



College of Education
Faculty/Staff Handbook
2016-2017

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College of Education Faculty/Staff Handbook 2016-2017

The purpose of this Handbook is to provide practical information for your work as a faculty member or staff in the College of Education at East Carolina University. The Handbook is not intended to address tenure and promotion, contract renewal or other personnel issues — these processes and expectations are informed by the [ECU Policy Manual](#), [ECU Faculty Manual](#) and the [COE Unit Code of Operations](#), and are best addressed by the Chair of your department and your department personnel committees.

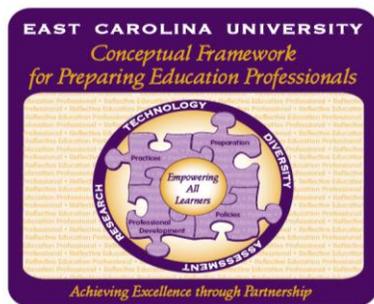
Please refer to the College of Education [Unit Code of Operations](#) and the [ECU Faculty Manual](#) for further detailed and definitive guidance regarding the issues addressed in this Handbook. In addition, the [University Policy Manual](#) will serve as a resource for policies, regulations, and rules of the University.

Mission Statement and Conceptual Framework

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 technologies, 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.

East Carolina University Mission Statement

To be a national model for student success, public service and regional transformation, East Carolina University:

- *Uses innovative learning strategies and delivery methods to maximize access;*
- *Prepares students with the knowledge, skills and values to succeed in a global, multicultural society;*
- *Develops tomorrow's leaders to serve and inspire positive change;*
- *Discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond;*
- *Transforms health care, promotes wellness, and reduces health disparities; and*
- *Improves quality of life through cultural enrichment, academics, the arts, and athletics.*

We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us.

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General Information and Policies

Academic Calendars

The official [Academic Calendars](#) 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 (due to holiday scheduling or severe weather) 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.

Academic Year

At ECU, the academic year, fiscal year, and/or calendar year are not synonymous. Most faculty and staff think of the “academic year” as the *school* year – fall, spring, and summer semesters. This is in contrast with the state “fiscal,” or budgeting year, which extends from July 1st of one year to June 30th of the next year. Therefore, the fiscal academic year begins at the start of the second summer session, includes the 11-week summer session, fall and spring terms, and concludes at the end of first summer session of the next calendar year.

Annual Report & Evaluation

Annual Report: All faculty and EHRA Non-Teaching faculty are required to submit an annual report to their department chair using the COE Annual Report template in Sedona (information management software program: <http://www.ecu.edu/cs-itcs/Sedona/index.cfm>). The annual report covers all activity related to teaching, research and grant activity, service, other assigned duties, professional development, and honors or awards for the faculty member 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 Administration and Faculty Excellence in order to prepare for completing the annual report which is due each academic year by March 1st (or the first workday thereafter). Annual reports prepared in Sedona are a key element in the annual evaluation of faculty performance.

Evaluation: Faculty and EHRA Non-Teaching faculty evaluations will be prepared by each supervising chair or director using the official Faculty Annual Evaluation form distributed each winter by Academic Affairs (and available via the Academic Affairs Personnel Administration Sharepoint site <https://collab.ecu.edu/sites/AAPersonnelAdmin/default.aspx>). Following procedures in the [ECU Faculty Manual, Part VIII, Section I \(III\)](#), each department/office administrator shall each spring provide each part-time, probationary, tenure-track and tenured faculty member with a performance evaluation based on the current academic year. Such evaluations must “be in writing... be discussed with the faculty member ... be signed and dated by the unit administrator and the faculty member.” Faculty members may attach a concise statement to the evaluation within 4 calendar days after receiving the evaluation. Signature of faculty on

the evaluation does not signify agreement with the evaluation, but only that the faculty member has read the evaluation.

Awards for Faculty

Faculty are eligible for a variety of awards throughout the academic year that focus on excellence in teaching, scholarship and engagement, and faculty service. Details regarding eligibility, nomination and selection processes, due dates, and previous recipients are available on the website for the [Office for Faculty Excellence](#). The faculty representatives of the COE Advisory Council comprise the College's Faculty Awards Committee for those awards that require a recommendation or nomination by the Dean and remind faculty each spring term regarding the need for nominations.

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 Pirate Port using your PirateID and password.

Faculty and students are assigned an eight-digit personal Banner identification number (referred to as Banner 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 Pirate Port (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

East Carolina University's undergraduate and graduate catalogs are available online at <http://www.ecu.edu/cs-acad/registrar/catalog.cfm>. These official university publications contain important information about the university, including academic regulations, admission and readmission requirements, advisement and progression support for students, financial expenses and assistance, university policies, and faculty listings. The *Curricula* and *Courses* sections of the catalogs include program requirements and course descriptions. To request more information about the university's catalogs, please contact the Office of the Registrar (coltrainem@ecu.edu or 252-328-1425).

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."

Class Contact Hours

Seven hundred fifty (750) minutes of instruction (class contact time) are required per credit hour. This includes the final examination period; the instructor may not reschedule any final examination from the time designated by the university examination schedule. Classes are to be held during final examination week, whether or not a final exam is administered.

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 college-wide meetings are usually scheduled three times per year (fall, winter, and spring).
- 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 is to follow 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 bookstore 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 retreats that involve College faculty and some staff are periodically scheduled to focus on an issue of importance to the College. Additionally, faculty are expected to attend department and/or program area meetings and retreats as scheduled.
- COE Scholarship Ceremony is a reception event held annually to honor scholarship recipients and donors. Faculty, donors, scholarship recipients, and families attend.
- COE Hall of Fame Ceremony is an induction and recognition of those persons in whose honor a contribution of \$1,000 or more has been made, placing their name on a plaque on the College's Hall of Fame. The funds contributed help fund undergrad scholarships and recognize the accomplishments of the persons named.
- In addition, faculty and staff are encouraged to attend Homecoming and the COE's "Breakfast on the Porch" (usually October) for fellowship and excellent viewing of ECU's Homecoming parade. The Dean also hosts a winter holiday reception for faculty, staff, donors, and others in December.

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, sharing COE priorities and concerns as campus decisions and policies are formulated and important work accomplished, and fulfilling faculty professional responsibilities.

Conflict of Interest

The Conflict of Interest digital reporting system (<http://www.ecu.edu/irb/compliance/Conflict-of-Interest.cfm>) includes a disclosure of potential or real conflicts of interest (COI), faculty intent to engage in external activities for pay (EPAP), report of employment (at ECU) of related persons (ERP), and report of **any** secondary employment (SE). Disclosure of these conflicts are mandatory for **all EHRA**

faculty (including Non-Teaching) and are to be completed and submitted on the following schedule:

- For personnel employed in Fall term only (not rehired for spring or summer term) - COI, ERP, and SE submission due no later than December 1 of each fall term;
- For personnel employed in both Fall and Spring term - COI, ERP, and SE submission due no later than April 1 of each academic year;
- For all EHRA personnel, Intent to Engage in External Activities for Pay (EPAP) due at least 3 weeks **prior to proposed date** of external activities.

All personnel are to be informed of these procedures at the opening COE or department meeting each academic year. Reminder notices of these requirements with instructions for completion will be sent each academic term to all COE faculty/staff. For more information about the COI digital reporting system, please contact Hiromi Sanders, 252-328-9474, sandersh@ecu.edu. It is especially critical to note that **no** ECU or State of North Carolina property, materials, or equipment may be used in the execution of any external activities for pay. See the [ECU Faculty Manual, Part VIII](#), Section II for more information.

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. ECU uses a "pop-up" emergency notification system. When an emergency occurs or is imminent, the notification will fill your entire computer screen when activated; after reading carefully and attending/responding to the degree warranted by the notice, you may simply click the green "Dismiss" button on the bottom of the alert to close the warning and return to your previous computer screen. Faculty, staff and students can also register to receive emergency text messaging on cell phones or non-ECU email addresses through ECU's ALERT Emergency Notification System. This system allows ECU to target PC and Mac devices with alerts and updates. Alerts are also posted on plasma screens across campus, and via twitter, e-mail, as well as heard through indoor and outdoor speakers and through Cisco IP phones. ALERT "pop-up" notification system will only be used for emergency messaging as well as the mandatory fall and spring semester tests. For more about ECU ALERT visit www.ecu.edu/alert.

Each department and office in the College has a designated safety representative whose responsibility it is to notify and assist faculty and staff in the event of emergencies and collaborate with campus safety personnel in the assessment of audits of all campus space. 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 may not make any classroom changes without prior

approval from their department chairs and notification of their department administrative assistant.

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.

Entry/Exit Process

In compliance with recommendations from the office of Enterprise Risk Management (<http://www.ecu.edu/erm/>), departments/offices should complete and file appropriately the entry checklist and state property form for all new, full-time EHRA, EHRA-NF, SAAO and SHRA. The entry checklist is forwarded to the Dean's Office with copy maintained in the department/area office. Upon the separation of these individuals, the employee exit checklist and appropriate attachments are prepared and submitted to the Associate Dean for Administration and Faculty Excellence. The exit checklists must be completed even if the employee is transferring to another ECU office/department or UNC institution.

For temporary, part-time fixed-term faculty, the entry checklist is maintained in the department/area office and the exit checklist and state property forms are completed/submitted if you anticipate a break in service of one regular term (fall or spring semester). The entry/exit process, checklist, etc. are available at the following link: http://www.ecu.edu/cs-admin/humanresources/customcf/Forms/Employee_Relations_Forms/Entry_Exit_Process_2011.pdf

Equipment

For equipment needs, please file a COE Tech Support request at <http://coehelp.ecu.edu>. The technology support analysts or student workers can assist you with obtaining equipment for your courses or, to a limited degree, cameras or audiovisual equipment. Questions about Smart Classroom technology should be directed to the COE Instructional Technology consultant (COE IT Office at 737-4438, the 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 in the classrooms or call 328-9830; leave your name, room number, and description of the problem. 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 also for managing the budget and other aspects of the award that support the work. There are resources and support within departments, the college, and the university to help faculty develop ideas, procure, and manage external funding. A key function of the Associate Dean for Research the COE Office of Research, and the Assistant Dean for Innovation and Strategic Initiatives is to assist faculty in developing research and other initiatives, seeking and securing funding, as well as providing grant administration support and oversight.

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 are [Research in the College of Education](#), the website for the Office of Research, and <http://www.ecu.edu/cs-acad/osp/> for the Office of Sponsored Programs.

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 number plates whenever possible. Avoid posting material of any kind on windows or doors. Use masking tape, instead of transparent (scotch) tape on any surface (avoiding painted surfaces, please) which can be difficult to remove.
- 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 will 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 from the College of Education's office of the Associate Dean for Administration and Faculty Excellence.
- Bulletin boards located in COE occupied buildings are assigned to departments by the office of the Associate Dean for Administration and Faculty Excellence.

Facility Maintenance

Faculty can initiate some repair requests by contacting their department chair or administrative support personnel. Major maintenance requests are forwarded to Lou Anna Hardee (hardeel@ecu.edu or 328-4344), who can also assist faculty in solving minor facility-related problems or issues.

Faculty Evaluation and Weighting

The ECU [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. A standard Weights/Goals Form has been adopted by all department chairs and is archived and available to faculty on the COE Resources for Faculty/Staff webpage at <http://www.ecu.edu/cs-educ/facultystaff.cfm>.

Faculty Expectations

The College of Education and its faculty have a rich tradition of excellence in teaching, scholarship, and service. Faculty recognize that to preserve this legacy, their responsibilities go beyond those to students, their teaching, and their discipline. The COE maintains a positive culture of collaboration among students, colleagues, administrators, and external stakeholders through exemplary instructional practices, engagement in scholarship and creative activities, and active participation and service. Therefore, in addition to holding the required office hours (stipulated in the *ECU Faculty Manual Part VI, Section I, Item II*), faculty are expected to maintain an active presence on campus during each week of the regular term in order to be available for consultation, collaboration, and networking with colleagues and administration. Additionally, faculty are expected to be present for, serve on, and actively participate in program area, department and college-level taskforces/workgroups and faculty meetings. Evaluation of faculty service will be partially based on attendance, engagement, and active leadership in the work of the program, department, and college; on the outcomes produced; and the level of intensity and commitment required.

Finally, faculty expectations include adherence to ECU's Statement on Professional Ethics (**F.S. Resolution #11-93**, approved by the Chancellor January, 2012), which is now specified as a formal part of the annual evaluation process.

Faculty Mentoring

The College of Education recognizes the importance of providing excellent mentoring for new faculty, positioning faculty for success, and facilitating the succession of faculty leaders in higher education. New tenure-track faculty in the College of Education are provided numerous support mechanisms during their probationary/tenure-track appointment period. Among these are regularly scheduled orientation sessions on a variety of topics critical to continued professional development, a reduced teaching load during the first two years of a new appointment, and the expectation of an assigned mentor (no later than spring term of one's first year). Mentors are sought and assigned based on the professional development needs of each individual faculty and the rapport potential between mentor and new faculty. New faculty members are encouraged to use their mentors for added expertise, skill building, Q&A, and networking. The stated period of negotiated mentoring is throughout the entire reappointment/probationary period to provide for guidance during first and second reappointments and preparation for promotion and tenure. Contact the office of the Associate Dean for Administration and Faculty Excellence (Dean's Office, 328-6177) for more information.

Faculty Workload/Teaching Load

Faculty workload at East Carolina University consists of the "entirety of a faculty member's duties for the relevant period" (*ECU Faculty Manual*). Teaching load is comprised of the number of organized courses assigned in a given academic term. Each tenured/tenure-line faculty member, typically, will maintain an overall teaching load of 18 semester hours (typically six 3-credit courses per academic year). Full-time fixed-term faculty will maintain

an overall teaching load of 24 semester hours (typically eight 3-credit courses) per academic year. Tenured/tenure-line faculty who are “research/scholarly productive” as evidenced by publications in refereed journals each year; significant grant proposal awards; and other such products may be given an overall teaching load of 5 courses per year (or in very rare cases) even 4 courses per year. Conversely, faculty who are below the college mean for scholarly productivity or fall in the lowest quintile on “faculty per capita production” (as calculated by Academic Analytics) may be given an overall teaching load of 7 or 8 courses per year.

Graduate Assistantships

Graduate assistantships are assigned at the department level and may be funded by the Graduate School, department operating budgets, the Dean’s Office, or other internal/external funding. All graduate assistants must be engaged in work that supports or furthers their programs of study and follows all other applicable guidelines from the Graduate School. GA contracts are processed and the budgets maintained in the office of the Associate Dean for Administration and Faculty Excellence. See <http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm> for more information.

Graduate Faculty Status

All faculty assigned to teach courses at or above the 6000-level or serve on any thesis or dissertation committee must obtain some level of Graduate Faculty status. This process is initiated through your department chair and is processed by the Associate Dean for Administration and Faculty Excellence. The three levels of Graduate Faculty status are Graduate Faculty, Associate Graduate Faculty, and Graduate Teaching Faculty; see the [ECU Faculty Manual](http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part2section4.pdf) (<http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part2section4.pdf>) for the distinctions and privileges of the three levels. The COE Graduate Faculty Appointment Recommendation Form outlines the criteria and review required for appointment at each of the three levels (http://www.ecu.edu/cs-educ/upload/COE_Graduate_Faculty_Appmt_Recommd_FORM_Rev6-Jan_15.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 policies regarding sexual harassment, discrimination, and racial and ethnic harassment are located in the ECU [Faculty Manual, Part XII](#). The ECU Division of Student Affairs website offers in-depth information regarding university policies, and may be accessed at <http://www.ecu.edu/PRR/>. The University expects every individual to ensure that the University is free of harassment and discrimination.

The website for the Office for Equity and Diversity (<http://www.ecu.edu/edc/>) provides information and links to government policies concerned with harassment and discrimination. In addition, training and education modules are available on preventing sexual harassment, Title IX, and employment discrimination, search committee training and equal employment opportunity training for managers. Electronic submission of grievances is also available within the Office for Equity and Diversity website.

Student Grievances: Be aware that there are different procedures for grievances involving students, faculty, and staff (please see the Office of Student Rights and Responsibilities, Code

of Conduct, and File a Complaint in the following resources: <http://www.ecu.edu/osrr/>, [Faculty Manual](#), and http://www.ecu.edu/business_manual/Human_Resources_Policy7B.htm.

Institutional Review Board

Research and data collection that involve systematic collection of data and for which the focus or objective is to develop or contribute to the knowledge base in a particular field, are considered research. That is, if faculty or students plans to disseminate the data, findings, or implications in any way, the project is considered research and requires IRB review. If you have questions, check the Office of Research Integrity & Compliance website (<http://www.ecu.edu/irb/>) 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/personal information that are not specifically related to curriculum or teaching practices, or requires the student to share findings with others, IRB review and approval are required.

Official approval from Office of Research Integrity & Compliance must be received prior to any data collection for research that meets the above guidelines for “human research activities.” The website (<http://www.ecu.edu/irb>) provides the electronic submission process, instructions, and helpful tips for submitting a proposal. The East Campus Office for ORIC 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 via the CITI (Collaborative Institutional Training Initiative) website (<http://www.ecu.edu/cs-acad/rgs/irb/education-modules.cfm>). This training must be renewed every three years.

Keys/ Locked Out

Faculty should contact Lou Anna Hardee (hardeel@ecu.edu, 252-328-4344), to request keys for their individual office and office building. Facilities Services will notify the faculty member when the keys are ready for pick up and the faculty member will sign for the keys at Facilities Services. All keys must be returned to Lou Anna Hardee when changing offices or leaving employment with 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 Lou Anna Hardee (hardeel@ecu.edu, 252-328-4344) 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.

Library Resources

Joyner Library (<http://www.ecu.edu/lib/>, 328-4176) offers COE faculty and students many valuable services and resources (both online and in print). Resources include an online catalog, numerous networked and web-based databases, reference services, interlibrary loan services, and meeting space. Additionally, Joyner keeps reserve materials for faculty and students and has available copy services and equipment. Joyner Library's educational librarian, Daniel Shouse (shoused@ecu.edu 328-2270) is especially skilled and familiar with a wide range of educational resources and materials and available to both faculty and students for reference services, tutorials on library use, bibliographic instruction, and collection development. The library also offers copyright information and permissions; contact academic librarian Joseph Thomas (thomasw@ecu.edu 737-2278). Joyner Library is a Federal Depository Library.

Joyner Library is also home to the university's and region's **Teaching Resource Center** (<http://www.ecu.edu/cs-lib/media/>, 328-6076), whose goal is to "*connect people to information and empower lifelong learning.*" The Teaching Resource Center not only offers a variety of teaching materials for loan, but innovative services, consultations, unique collection access, and collaborative workspaces.

ECU's library services also includes both a Music Library (Fletcher Hall, 328-6250, <http://www.ecu.edu/cs-lib/music/>) on main campus and Health Sciences Library (Laupus, 744-2230, <http://www.ecu.edu/laupuslibrary/>) on the medical campus.

News: COE and ECU

The college is proud of the accomplishments of our faculty, staff and students. Please submit a Help Desk ticket at <http://www.coehelp.ecu.edu> with specific details of any recent or upcoming professional achievement (awards/honors), major research projects, or events that should be publicized on the COE Blog. You can also request coverage of upcoming events. All news items posted on the COE Blog are shared on COE social media sites.

Inquiries for media coverage of a particular accomplishment, program, occasion, etc. can be made through the COE's marketing and communications coordinator, Jessica Nottingham (252-737-4625). Marketing publications can be updated with the assistance of ECU's Creative Services and/or University Printing and Graphics.

Nondiscrimination and Affirmative Action

As stated in East Carolina University's Notice of Nondiscrimination and Affirmative Action Policy (<http://www.ecu.edu/prr/05/25/02>), the University is committed to equality of opportunity and prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status. This policy also prohibits retaliation against an individual for using applicable policies responsibly.

The Office for Equity and Diversity (OED) is responsible for implementation of the policy, including prevention and resolution efforts. OED provides education and training regarding

prohibited conduct as well as other educational programming. Members of the University community with concerns or questions are encouraged to contact the office or visit the website, <http://www.ecu.edu/oed/> for more information.

Office Hours

The following statement regarding faculty office hours can be found in the ECU *Faculty Manual*, Part VI, Section I.II, “Office Hours” and is excerpted here:

II. Office Hours

In addition to teaching, each instructor must maintain office hours five hours during a work-week to be available to advisees and to campus and online students who wish to consult with him or her. It is strongly recommended that the instructor be available either on campus or online at least one hour each day during the work-week. Instructors who teach only face to face courses: Instructors must maintain office hours in a designated location for a minimum of five hours during the work-week to be available to counsel students or to answer email.

Instructors who teach only online courses: Instructors must establish a time frame of a minimum of five hours during the work-week in which they are available to answer email from students who wish to consult with them.

Instructors who teach a hybrid online face to face course or a combination of online and face to face courses: Instructors must maintain office hours in a designated location for a minimum of five hours during the work-week to be available to counsel students to answer the email of their online students.

Each instructor is to submit to the unit administrator a schedule of office hours, and the unit administrator is to have a complete schedule of the office hours of all instructors of the unit. The office hour availability schedule is to be posted on the Instructors office door and/or on the online course website. (FS Resolution #10-53, April 2010)

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 a Blackboard website. Call the Office for Faculty Excellence (328-1426) or visit the website (<http://www.ecu.edu/ofe/>) for additional information. The OFE also provides a diverse catalog of faculty development sessions throughout the year.

The COE Associate Dean for Administration and Faculty Excellence organizes the college level faculty orientation which typically consists of monthly 1-2 hour sessions across fall and spring semesters for the first two years of probationary appointments. The department chair may also plan orientation sessions with new faculty. In addition, faculty are encouraged to seek the guidance of their chair when they have procedural or policy questions.

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 ECU Parking and Transportation. A one-day visitor permit for East campus is \$5.00, 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 Parking & Transportation Services is closed may purchase the parking pass from the ECU Police Department (609 E.10th 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.

Personnel Action Dossier Security and Review

Each department shall establish and articulate security and review measures for their faculty's Personnel Action Dossiers (PADs). These security and review measures shall govern how the PADs are secured while in the department offices, who shall have access to the PADs, and where reviews shall occur. PAD Security measures shall be approved by Academic Affairs and kept on file in the office of the Associate Dean for Administration and Faculty Excellence.

While the PADs are in the Dean's Office, they are maintained in a locked office of either the Associate Dean for Administration and Faculty Excellence or the Dean, with only appropriate administrators and their personnel having access.

Professional Development

Professional development opportunities for faculty and staff are available through Cornerstone (<http://www.ecu.edu/itcs/cornerstone/>). Cornerstone is a training management system for ECU. Permanent employees register for training, online modules, or assigned training sessions through this portal. Faculty and staff will find training provided across the university and also from College of Education office of the Associate Dean for Administration and Faculty Excellence, Instructional Technology Consultants, or the Office for Educator Preparation. To find COE sessions in Cornerstone (once logged in), go to the Browse for Training section, click on Academic Affairs, then choose College of Education.

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. All purchases for work purposes for which department or program funds are used must be approved by your department chair beforehand.

Reassigned Time Requests and Reporting

Following discussion with the department chair or his/her designee, faculty may request reassigned time for pursuit of qualifying projects such as research or scholarly writing, grant development, curriculum development, etc. 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 regarding the requests progresses to the appropriate department chair and then to the 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, aluminum and glass products by using the recycling bins located in all facilities.

Relationships with Students

Faculty may not date or have “amorous relations” with students 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, Part XII, Section III](#)).

“It is misconduct, subject to disciplinary action, for a University employee, incident to any instructional, research, administrative or other University employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship or to whom he or she is related by blood, law or marriage... It is misconduct, subject to disciplinary action, for a University employee to engage in sexual activity with any enrolled student of the institution, other than his or her spouse, who is a minor below the age of 18 years.”

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 (even temporarily) **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.

The Batten Room (Speight 154), the George Williams Conference Room (Speight 202), the Speight Conference/Seminar room (Speight 203), and all other meeting spaces in Speight can be reserved through Jo Melnyk, (melnykj14@ecu.edu 737-1705). Meeting space may also be available in buildings where other COE departments are housed; please inquire with department administrative staff for these contacts.

Scholarships

The College offers more than \$500,000 in scholarships each year ranging from \$250 to more than \$5,000 a year. Undergraduate and graduate students apply for scholarships from

November 1st through January 15th through Academic Works, the University scholarship system at <https://ecu.academicworks.com/>. Most College scholarships are administered by the Office of Community Relations and Outreach (<http://coeweb.ecu.edu/Directory/ood/area/Office+of+Community+Relations+and+Outreach/>, 252-737-1257). Four-year scholarships for incoming first year students are administered by the Education Community of Scholars/Education Living-Learning Community.

Security

Campus security requests that faculty and staff secure their offices and belongings. Be careful to keep track of all office and building 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>) serves as the source for academic publication information and productivity data and enables faculty members to continually update their information regarding publications, grants, presentations, abstracts, honors, credentials, and other elements of professional activity. Faculty may upload PDF, Word, Excel, or PowerPoint files as appropriate. Once updated, the information can then be pulled easily into a curriculum vita, annual report, or other report by using the COE templates provided. **The university has mandated that tenure and probationary tenure-track faculty annual reports are completed via Sedona.** The department, college, and university also access the Sedona information to prepare various administrative reports; therefore, maintaining accurate, updated information throughout the year is important. For additional information about working with Sedona, please contact the COE Associate Dean for Administration and Faculty Excellence. Additional information is available on the IPAR or OFE websites.

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 (<http://www.ecu.edu/alert/>) website 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 Hotline: 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. The COE IT Office at 737-4438, the Lab Help Desk at 328-1125, or the ITCS Help Desk at 328-9866 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.

Social Media

The college maintains a variety of social media sites including FaceBook, Twitter and LinkedIn. Faculty and staff should submit social media posts to the COE Helpdesk <http://coehelp.ecu.edu>. All College of Education social media sites are to be listed with the university. See 5.4 in the Social Media PRR: <http://www.ecu.edu/PRR/08/10/02>.

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 his or herself or 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/deanofstudents/person_of_concern-report_a_person.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 Dean 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 only via the ECU Dowdy Student Store online (<http://www.ecu.edu/cs-admin/studentstores/FacultyRequisitions.cfm>). Detailed information is provided in the “Teaching” section of this Handbook (see “Textbooks” and “Course Packs” items).

TracDat

TracDat 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 used for strategic planning purposes and holds all strategic action

plans. Unit Assessment Coordinators, designated by the department/program, may access TracDat via <https://ecu.tracdat.com/tracdat/> using PirateID and log-in information. For assistance, please contact COE Director of Assessment, Accreditation, and Data Management.

T **Travel by Faculty**

All professional 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 available at <http://www.ecu.edu/cs-admin/parkingandtransportation/motorpool.cfm>.

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 – or ensure insurance coverage in case of an accident and for permission to be away from work. 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. **All travel**, including for grants, must follow these guidelines.

Reimbursement requests for travel should be completed as soon as possible following return to campus as 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 website. It is imperative that faculty work closely with their departmental administrative support personnel, and Elizabeth Hecker (heckerr@ecu.edu, 328-5416), in the Dean’s Office on travel paperwork.

U **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 approval process of the logo are described at (http://www.ecu.edu/cs-admin/mktg/logo_review.cfm).

W **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 Webmaster/Instructional Technology Consultant through the COE Help Desk at <http://www.coehelp.ecu.edu>.

T eaching

Academic Freedom

Excerpt from [ECU Faculty Manual, Part V, Section I](#):

“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 derived from the 1940 [Statement of Principles on Academic Freedom and Tenure](#) 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 ECU [Faculty Manual, Part V Section I](#), for academic freedom as it relates to professional ethics, political activity and leaves of absence.

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 VI of the Faculty Manual](#) also has detailed information about academic integrity. In addition, the Office of Student Rights and Responsibilities (<http://www.ecu.edu/osrr/>) can provide information on academic integrity and other student conduct policies, many of which are available via their web page as well as the Dean of Students web page (<http://www.ecu.edu/deanofstudents/>). 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 the [ECU Faculty Manual, Part VI, Section II](#).

Blackboard

ECU uses the Blackboard (Bb) web-based course management system 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 department 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 Pirate Port) 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 *Blackboardblog* and “How-To” links at (<http://blog.ecu.edu/sites/blackboard/faculty-support/>) or by contacting the

Blackboard administrator, Matt Long (328-9074, longm@ecu.edu) or Cindy Bowers (328-9167, bowersc@ecu.edu). IT Consultants Christine Wilson (wilsonc@ecu.edu) and Holly Fales (heathh@ecu.edu) provide in-house for the COE; Bb support and can be reached via the COE Help Desk at <http://www.coehelp.ecu.edu/>.

Class Rosters

As an instructor, you can access class rolls (rosters) via Banner or Pirate Port. 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 roster 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 email.

Classroom Policies

Once a course has been scheduled, the day/time, location, and means of delivery of that course **cannot be changed without prior permission** of the department chair and Dean of the COE. Classes must be held in the stated classroom unless notification is provided to the students in advance (i.e., for a meeting in the library or computer lab). If emergency or unforeseen circumstances necessitate a change in location or schedule, a sign must be posted on the classroom door and an explanation provided to the department chair within 24 hours. Meeting dates and times may not be changed arbitrarily; classes may not be cancelled, shortened, or held in a different manner or on a different date without prior approval.

Faculty must ensure some reasonable method of tracking attendance of all students in their courses.

Classroom Safety

In the case of emergency or unsafe conditions in any classroom or meeting with ECU students, staff, or faculty, the faculty or senior administrator is assumed to be responsible for the safety of all present. Please see <http://www.ecu.edu/police/> for a series of helpful guidelines for campus and classroom safety, and the 'Emergency' entry in this handbook.

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 and Students

Faculty Conduct: Faculty in the College of Education 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 him or herself or campus or has displayed significant behavioral issues, the faculty member should report a “person of concern” to the Dean of Students (737-5555). Specific procedures for dealing with cheating and plagiarism can be found in the [ECU Faculty Manual, Part VI, Section II](#). 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-studentaffairs/osrr/>).

Continuity of Instruction

All courses are to have a plan for alternate delivery of course content and communication should any form of technology used in the course experience a temporary downtime or failure. Student and faculty responsibilities within such contingency plans should be outlined in 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 ECU Emerging Academic Initiatives website (<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 at <http://www.ecu.edu/cs-acad/eai/continuity.cfm>.

Course Content

Each course has specific written objectives and content which were proposed when the course was created and approved by the program faculty, department, college, and university. Copies of the original course proposal are to be maintained by the home department. 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 website (<http://www.ecu.edu/cs-admin/studentstores/coursepacksIndex.cfm>). Request forms and deadlines are provided on the website. 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 7000-9000 level courses for doctoral students.

Disability Support Services

ECU strives to be inclusive and supportive of individuals with disabilities. The Department for 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 (<https://www.ecu.edu/cs-admin/accessibility/>). 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 are to 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, usually in the 1st and 4th years. Materials from these peer observations are included in the Personnel Action Dossier (PAD) submitted for reappointment, tenure and promotion actions. The faculty member, in concert with the Personnel Committee, is responsible for arranging for peer evaluations of their teaching by faculty members who are trained observers and using the Faculty Senate approved form or an alternative form approved by the Office of the Provost. Training (through the Office for Faculty Excellence) is required of all faculty who wish to engage in the peer evaluation of their colleagues. Further details on peer evaluation faculty orientation and the observation process and approved forms are online (http://www.ecu.edu/ofe/evaluation_peer-review.cfm).

eXplorance Blue is ECU's new software for course evaluations. Blue provides a user-friendly interface for students via a secure mobile- and tablet-accessible portal and BlackBoard. Survey results are always anonymous. Evaluation reports are made available two weeks following the end of each academic term and student comments are provided verbatim. More information is available at <http://www.ecu.edu/cs-acad/ipar/assessment/Course-Evaluations.cfm#>.

The Office of Institutional Planning, Assessment and Research (IPAR) emails students and faculty when the Blue course evaluation survey opens. Faculty are encouraged to allow time within a class period for completion of the course evaluation. Frequent prompting and strong encouragement from the instructor are essential to obtain a representative response on the Blue evaluation system.

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://www.ecu.edu/cs-itcs/ithelpdesk/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>).

Proctoring for examinations is also available should that option be needed and established and approved by the course instructor. In the COE, please contact Jason Whited (whitedj@ecu.edu, 328-6484).

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 the [ECU Faculty Manual, Part V](#).

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/upload/REQUEST-TO-CHANGE-EXAMINATION-SCHEDULE.pdf>.

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/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**, a request must be made of the department chair **ahead of time** and must include plans for class coverage. 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 have remaining work to complete or for students who have missed a final exam but have 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, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F; see the official Undergraduate Catalog for a narrative interpretation of these grade symbols. 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 Perception of Teaching Survey (SPOTS)* has closed, the Registrar’s Office will provide an email explaining the process and deadline for entering final course grades via Pirate Port (see Banner, Self Service). Instructions for entering final grades are also available in the “Faculty & Staff” area under [Office of the Registrar](#). Entering final grades in a Blackboard grade book does not submit the grades to the

Office of 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 online Change of Grade/Removal of Incomplete form for each student.

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://catalog.ecu.edu/content.php?catoid=10&navoid=703> for appeals process and additional information. For **graduate grade appeals**, see Academic Regulations in the Graduate Catalog at <http://catalog.ecu.edu/content.php?catoid=11&navoid=812#graduate-student-grade-appeals> 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.

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.

Instructional Technology Resources

The COE instructional technology consultants work full-time with college faculty in the area of instructional technology. Visit the COE Information/Instructional Technology Center website at <http://www.ecu.edu/cs-educ/technology/index.cfm> or go to <http://www.ecu.edu/cs-acad/facultyorientation/ITCS.cfm> for more information about instructional technology consultants at ECU. 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, both the Office for Faculty Excellence (<http://www.ecu.edu/ofe/>) and College of Education (both the office of the Associate Dean for Administration and Faculty Excellence and the office of Assessment, Accreditation, and Data Management) regularly offer 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/> and <http://www.ecu.edu/cs-lib/reference/facultyservices.cfm> for links to faculty services. Joyner Library also has available a Teaching Resource Center (TRC) located on the second floor (328-6076). The TRC contains children and young adult materials, K-12 North Carolina state adopted textbooks, multi-media, kits, and reference resources. The department primarily serves students enrolled in teacher education programs and educators in eastern North Carolina.

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 site. 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/accessrv/circulation/reservepolicy.cfm>.

Retaining Student Assignments/Materials

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 (328-9297) 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 or other medical provider must obtain a verification of the date (not the reason) they were seen at the Student Health Service or healthcare provider.

Student/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) website (<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 ORIC 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. Syllabi are required for institutional (SACS), state (NCDPI), and national (NCATE and others) accreditation and are considered to be public documents subject to public records requests. COE syllabi are also being archived in the new COE SharePoint site for accreditation and other reporting purposes.

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%);
- Date and time of the final examination. The final exam times can be found under the "University Calendars" section of the ECU Faculty Senate website (<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: (252-737-1016 (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 <http://www.ecu.edu/cs-admin/studentstores/FacultyRequisitions.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/facultyresources.cfm>. Complimentary or desk copy books cannot be re-sold by faculty. Returning them to the publisher or giving them to students are the acceptable means of disposing of these complimentary copies of textbooks.

Course Packs for purchase by students can be prepared/coordinated with and sold by the ECU Student Store (<http://www.ecu.edu/cs-admin/studentstores/coursepacksIndex.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 “Course Packs” item also in 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* (available online <http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm>) and the *Annual Faculty/EHRA Staff Disclosure Form for Potential Conflicts of Interest*

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. 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

Academic Success Center

The COE Academic Success Center is located in the Rivers Building (328-0067, <http://www.ecu.edu/cs-educ/advising/Index.cfm>) and provides helpful instructions, policies, and suggestions related to academic advising, registration, and career exploration. Center staff currently includes three full-time academic advisors, a lead coordinator, and an administrative assistant. Advisors in the center assist undergraduates who are intended education majors or transfer students interested in College of Education teacher education degrees. In some departments, advising is transferred to a faculty member assigned by the department that houses the major after a student completes the early experience course or is admitted into upper division.

Advising Graduate Students

The graduate director/coordinator of an academic program or designee typically provides advising for graduate students enrolled in respective programs.

Advising Undergraduate Students

In some departments, the department assigns undergraduate declared majors to faculty advisors. Faculty advisors help students understand academic policies and 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 Academic Success Center (Formerly 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. Faculty can monitor their advisees' degree progression within DegreeWorks found in Self Service Banner. 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 fully knowledgeable of related official announcements. Discussions with the program director and colleagues will also be helpful. The COE Academic Success Center is an excellent resource for ECU advising policy questions and COE program level advising questions. The COE Academic Success Center can provide an advisor workshop as needed in advance of the advising and registration period.

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. For information about scheduled sessions and topics, faculty are advised to contact the COE Academic Success Center for information.

Course Adjustment 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), students may only add courses.

Degree **W**orks Audit/Application for Graduation

Students should check with their Academic Advisor about the completion of a Degree Works audit (degree evaluation). The recommended completion of this audit is the second semester of the junior year and must be completed by the first semester senior year. The **official** review of students' degree requirements will be done by the Office of the Registrar. Students will be held accountable for all requirements for their major according to their catalog year unless an approved substitution is submitted to the Office of the Registrar by the Academic Advisor/Department.

Students must complete an application for graduation online through Pirate Port at least one semester prior to completing the requirements of their degree as stated by the Undergraduate Catalog. Students will need to register for Commencement online at <http://www.ecu.edu/commencement/>.

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 regarding processes in each graduate program area. Graduate students must also submit an application for graduation as above.

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 via Banner. If needed, students should contact the Advising Center for special permission. Students may email COEADVISING@ecu.edu to obtain the special permission form in order to submit the special permission request. 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 Pirate Port/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.

Special Permission to Add a Course (Undergraduate Only)

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 the Advising Center at COEADVISING@ecu.edu and receiving a special permission form to outline the details of the request. 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 academic status.

CONTACTS

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

Dr. B. Grant Hayes, Dean	328-1000
LuAnn Sullivan, Executive Assistant	328-1000
Dr. Vivian W. Mott, Interim Associate Dean	328-6177
Dr. Alana Zambone, Interim Associate Dean	328-5746
Dr. Elizabeth B. Hodge, Assistant Dean	328-6175
Sherrie Rogers, Business Officer	328-1122
College of Education, Main Line	328-4260
Adrienne Dunning, Business Services Coordinator	328-1001
Lou Anna Hardee, Administrative Support Specialist	328-4344
Elizabeth Hecker, Front Desk, Administrative Support Associate	328-5416
Jo Melnyk, Administrative Support Associate	737-1705
Michelle Smith, Business Services Coordinator	328-1004

Academic Departments:

Educational Leadership (Ragsdale Hall)

Gwen Joyner, Administrative Support Associate	328-6135
Dr. Art Rouse, Chair	328-6763

Elementary Education and Middle Grades Education (Speight Bldg)

Delaney Swift, Administrative Support Associate	328-6833
Dr. Mark L'Esperance, Interim Chair	328-1136

Interdisciplinary Professions (Bate & Ragsdale Bldgs)

Christy Hines, Administrative Support Associate	328-6856
Dr. Scott Glass, Chair	328-5670

Literacy Studies, English Education and History Education (Speight Bldg)

Teresa Woolverton, Administrative Support Associate	328-6181
Dr. Katherine Misulis, Chair	328-6128

Mathematics, Science, & Instructional Technology Education (Flanagan Bldg)

Brooklyn Teel, Administrative Support Associate	328-9354
Dr. Abbie Brown, Interim Chair	737-1569

Special Education, Foundations and Research (Speight Bldg)

Gayle McLawhorn, Administrative Support Associate	328-6397
Dr. Guili Zhang, Interim Chair	328-4989

Administrative Offices & Units:

Office of Assessment, Accreditation, and Data Management (Speight Bldg)	
Whitney Wilson, Administrative Support Associate	737-1800
Mary Worthington, Clinical Research Specialist	328-5327
Holly Fales, Instructional Technology Consultant	737-5191
Jason Whited, Instructional Technology Consultant	328-6484
Christine Wilson, Instructional Technology Consultant	328-1143
Dr. Ellen Dobson, Interim Director of OAADM	328-2457
Office of Community Relations & Outreach (Speight Bldg)	
Lisa Marie Hagan, University Program Associate	737-4799
Jessica Nottingham, Coordinator of Communications & Marketing	737-4625
Terah Archie, Director of Community Relations & Outreach	737-1257
Office of Educator Preparation (Speight Bldg)	
Vacant, Administrative Support Associate	328-2156
Sherry Tripp, Licensure Specialist	328-2278
Dr. Vivian Covington, Executive Director of Educator Preparation	328-4061
Office of Research (Speight Bldg)	
Patricia Roullard, Administrative Support Associate	328-1097
Jennifer Eissing, Grants Specialist	328-5558
Amanda Lovett, Grants Specialist	328-4247
Rick Yakubowski, Grants Coordinator	328-4246
Academic Success/Advising Center (Rivers Bldg)	
Vacant - Administrative Support Associate	328-0067
Dr. Amy Shannon, Lead Coordinator	328-6853
COE IT Support (Speight Bldg)	
Al Barnhill, Technology Support Analyst	328-5671

CAMPUS:

Campus Emergency Hotline (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) Office of Grants & Contracts	328-9530

Office of Sponsored Programs	328-9540
Faculty Senate Office (Lori Lee)	328-6537
Graduate School	328-6012
Institutional Review Board (IRB)	744-2914
IT/Computer Support Services-Help Desk	328-9866
Libraries	
Joyner - Operating Hours Information	328-4285
- Circulation/Reserve	328-6518
- Music Library (A.J. Fletcher Music Center)	328-6250
Laupus/Health Sciences	744-2219
Office for Equity and Diversity (Old Cafeteria Bldg)	328-6804
Office for Faculty Excellence	328-1426
Parking and Transportation Services	328-6294 or 6963
Pirate Academic Success Center (2 nd floor Old Cafeteria Bldg)	737-3009
Registrar (Whichard Bldg)	328-6747
Student Issues:	
Dean of Students Office	328-9297
Student Rights & Responsibilities	328-6824
University Writing Center (Joyner Library)	328-2820

A cronyms

AY	Academic Year
BOT	Board of Trustees
BOG	Board of Governors
BYOD	Bring Your Own Device
CAEP	Council for the Accreditation of Educator Preparation
CITI	Collaborative Institutional Training Initiative
EdD	Doctor of Education
EdS	Education Specialist
ELMID	Elementary Education & Middle Grades Education
GA	Graduate Assistant
GCC	Graduate Curriculum Committee
GEP	Graduate Education Program
GRE	Graduate Record Exam
GSO	Graduate Studies Office
IDP	Interdisciplinary Professions
IPAR	(Office of) Institutional Planning Assessment and Research
IRB	Institutional Review Board
LEED	Educational Leadership
LEHE	Literacy Studies, English Education and History Education
LPC	Licensed Professional Counselors
MAEd	Master of Arts in Education
MAEd-ADED	Master of Arts in Education in Adult Education
MAEd-BITE	Master of Arts in Education Business Education
MAEd-C&I	Master of Arts in Education in Curriculum & Instruction
MAEd-ELEM	Master of Arts in Education in Elementary Education
MAEd-ENED	Master of Arts in Education in English Education
MAEd-EDTC	Master of Arts in Education in Instruction Technology
MAEd-HIED	Master of Arts in Education in History Education
MAEd-IT	Master of Arts in Education in Instructional Technology
MAEd-MATE	Master of Arts in Education in Mathematics Education
MAEd-MIDG	Master of Arts in Education in Middle Grades Education
MAEd-MKTG	Master of Arts in Education in Marketing Education
MAEd-READ	Master of Arts in Education in Reading Education

MAEd-SCIE	Master of Arts in Education in Science Education
MAEd-SPED	Master of Arts in Education in Special Education
MAT	Master of Arts in Teaching
MAT	Miller Analogies Test
MLS	Master of Library Science
MOA	Means of Assessment
MSA	Master of School Administration
MS-IT	Master of Science in Instructional Technology
MSITE	Mathematics, Science, & Instructional Technology Education
NCATE	National Council for Accreditation of Teacher Education
NCDPI	North Carolina Department of Public Instruction
NCE	National Counselor's Examination
NCSE	North Carolina School Executive
OAADM	Office of Assessment, Accreditation and Data Management
OED	Office for Equity and Diversity
OEP	Office of Educator Preparation
OFE	Office of Faculty Excellence
OHRI	Office for Human Research Integrity
OSP	Office of Sponsored Programs
OSRR	Office of Student Rights and Responsibilities
OTE	Office of Teacher Education
P&T	Promotion & Tenure
PAD	Personnel Action Dossier
PRR	Policies, Regulations and Rules
SAAO	Senior Academic and Administrative Officer
SACS	Southern Association of Colleges and Schools
SEFR	Special Education, Foundations & Research
SPOTS	Student Perception of Teaching Survey
TESL	Teaching English as a Second Language
UNCGA	University of North Carolina General Administration
VCAA	Vice Chancellor of Academic Affairs
VCHS	Vice Chancellor of Health Sciences
VocED	Vocational Education