is publicized, it is not unusual for staff to process the sheets while the faculty waits. Opscan operation hours during fall and spring semesters are 8:00 to 6:00 Monday – Friday and 8:00 – 5:00 in the summer. Visit <http://author.ecu.edu/cs-itcs/opscan.cfm> for further information about Opscan Processing and to print the request form that must accompany requests and a permission memo which is required if anyone will deliver or pick up the score sheet for the instructor. A new permission memo must be completed each semester. Laupus Library provides Opscan services for the Division of Health Sciences (<http://www.ecu.edu/laupuslibrary/services/Opscan.cfm>).

Final exam schedule: Students enrolled in any ECU course must meet during the final exam period in order to satisfy the minimum 750 contact minutes per credit hour. **Adherence to the final exam schedule is required of all COE faculty.** The department chair must approve any exceptions. The final exam schedule is not consistent with the course schedule and is posted as

part of the semester academic calendar on the Faculty Senate web page in University Schedules (www.ecu.edu/cs-acad/fsonline/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*.

The undergraduate catalog (<http://www.ecu.edu/cs-acad/ugcat/regulations.cfm#quizzes>) states that deviation from the published exam schedule occurs only for serious individual emergencies and 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. The request form to change an exam schedule can be accessed online via <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>.

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 (328-9170; <http://www.ecu.edu/cs-studentlife/dos/index.cfm>). Re-scheduling of exams should be rare and it is unlikely that an exam would ever be given early.

Faculty Absence

If an instructor plans to be absent from any class for any reason, he/she must request approval from their department chair ahead of time and notify the department chair of the plans to have the class covered. Class sessions may not be held before or after the official schedule for the term as posted in the academic calendar.

Grades

Assigning an Incomplete Grade: Assigning an 'I' ('incomplete') as a course grade should be done with great care since it can impact 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 (328-9170). For baccalaureate students, 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 to prevent the incomplete from automatically converting to an 'F' grade (excludes summer). For students not enrolled at ECU, the incomplete must be removed within one year. Please see the Undergraduate catalog for more information <http://www.ecu.edu/cs-acad/ugcat/regulations.cfm#incompletes>. For graduate students, grades of "I" must be resolved within one calendar year or a grade of "F" will be automatically assigned (no exceptions). No student (baccalaureate or graduate) will be allowed to graduate with an incomplete on his or her record.

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. 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. Special grades are used for capstone courses such as internships, practica, professional papers, or interim work on theses or dissertations: Q=In progress; R=Replacement; S=Satisfactory progress; and U=Unsatisfactory. Please see the Graduate Catalog for more information <http://www.ecu.edu/cs-acad/grcat/regulations.cfm#grading>.

Final Course Grades: Once the online Student Opinion of Instruction Survey has closed, the Registrar's Office will provide an email explaining the process and deadline for entering final course grades via OneStop/Banner Self Serve (<https://onestop.ecu.edu/onestop/>). Instructions on entering final grades are also available in the 'Faculty & Staff' area of the Registrar's web site (<http://www.ecu.edu/cs-acad/registrar/Faculty-and-Staff.cfm>). 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 Self Serve.

It is very important that instructors submit final course grades via Banner by the stated deadline so that the Registrar's Office is not forced to assign a 'NR' (Not Reported). Such 'NR' impacts the student's academic standing, potential honors, financial aid, and eligibility for courses. The 'NR' reflects poorly on the faculty member and triggers: (1) a series of memos to the faculty member, chair, dean, and Provost listing courses and students assigned 'NR' and (2) requests to have the grade submitted as soon as possible. The instructor can remove the 'NR' grades by submitting the Change of Grade/Removal of Incomplete form for each student.

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

Grade Appeals: Students may initiate a grade appeal given the presence of (1) an error in grade computation, (2) use of standards different than those established, or (3) departure from instructor's previously articulated/written standards without notification. Appeal must be initiated by the end of the 21st calendar day of the semester following the assignment of grades (except summer sessions). For **undergraduate appeals**, please see Academic Regulations in the Undergraduate Catalog at <http://www.ecu.edu/cs-acad/ugcat/regulations.cfm#appeals> for appeals process and additional information. For **graduate grade appeals**, see Academic Regulations in the Graduate School Graduate Catalog at <http://www.ecu.edu/cs-acad/grcat/index.cfm> for the specific appeals procedure and/or exceptions where either an alleged academic integrity violation or an Office of Equal Opportunity and Equity discrimination complaint is involved.

Instructional Technology Resource

The COE instructional technology consultants work full-time with college faculty in the area of instructional technology. Al Barnhill (in Speight; 328-5671) has a particular interest in the area of multimedia production. See the following website for further information about instructional technology consultants at ECU: <http://www.ecu.edu/cs-acad/facultyorientation/ITCS.cfm>. Tools and services that ECU provides to integrate technology in the learning environment can be viewed at <http://www.ecu.edu/cs-itcs/faculty.cfm>.

In addition, The Office for Faculty Excellence (<http://www.ecu.edu/ofe/>) regularly offers workshops targeting teaching online and use of technology in the classroom.

Library Instructional Resources

Both Joyner Library (east campus) and Laupus Library (Health Sciences campus) will provide an instructional class session on library resources for students in any course, whether offered face-to-face or distance education format. The sessions can cover library orientation, databases, search strategies, and the library catalog or reference instruction that is assignment specific. In addition, librarians will provide one on one research consultations for faculty and students. For additional

information, please see <http://www.ecu.edu/cs-lib/reference/instruction/upload/ECU-Library-Instruction-Announcement.pdf> and <http://www.ecu.edu/cs-lib/reference/facultyservices.cfm> for links to faculty services.

Reserve Course Materials in Library

Instructors can submit hard copies of course materials to Joyner Library to be put on reserve but it is the instructor's responsibility to obtain copyright permission to use the materials in the course prior to submission. It may take up to one week for the Library to process the materials and put them on reserve in the course Blackboard sight. 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 in the course Blackboard (Bb) site.

To place materials on reserve, instructors can submit reserve request forms (<http://www.ecu.edu/cs-lib/reference/facultyservices.cfm>) and materials to the Joyner Library Circulation Desk (phone: 328-6518). Additional information is available online at: <http://www.ecu.edu/cs-lib/accesssrv/accesssrv/circulation/reservepolicy.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 class after registering for the course. The Dean of Students Office (328-9170) 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, course-related experiences, or faculty research projects must complete the "Mandatory Education Requirement" Institutional Review Board training modules (<http://www.ecu.edu/cs-acad/rgs/irb/education-modules.cfm>) via the CITI (Collaborative Institutional Training Initiative) web site (<http://www.citiprogram.org>) prior to engaging in research. The CITI training must be recertified every three years. See "Institutional Review Board" section in the General Information of this Handbook for information regarding what constitutes "research" per Federal and OHRI guidelines.

Syllabus

Instructors must distribute a copy of the syllabus to each student on the first day of class. For face-to-face classes, the instructor or department staff will make copies of the syllabus for distribution. It is advisable for instructors to check with their department offices to determine how far in advance syllabi are needed in order to have the copies prepared in time for distribution.

Every semester instructors are required to provide an electronic copy of each course syllabus to the department office. 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:
 - a. textbook(s) (provide full citation) and other required and optional course materials,
 - b. assignments (reports, readings, papers, projects, etc.),
 - c. quizzes and exams,
 - d. schedule for exams and assignments
 - e. attendance policy
 - f. instructor's expectations for civility in the classroom
 - g. statement on academic integrity
 - h. Grading criteria and weighting of each course requirement (sum must be 100%);
- It is also recommended that the date and time of the final examination be included. The 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>.)
- 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: 92520 737-1016 (Voice/TTY)

Teaching Assignments

Except under unusual circumstances, department chairs 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 (March for summer and fall, October for spring). Submitting textbook requisitions by specified deadlines is one way to help control the increasing costs of textbooks. Instructors should submit the textbook requisition for their courses online via <http://www.ecu.edu/cs-admin/studentstores/Faculty/Requisitions.cfm> (or sign in directly at <http://epos2.sequoiars.com/ePOS?form=faculty.html&store=458>). The departmental office can also provide instructions and assistance.

Instructors who wish to change textbooks for a subsequent semester should work through their department office. Digital and 30- or 60-day review copies are often available through publishers to help instructors in the text selection process. Consider that discontinuation of an existing textbook may have a negative impact on the re-sale value of the book currently in use.

Complimentary and Review Texts: The easiest and fastest way for faculty to obtain a "desk copy" of the textbook to be used for a course is by contacting the book publisher directly. Contact information for each publisher is linked to the bottom of the following web page:

<http://www.ecu.edu/cs-admin/studentstores/Faculty/index.cfm>. Complimentary or desk copy books cannot be re-sold by faculty. Returning them to the publisher or giving them to students is the correct means of disposing of these complimentary copies of textbooks.

Course packs for purchase by students can be prepared and coordinated with, and sold by the ECU Student Store (<http://www.ecu.edu/cs-admin/studentstores/CoursePacks/index.cfm>). If the bookstore is to obtain copyright permission, the completed course pack must be submitted eight weeks in advance. Check with the departmental office regarding course pack pricing policies. (Please refer to the “Coursepacks” item in this section of the Handbook.)

Conflict of Interest: 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/aa/AAPersonnelForms.cfm>) and 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 (328-9170). 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. No less than one week before the event, the faculty member provides the Dean of Students 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. Instructors are expected to provide reasonable and equitable opportunities for students to make up missed assignments due to a university excused absence.

Advising

Advising Center

The COE College Academic Advising Center is located in the Rivers Building (328-0067) and provides a website (www.ecu.edu/cs-educ/ci/advising/index.cfm) featuring helpful instructions, policies, and suggestions related to academic advising, registration, and career exploration. Center staff currently includes two full-time academic advisors, two half-time academic advisors, a center director, and an administrative assistant. Advisors in the Center assist undergraduates who are undeclared majors or transfer students interested in academic programs offered within the College. Once students declare their majors, advising is transferred to a faculty member assigned by the department that houses the major.

Advising Graduate Students

The Graduate Director of an academic program or designee typically provides advising for graduate students enrolled in the program.

Advising Undergraduate Students

The department assigns undergraduate declared majors to faculty advisors. Faculty advisors help the student understand academic regulations and assist them in planning their academic coursework, monitor academic performance, offer guidance, and discuss their career plans. Faculty advisors are also responsible for providing referrals for advisees in need of other resources (e.g. Counseling Center, Career Center, Testing Center, Writing Center, The Pirate Tutoring Center and Student Health Services).

Faculty advisors are responsible for maintaining their advisees' academic advising folders, including major/minor check sheets, senior summary and related materials. After advising students during the pre-registration period each semester, advisors give students their registration codes (PINS) for that particular registration period. Advisors can find a list of advisees and their codes (PINS) on Banner. New advisees may still be listed under their previous advisor.

In preparation for advising responsibilities, faculty should review regulations and program requirements in the undergraduate catalog and be aware of related official announcements. Discussions with the program director and colleagues will also be helpful. The COE Advising Center is an excellent resource for ECU advising policy questions and COE program level advising questions. The COE Advising Center can provide an advisor workshop as needed in advance of the advising and registration period. The ECU Advisor's Manual is a very useful resource and is available online (<http://www.ecu.edu/advising/>) by selecting 'Faculty and Staff' under the photo, then 'Advising Resources'. Other advising resources are also available online (<http://www.ecu.edu/ascc/>).

Advisor Training

The Academic Advising Collaborative is comprised of professional advisors from the unit advising centers and faculty advisors. As a supplement to departmental preparation of faculty advisors, the Academic Advising Collaborative provides training sessions during fall and spring semesters. Scheduled sessions and topics are available online (<http://www.ecu.edu/advising/trainingresources.cfm>).

Drop/Add Period

Students may drop or add a course during the first five days of classes during fall and spring semesters (first two days of the summer session). Courses dropped after this period will count toward the student's drop allocations. The number of allowed drops is based on the student's credit hours at time of first enrollment at ECU (refer to Undergraduate Catalog for details). On the sixth day of classes for fall and spring semesters (or third day for summer sessions), student may only add courses.

Registration

Although a specific pre-registration period is scheduled each fall and spring semester, advisors are encouraged to meet with their advisees at earlier times in order to more effectively manage the time demand during registration periods. The advising/registration period during spring semester is more complicated because many students are pre-registering for both summer sessions as well as fall semester.

After the student and advisor have agreed on the course(s) in which the student will enroll and the student has been given a registration code (PIN), the student can register for courses in via Banner. If needed, students should contact the Advising Center for special permission. Students are assigned a day and time block to register based on the number of credit hours they have completed. The schedule is posted on OneStop/Banner and in various campus publications.

The university catalog (<http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>), departmental office or COE Advising Center may also be helpful resources for the new advisor. The COE Advising Center is very busy several weeks before and after the pre-registration period, so they are able to respond to questions more quickly at other times.

Senior Summary Sheet/Application for Graduation

The undergraduate graduation process is summarized on the Registrar's website (<http://www.ecu.edu/cs-acad/registrar/Undergraduate-Graduation-Process.cfm>). Undergraduate Senior Summaries (degree evaluation) are initiated via Banner by the advisor in collaboration with the undergraduate student and submitted to the Office of the Registrar for review at least two semesters prior to the expected date of graduation (or earlier if specified by the academic program). The Senior Summary serves as a 'double-check' to ensure that the student has taken or is scheduled to take all courses required to complete his/her degree. The student's grades and credits are compared to the university electronic database and degree requirements. Both the student and department chair (or designee) signs the completed Senior Summary form before the student takes it to the Registrar's office. Advisors should keep a copy of the form in the student's academic advising folder.

Undergraduate students complete and submit an application for graduation at the time of submitting the Senior Summary form to the Registrar. The application is available from the

Registrar's Office and is simple to complete (student's identifying data, permanent address, degree, and expected graduation semester).

The graduation process for graduate students is summarized on the Registrar's website (<http://www.ecu.edu/cs-acad/registrar/Graduate-Graduation-Process.cfm>). Graduate students work with their degree director to complete and submit comparable degree summaries one semester prior to graduation; students should confirm with program coordinators re: processes in each graduate program area. Graduate students must also submit an application for graduation as discussed above.

Special Permission to Add a Course

At times, students may request special permission to add a course if they do not meet the prerequisites for the course or the course enrollment is full. The student initiates the request by contacting Advising Center. Students may also be requested to obtain approval from the department in which the course is taught. Typical reasons for not granting special permission to add a course include: lack of available classroom seating; priority given to majors; course not required in the student's program; potential for the student to enroll in the course in a future semester; limited opportunity for success in the course without first completing the prerequisite; and the student not being designated as Upper Division in their academic status.

CONTACTS

COLLEGE:

College of Education, Dean's Office (Speight Building)

Dr. Linda Patriarca, Dean	328-1000
Barbara Little, Executive Assistant	328-1000
Dr. John Swope, Associate Dean	328-1003
Dr. Vivian W. Mott, Interim Associate Dean	328-6177
Dr. Alana Zambone, Interim Associate Dean	328-5746
Dr. Diana Lys, Interim Director of Accreditation and Assessment	328-2037
Karen Thigpen, Front Desk, Administrative Support Associate	328-5664
Inger C. McPhail, Administrative Support Associate	328-1097
Kendra Alexander, Communications and Development	737-4162
Marcy Romary, Major Gifts Officer	328-9580
College of Education, Main Line	328-4260

Department of Business & Information Technologies Education (Bate Building)

Marquerite Latham, Main Office, Administrative Support Associate	328-6983
Dr. Ivan Wallace, Chair	328-6770

Department of Curriculum and Instruction (Speight Building)

Beth Clem, Administrative Support Associate	328-1138
Sharon Schlicting, Administrative Support Associate	328-6181
Danita Dudley, Administrative Support Associate	328-6833
Dr. Carolyn Ledford, Interim Chair	328-1100

Department of Educational Leadership (Ragsdale Building)

Gwen Joyner, Administrative Support Associate	328-6135
Dr. Art Rouse, Interim Chair	328-6135

Department of Higher, Adult, and Counselor Education (Ragsdale Building)

Michelle Smith, Administrative Support Associate	328-6856
Dr. Vivian Mott, Chair	328-6177

Department of Library Science (Umstead Hall)

Karen Mathis, Administrative Support Associate	328-4373
Dr. Elaine Yontz, Chair	737-1150

Department of Mathematics, Science, and Instructional Technologies Education (Flanagan Building)

Joy Carraway, Administrative Support Associate	328-9353
Chawatta Daniels, Administrative Support Associate	328-9354
Dr. Susan Ganter, Chair	737-3001

Office of Teacher Education (Speight Building)

Darlene Perry, Administrative Support Associate	328-2156
Sherry Tripp, Administrative Support Associate	328-2278
Dr. Vivian Covington, Director	328-4061

COE Advising Center (Rivers Building)

Dawn Phillips, Administrative Support Specialist	328-0067
Dr. Linda Mellish, Interim Director	328-5117

COE IT Support (Speight Building)

Al Barnhill	328-5671
Brian Russell	737-1925
Runnan Sun	328-1143
Ellen Dobson	328-2457

CAMPUS:

Campus Hotline/Emergency Information (recorded announcements)	328-0062
Center for Counseling and Student Development	328-6661
Department of Disability Support Services	737-1016
ECU Police	
Emergency (direct to ECU Police)	911
Non-emergency – East Campus	328-6787
External Funding Resources (Greenville Centre)	
Grants & Contracts	328-9530
Office of Sponsored Programs	328-9540
Graduate School	328- 6012
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
Laupus/Health Sciences	744-2219
Office for Faculty Excellence	328-1426
Parking and Transportation Services	328-6294 or 6963

Pirate Tutoring Center (1st floor Joyner Library) 737-3009

Student Issues:

Dean of Students Office 328-9297

Student Rights & Responsibilities 328-6824

University Writing Center (2318 Old Cafeteria) 328-2820
