The purpose of this Handbook is to provide practical information that will help facilitate your work as a faculty member in the College of Health and Human Performance at East Carolina University. The Handbook is a brief overview of key practices and is not intended to address every policy and procedure. It is understood that existing practices and procedures endorsed by the University and UNC System must be followed. This is especially true for tenure and promotion processes and expectations which are informed by the ECU Faculty Manual (Part IX) and the HHP Provisional Code of Operations, and best addressed by your department chair/school director and your department’s/School’s personnel committees. Please discuss concerns with the practices in this Handbook with your leadership team. Your input is welcome in shaping our practices and procedures.

Please refer to the Provisional Code of Operations for the College of Health and Human Performance (http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/HHPprovisionalCode.pdf) and the ECU Faculty Manual (http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/manual.pdf) for detailed and definitive guidance regarding the issues addressed in this Handbook. In addition, the University Policy Manual (also available online http://www.ecu.edu/ppr) will serve as a resource for policies, regulations and rules of the University.

During the past year, each department/school within the College has been preparing a unit code. It is anticipated that during the 2016-2017 academic year, these individual unit codes may complete the review and approval process. Upon signature by the Chancellor, the unit code will replace the existing HHP Provisional Code and any prior unit codes.
Mission Statement
College of Health and Human Performance

The mission of the College of Health and Human Performance is to improve health, well-being, and quality of life.

Endorsed by HHP Faculty
Fall 2007

Discover, educate, and motivate for a healthy tomorrow.
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**Academic Calendars**

The official academic calendars (use Quick Links of the ECU Home Page or [http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm](http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm)) provide critical information about registration, fee, and application deadlines; class and holiday schedules; and final examination times for each semester. Be aware that the university may declare a make-up day that shifts classes from the usual meeting day to another for a given week. For example, Friday classes will meet on Tuesday, April 25, 2017, not the regular Tuesday classes. 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 and fiscal year are not synonymous. Most faculty think of the “academic year” as fall, spring, and summer semesters. This is in contrast with the state “fiscal year” which extends from July 1st of one year to June 30th of the next year. Therefore, the fiscal academic year 2016-2017 begins at the start of the second summer session 2016, includes summer long 2016 (11 week session), fall 2016 and spring 2017, and concludes at the end of first summer session 2017.

**Annual Report**

All faculty submit a faculty annual report to their department chair/school director using the HHP Annual Report template for the specific year located in Sedona (information management software program: [http://www.ecu.edu/cs-acad/ipar/assessment/Sedona.cfm#](http://www.ecu.edu/cs-acad/ipar/assessment/Sedona.cfm#)). The annual report covers all activity related to teaching, research and grant activity, service, and honors or awards for the faculty member typically from April 1st of a given year to March 31st of the following year (or as specified by the Provost). It is important for new faculty to review the HHP Sedona Annual Report Guide ([http://www.ecu.edu/cs-hhp/sedona.cfm](http://www.ecu.edu/cs-hhp/sedona.cfm)) at the beginning of the academic year in order to understand the type of information necessary for completing the annual report. Additionally, the *ECU Faculty Manual (Part VIII)* and the *HHP Provisional Code of Operations* detail activities that may be considered in faculty performance evaluation and inform potential components of the faculty annual report. The specific due date for the annual report, typically by mid-March, is set by the department chair/school director. Annual reports must be prepared using Sedona and are a key element in the annual evaluation of faculty performance, which is linked to merit increases. Providing accurate information in Sedona in a timely manner is essential as the university pulls information from Sedona for various reports. Annual Conflict of Interest Reporting is required to be completed at the time of the annual report. Conflict of Interest reporting is accomplished in the AIR (Activities, Interests, and Relationships) Management System which is accessed through Pirate Port (under ‘Tools’).

**Assessment Review Committee**

As a component of institutional assessment, all academic and non-academic support units as well as all degree programs, stand-alone minors and certificate programs assess outcomes annually. Faculty are primarily focused on assessment of student learning outcomes for the educational programs. The HHP Assessment Review Committee (ARC) provides guidance and assistance to the faculty in understanding and adhering to university assessment criteria and timelines. The ARC is comprised of representatives from the academic departments/school. These representatives are typically but not exclusively unit assessment coordinators (UAC). Each ARC member is assigned responsibility for
several educational programs and works as a mentor throughout the year with the UAC of the assigned educational programs. The ARC members are resource persons for the outcomes assessment process. In early fall, the ARC is responsible for utilizing the university rubric to complete a review and evaluation of each assessment report in the college. The UAC then uses feedback from that review to finalize the assessment report prior to the end of the fall exam period. ARC members remain a resource throughout the process. Finally, each spring the HHP ARC submits a summary report to the Institutional Assessment Advisory Council.

**Banner**

Banner is an integrated information management system that ECU uses for a variety of purposes (i.e. registration, advising, course management, student and financial aid information, human resources, and finance). It can be accessed via Quick Links on the ECU Home Page or 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 or ECU ID). It is an important identifier that is essential for completing numerous forms. Please note that it is 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.

**Career Services (formerly The Career Center)**

ECU Career Services ([http://www.ecu.edu/cs-studentaffairs/career/index.cfm](http://www.ecu.edu/cs-studentaffairs/career/index.cfm)) is a resource center, training center, and liaison with potential internship and employment agencies for undergraduate and graduate students. Career Services organizes and hosts career fairs and on campus visits by recruiters, as well as works with students to develop the skills to successfully acquire internships and employment. Career counselors can help students consider different career paths, learn how to discover and evaluate available positions, prepare quality cover letters and resumes, and enhance their interviewing skills and professional etiquette. Students can work with a career counselor one-on-one or attend a group program.

Ms. Nadirah Pippen is the Career Service’s liaison for the College and is the career counselor for students in HEP, KINE, and RCLS. Ms. Carole Dempsey is the career counselor for students in HDFS, IDMR, and SOCW. Both split time between Career Services and a satellite office (Ms. Dempsey: Belk 3405; Ms. Pippen: Rivers 143). Contact information and appointment hours are available on the Career Service ‘Locations’ web page: [http://www.ecu.edu/cs-studentaffairs/career/locations_directions.cfm](http://www.ecu.edu/cs-studentaffairs/career/locations_directions.cfm).

Staff from Career Services can present on a variety of topics related to preparing for careers, seeking internships or employment, and planning a career. Ms. Pippen or Ms. Dempsey are available to present to your class. If you are planning to cancel a class, call Career Services or request online ([http://www.ecu.edu/cs-studentaffairs/career/faculty-staff/presentations.cfm](http://www.ecu.edu/cs-studentaffairs/career/faculty-staff/presentations.cfm)) to determine if they can provide a lecture on a topic relevant to the career skill development for your students instead.

**Catalogs**

The official ECU undergraduate and graduate catalogs are available only on-line ([http://www.ecu.edu/registrar](http://www.ecu.edu/registrar)). Information about the university, including university policies, academic advisement, the university calendar, grading, and many other aspects of university life is available in the first section of the catalog. The catalogs contain academic program descriptions, curricula, and course descriptions. The course descriptions guide the content of all courses taught at the university.
Classroom Technology
(Also see ‘General Technology Support’)

Most classrooms on campus are equipped with a computer and/or laptop connection and a projector or monitor. The majority of classrooms in Belk, Minges and Rivers also have Crestron touch control panels, document cameras, microphones (for sound reinforcement and lecture capture), lecture capturing capabilities with cameras and video conferencing via Saba, Skype, etc. Instructors are strongly encouraged to visit their assigned classrooms prior to the first day of classes. If you are unable to visit the classroom prior to the start of classes you can view the available technology in that room at http://www.ecu.edu/cs-itscs/classroomTech/index.cfm. To request training on classroom technology, please fill out a Technology Service Request in SharePoint (https://collab.ecu.edu/sites/che/default.aspx) and someone will contact you within 24-48 business hours.

Due to the expense of projector light bulbs, all faculty are asked to be very conscientious in turning off the projectors after each use. Always power down the projector.

For emergency classroom technology support please utilize the following resources in their respective locations:

- Belk Building: Rich Ramirez (328-2084, Rivers 268/270) or ITCS Smart Classroom Support 328-9830.
- Minges/Ward: ITCS Smart Classroom Support 328-9830.
- Rivers Building: Rich Ramirez (328-2084, Rivers 268/270) or ITCS Smart Classroom Support 328-9830.
- Other classroom buildings: ITCS Smart Classroom Support 328-9830.

If you call ITCS Smart Classroom Support and no one answers; leave your name, room number, and description of the problem. A technology consultant will be dispatched to your location, ideally within 10 minutes.

College Meetings/Events

The College has several regularly scheduled meetings and events throughout the year. All full-time teaching faculty are expected to attend college meetings, commencement recognition ceremonies, and the HHP retreat. EHRA faculty (non-teaching) will be informed by their supervisor as to what meetings they are to attend.

Meetings:

- **HHP Faculty Meetings** are scheduled at least once per semester and at least one Graduate Faculty meeting is held each semester. Additional meetings may be scheduled as needed, typically with 5 to 7 days notice.
- **ECU Commencement** is held on a Friday at the end of fall and spring semesters and precedes all department/school/college recognition events. Each department/school has established a system to guarantee attendance by at least 10% of the faculty at each ceremony. The ECU Commencement schedule and details are found at: http://www.ecu.edu/commencement/
- **The HHP Commencement Recognition Ceremony** is held at the end of every semester at a time determined by the university. Since all HHP teaching faculty are expected to attend, the Dean asks that faculty notify him of conflicts in advance. As details for the HHP Recognition Ceremony are established, information is made available via the HHP website (http://www.ecu.edu/cs-hhp/commencement.cfm). Faculty are requested to wear academic
regalia. Faculty who do not own regalia can rent it through the ECU Dowdy Student Stores. Information about regalia rental and cost is distributed several months prior to commencement. If academic regalia is not available, dark colored professional attire is appropriate. All students are to wear academic regalia in order to participate.

- **Department/School Commencement Recognition events**, when provided, will be held at a time or day after ECU Commencement and will not conflict with the College Commencement Recognition Ceremony. The specific department/school plans these events and is the primary source of information about these unit recognition events.

- **The HHP Retreat** is scheduled periodically to permit the faculty to focus on an issue of importance to the College. Selected staff may also be included in the retreat depending on the specific topic.

**Events:**

College events range from informal family oriented social gatherings to structured events recognizing achievement of our students, faculty, alumni and friends. While the preference is to include as many faculty as possible, cost and venue size often present restrictions and some events are by invitation only.

- **The HHP Picnic** is traditionally held on the day of the fall faculty convocation or within the next week. All HHP faculty, staff, and their families are invited.

- **The Cornerstone Society Recognition**, held on a Friday morning during fall semester, recognizes donors that contribute a minimum of $1,000 annually to the College. Donors, their family members, and faculty are invited to attend the event which is held in the Purple Hallway of the academic wing of Minges.

- **The Marvin and Joyce Johnson Wall of Fame Induction**, is held in the spring to recognize and highlight the service of faculty, alumni, and friends of the College of Health and Human Performance. Induction requires a minimum donation of $1000 in the name of the inductee. Inductees, their families and select faculty and staff are invited to attend.

- **The HHP Spring Scholarship Event**, (The Winner’s Circle Breakfast), is held in the spring to honor scholarship recipients and donors. Attendance by the scholarship recipient is a requirement of receiving the scholarship. Attendance is by invitation. Specific information is provided via email announcements early in spring semester.

**Collegiality**

All ECU faculty are expected to conduct themselves in such a manner as to comply with the ‘Statement of Professional Ethics’ found in the Faculty Manual (Part V, Sec.II). As stated in the ‘Harassment and Discrimination’ item in this Handbook, no form of harassment, intolerance or discrimination is acceptable. The HHP standard of behavior rises above avoiding harassment and discrimination to the expectation of respect and acceptance of all individuals. HHP faculty and staff are expected to demonstrate sensitivity to differing values, cultures, beliefs and opinions whether in the classroom, meetings, or individual conversations. Collegiality, courteousness, and contributing to the work of the unit are expected. In this regard, HHP is most fortunate to have fostered a positive collegial community. We truly take pride in maintaining this positive environment whereby collegiality enhances the effectiveness of faculty in the multitude of roles they perform within the department/school, college, university, community and profession.

**Committee Membership**

There are many opportunities for faculty to serve on department/school, college, and/or university committees. Faculty should consult with their department chair/school director in developing a personal committee service plan. Although time intensive, committee work serves as an important means of networking with faculty from other disciplines and sharing HHP priorities and concerns as campus decisions and policies are formulated.
Computer Lab Use

The student computer labs in Minges #82, Belk #3102, and Rivers #139 are funded by student technology fees and serve the general student population. These labs are not to be used for classroom activities such as instructional sessions, tests or exams, even if they focus on computer applications. For these types of activities, HHP instructors can check out the mobile laptop carts in Belk, Minges/Ward or Rivers. To request a laptop cart, fill out a laptop cart reservation form (https://collab.ecu.edu/sites/che/default.aspx). You will receive confirmation within 24-48 business hours.

On rare occasions the student computer labs may be utilized for student workshops, orientation or student advisement/registration. Please direct any questions, concerns or inquiries regarding these labs to Rich Ramirez (ramirezr@ecu.edu, 328-2084).

The Standard Operating Procedure on Use of the Student Computer Laboratories is available on the HHP Faculty Resource page (http://www.ecu.edu/cs-hhp/faculty-resources.cfm).

Computer Security

Beyond keeping your equipment physically secure so that it cannot be stolen or misused, assuring that it is used according to current regulations is important. There are numerous policies related to computer use that faculty must understand and follow. These range from the Academic Computer Use Policy (http://www.ecu.edu/cs-itcs/policies/academicpolicy.cfm), Social Media Guidelines (http://www.ecu.edu/PRR/08/10/02), to password expiration and network use regulations. ECU guidelines to enable compliance with university and government rules and laws can be found at http://www.ecu.edu/cs-itcs/policies/index.cfm.

Information Technology and Computing Services (ITCS) is the campus resource for computer, smartphone, and cyber security best practices, security alerts and help to avoid the malware, phishing scams, and identity or data theft. ECU will never request personal information or ask you to confirm your PirateID or password through an email. For more information on information security best practices, please refer to the ITCS website: http://www.ecu.edu/itcs/help/security.

Access and storage of information is a primary concern. We all believe it is essential that our files be accessible anytime, anywhere, but only by the correct individuals. However, ECU information is not to be stored on any non-ECU ‘cloud’ location such as DropBox, Google Mail cloud, iCloud, and IBM Big Blue cloud without authorization and approval from the department chair/school director, data owner, and Chief Information Officer. ECU’s solution to the ‘cloud’ is Piratedrive, a password protected online storage folder that is provided for each faculty member, staff, and student. Piratedrive information is backed up each night and can be accessed on campus as well as off campus. The Piratedrive is accessible on any campus computer through Pirate Port (https://pirateport.ecu.edu/portal/index.cfm). Further explanation of the issues and solutions are provided at: http://www.ecu.edu/cs-itcs/itsecurity/thecloud.cfm.

Conflict of Interest

All faculty (full and part-time) and EHRA non-faculty (full and part-time) are governed by policies and guidelines on conflict of interest and conflict of commitment affecting university employment and external professional activities. The ECU Faculty Manual (Part VII, Section II) details definitions, policies and procedures. Faculty are required to complete the annual Conflict of Interest report at the time of their annual report (spring semester). Reporting is submitted online via Pirate Port (under ‘Tools’) using the AIR (Activities, Interests, and Relationships) Management System.
The Office of Research Integrity and Compliance (in the Division of Research, Economic Development, and Engagement) coordinates information on research and non-research conflict of interest (http://www.ecu.edu/irb/compliance/Conflict-of-Interest.cfm). For more information on Conflict of Interest (COI), please review the FAQ page: http://www.ecu.edu/cs-acad/rgs/irb/compliance/upload/COI-and-EPAP-FAQ.pdf

Disruptive Behavior – ECU CARES

In an effort to maintain a safe campus and facilitate assistance for distressed or disruptive students, Student Affairs has created a resource for faculty, staff, and students to report an individual who is perceived to pose a threat to campus or has displayed significant behavioral issues. Helpful resources and general guidelines for interacting with students displaying different levels of risk behavior are provided on the Dean of Students web site (http://www.ecu.edu/cs-studentaffairs/dos/person-of-concern.cfm). Reporting a person of concern to the Dean of Students Office can be submitted online (https://publicdocs.maxient.com/reportingform.php?EastCarolinaUnivDOS&layout_id=2) or by calling (252-737-5555). 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, Student Health Services, and Campus Police as needed to address student needs. Faculty are asked to notify their department chair/school director about students of concern.


Procedures and appeals for dealing with disruptive academic behavior are found in the Faculty Manual Part VI, Sec. IV. The instructor may request a student whose unreasonable behavior disrupts the learning process of other students to leave the class. Repeated incidents may result in the student being dropped from the course. Given the seriousness of such action, the faculty member should carefully follow the procedures outlined in the Faculty Manual (Part VI, Sec. IV) and discuss any incidents with their department chair/school director.

Detailed information on the ECU Student Conduct Process and UNC System policies related to student conduct are available via the ECU Policies, Regulation & Rules website (http://www.ecu.edu/PRR/11/30/01).

Please note: In the case of an immediate threat or emergency, call 911 or Campus Police (328-6150) or ECU Police - Health Sciences (744-2246). See ‘Security’ later in this section for “request a form 33” assistance code.

Dogs and Other Animals on Campus

With the exception of working animals (e.g. Seeing Eye or leader dogs) providing assistance to persons with special needs and animals demonstrating trained skills on campus for a specifically authorized event, privately owned animals are not permitted in buildings on campus. To report the presence of an animal or the occurrence of a non-emergency animal bite on Main Campus, call the ECU Police Department at 328-6787 and on the Health Sciences Campus, call 744-2246.
Email Signatures

When corresponding on a University computer, an approved University signature format should be included. HHP does not have a required email signature template; however, a recommended template with instructions is available on the HHP Faculty Resource page (http://www.ecu.edu/cs-hhp/faculty-resources.cfm) and the HHP SharePoint Site (https://collab.ecu.edu/sites/che/default.aspx). If a faculty member elects not to use the template, s/he must include their name, department/school, college and telephone number in their signature line.

Emergency Procedures

In the event of an emergency, dial 911 or call the ECU Police emergency line (328-6150). Faculty, staff and students can register (http://www.ecu.edu/alert/) to receive emergency text messaging on cell phones or non-ECU email addresses. ECU email, internet pop up alerts, Twitter, and campus public announce speakers are also used to distribute emergency announcements. The ECU ALERT web page is the primary and best source for fast, reliable emergency information.

For some incidents, like a crime committed off campus, that doesn't threaten ECU but may require ECU to notify the campus community for awareness purposes, social media and ECU Alert email is used. For other incidents such as ECU canceling classes due to severe weather, email, social media, digital screen messages, and SMS text messaging will be used. For very serious incidents, continuing threats or life threatening situations, notification will be distributed using many or all methods of communication as quickly as possible.

Because it is necessary to be able to quickly contact students and faculty in face-to-face classes in case of emergency, instructors should avoid making any classroom changes without prior approval from their department chair/school director and notification of their department/school administrative associates.

Emergency call boxes are also located throughout campus. Look for the pole with a blue light on top and simply pick up the receiver or push the button to connect directly to the ECU Police. Procedural information for responding to emergency situations such as weather, fire, hazardous materials, and personal safety are available via the ECU Office of Environmental Health and Safety website (http://www.ecu.edu/oehs/emergency/Emergencyprecedures.cfm). Training resources are also available including an Emergency Information Desk Reference (http://www.ecu.edu/cs-admin/oehs/emergency/upload/ECU-Emergency-Information-Desk-Ref.pdf). ECU is designated as a ‘StormReady University’ by the National Weather Service. Procedures for severe weather emergencies can be found at http://www.ecu.edu/cs-admin/oehs/emergency/severe-weather.cfm.

Endorsement or Selling of Products or Services

As a representative of a public institution, faculty are not to endorse any commercial or private businesses, equipment, services, or other resources. If students are to purchase supplies or materials for a course, the instructor must indicate several sources for those items. Products or materials are not to be sold in the classroom (e.g. disks, score sheets, adhesive tape). Refer to ‘Collecting Money from Students’ in the Teaching section of this Handbook.

Equipment

The College has equipment rooms in three locations: Minges, Christenbury, and the Student Recreation Center. Mr. Dean Morris (morrisw@ecu.edu, 328-5472) or student workers can assist faculty and graduate assistants with obtaining activity equipment for course instruction, and, to a
limited degree, obtaining audiovisual equipment. Hours of operation are 7 am – 4 pm, Monday through Friday.

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

- Windows in office doors are not to be covered up or obstructed.
- Signs and announcements should be placed on bulletin boards or attached to room # plates whenever possible. Avoid posting material of any kind on glass windows or doors. Do not use transparent (scotch) tape on any surface because it can be difficult to remove. Use masking tape but avoid using it on painted surfaces.
- Individual faculty in Minges, Ward, and Belk are requested to post their academic-related information on bulletin boards or display cases adjacent to their offices if possible rather than on walls or office doors. Faculty in Rivers are requested to post their academic-related information on their name plates located next to their office door.
- Each faculty member should have on or adjacent to his/her office door an official name plate and/or fixture containing faculty name, contact information and office hours for the current semester.
- Bulletin boards and display cases located in Minges, Ward, Belk and Rivers are assigned to the department or school and content is determined by the chair or director. To request use of an additional board or display case in Minges, Ward, or Belk, contact Mr. Cain, Assistant to the Dean for Facilities (cainw@ecu.edu or 328-1999). To request use of an additional board or display case in Rivers, contact Ms. Jerrika Alston (alstonje14@ecu.edu or 328-5646).
- Faculty who wish to paint or paper their office walls must have prior approval by the department chair/school director and Assistant to the Dean for Facilities, Mr. Bill Cain.

Facility Use
(See ‘Room Reservations and Changes’ in this Handbook for information about scheduling of facilities for faculty and other ECU personnel.)

Occasionally an individual or group not affiliated with ECU will request use of a room or lecture hall in one of the HHP occupied buildings (typically Belk, Minges, Christenbury, or Rivers). All such requests should be directed to Central Reservations Office (328-4731). Faculty do not have the authority to commit campus resources to the public.

Faculty can initiate repair requests by contacting their department chair/school director. Department chair/School Director forward major maintenance requests to Mr. Bill Cain (cainw@ecu.edu or 328-1999), Assistant to the Dean for Facilities. In some circumstances, Mr. Dean Morris (328-5472) in the Minges Equipment Room can assist faculty in solving minor facility-related problems or issues. An emergency repair request can be submitted directly with copies sent to the department chair/school director and Mr. Cain to allow follow up.

Faculty Credentialing
The University uses a computer software program in Pirate Port to validate the qualifications of the instructor of record for each course. Typically the instructor is unaware of this entire process, especially when the instructor holds a terminal degree in the instructional area and the CIP code of that degree matches the CIP code of the courses being taught. In circumstances where this is not the case, the department chair/school director will determine the most efficient option to credential the instructor for a specific course and may need to request that the instructor provide documentation of
expertise in the instructional area in order to complete that process. Such documentation might include verification of 5 years employment related to course objectives, copies of current professional license or certification, and copies of recent publications. When current licensure or certification is used for credentialing, it is important for the instructor to automatically continue to provide the department chair/school director with a copy of the renewed document.

Faculty Evaluation and Weighting

The ECU Faculty Manual and HHP Provisional Code of Operations specifies the parameters for assigning weights (proportion of effort) to teaching, scholarship, service, administration, and other duties relative to faculty evaluation. Using the relative weight requirements found in the unit code, faculty members and department chairs/school director determine specific weightings annually through discussion. Using the prior unit codes as guidelines, HHP (2015), HDFS (2015) and IDMR (2004) specify for tenured and probationary term (tenure-track) faculty, weights are to be at least 25% for teaching, 25% for research/creative activity and 10% for service. Similarly, Social Work (2004) specifies for each faculty member, the minimum weight shall be 40% for teaching effectiveness/advising, 30% for research/creative activity and 10% for service. Faculty are directed to the unit document for more details. Additionally, the Faculty Manual, Part VIII, Sec. I, specifies that service may not be weighed greater than either teaching or scholarship. For fixed term faculty evaluation weights reflect the terms of their contracts. Please refer to the HHP Provisional Code of Operations (http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/HHPprovisionalCode.pdf) and the ECU Faculty Manual, Part VIII, Sec. I and Part IX.

In addition to annual performance evaluations, faculty performance reviews are required annually for progress toward tenure letters and periodically for reappointment, conferment of permanent tenure, promotion, and cumulative review of permanently tenured faculty. Expectations and processes for these reviews are informed by the ECU Faculty Manual (Part IX and Part VIII, Sec. I) and the HHP Provisional Code of Operations (http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/HHPprovisionalCode.pdf), and are best addressed by the department chair/school director and the department/school personnel committees.

Faculty Orientation

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

The HHP Dean’s Office organizes the college level orientation which typically consists of a 1-2 hour session during the fall semester. The department chair/school director will also plan orientation sessions with new faculty. In addition, faculty are encouraged to seek the guidance of their department chair/school director as they have procedural or policy questions, and confront issues or problems.

Faculty Workload

Faculty workload is governed by UNC system policy, ECU regulation 02.07.06 (http://www.ecu.edu/PRR/02/07/06), as well as ECU Faculty Manual (Part VI, Section I and Part VIII, Section I). Faculty workload refers to all of the assigned duties of the individual faculty member such as instruction, research/scholarship or creative activity, services, clinical duties,
community engagement, and administration. The Academic Council in consultation with the academic deans, establishes the workload and productivity criteria for each college. The workload guidelines for units now in HHP were drafted by the dean of the respective college and finalized after discussion and input from faculty and the executive committee/dean’s council. Approval from Academic Council was received in spring 2014.

- Faculty in Human Development and Family Science, Interior Design and Merchandising, and the School of Social Work are directed to the College of Human Ecology Workload Policy
- Faculty in Health Education and Promotion, Kinesiology, and Recreation and Leisure Studies are directed to the College of Health and Human Performance Faculty Workload.

Both documents are available on the HHP Faculty Resource page (http://www.ecu.edu/cs-hhp/faculty-resources.cfm) and HHP SharePoint site (https://collab.ecu.edu/sites/che/default.aspx).

Within the context of the HHP Work Load Guidelines for tenured and tenure track faculty, “research active” is defined as:

*an individual faculty member publishing five national, refereed publications in the last 3 years with first or second authorship (or senior authorship) on at least two of the publications.*

**General Technology Support**

The College and University offer a wide array of technology resources and services. To request technology support please place a Technology Service Request in the College SharePoint site (https://collab.ecu.edu/sites/che/test/default.aspx) and someone will contact you within 24-48 business hours. If it is an emergency such as classroom issues, inoperable computer, etc. please contact the College Technology Support Team or ITCS Help Desk (328-9866).

**Graduate Faculty Status**

All instructors assigned to teach courses above the 4999 level must be approved by his/her department/school and the Graduate School. Chairs/Director are notified by the college Associate Dean for Research and Graduate Studies, Dr. Angela Lamson (lamsona@ecu.edu, 737-2042) each semester regarding a list of faculty who are eligible for renewal of their graduate faculty status. All graduate students, fixed term, tenure-track, and tenured faculty members who teach at the graduate level must apply for graduate faculty status according to the guidelines specified in their respective departmental guidelines. The *ECU Faculty Manual* (Part II, Section IV) describes qualifications and privileges of graduate faculty status.

**Grant/Contract Development**

The College provides pre-and-post award assistance with grants, contracts, and sponsored programs. The Pre-Award Grant Administrator, Dr. Mary Lisa Pories (poriesm@ecu.edu or 328-5547) works with faculty to assist with proposal and budget development, and can assist faculty with the sponsor forms, ECU specific information for submissions, initiating RAMSeS (the university’s Research Administrative Management System and Submission portal), as well as proposal review and editing. She will work closely with the Office of Sponsored Programs (http://www.ecu.edu/osp/), who is the signing authority for the university on all grants, contracts and/or sponsored programs. The portal to log into RAMSeS as well as video tutorials and authorization forms are available via the Office of Sponsored Programs web site (http://www.ecu.edu/osp/RAMSeS.cfm).
The Post-Award Grant Administrator works with faculty to ensure all grant and contract funding is expended according to the terms of the award. The Post-Award Grant Administrator, in tandem with the Associate Dean for Research and Graduate Studies, provides post-grant support and training for faculty, staff, and students engaged in a broad range of research and creative activity grants and contracts. The Post-Award Grant Administrator will process transactions related to grant expenditures such as ordering supplies and gift cards, process grant related travel, process hiring paperwork for graduate students, EHRA, EHRA–NF and SHRA/CSS personnel actions related to grants. The Post-Award Grant Administrator will also work closely with the Office of Grants & Contracts (http://www.ecu.edu/grants/) to ensure all compliance issues related to grant expenditures are met.

Harassment and Discrimination

The University expects every individual to ensure that the university is free of harassment and discrimination. Harassment and discrimination of any type is not tolerated at ECU. It is important to create a culture in which individuals believe that their grievances are handled effectively. A central resource for information on ECU’s commitment to equal opportunity and non-discrimination and for related policies can be found in the catalogs (undergraduate: http://catalog.ecu.edu/content.php?catoid=7&navoid=438 and graduate: http://catalog.ecu.edu/content.php?catoid=6&navoid=341). Additionally, specific policies on non-discrimination in recruitment and hiring are located in the ECU Faculty Manual, Part XI, Sec. IV. University policies on harassment and discrimination are located in the Faculty Manual, Part XII, Sec. II.

The Office of Equity and Diversity (http://www.ecu.edu/oed/) provides information and links to university and government policies concerned with harassment and discrimination (http://www.ecu.edu/cs-acad/oed/policies.cfm). In addition, training and education modules are available on prevention of sexual harassment and employment discrimination, search committee training, and equal employment opportunity training for managers (http://www.ecu.edu/cs-acad/oed/education.cfm). Finally, the Office of Equity and Diversity is also the contact point for information concerning grievance procedures (http://www.ecu.edu/cs-acad/oed/grievance.cfm). Reporting harassment or discrimination can be done either via an online grievance report form (http://www.ecu.edu/cs-acad/oed/grievance.cfm) or by contacting the office directly (oed@ecu.edu or 252-328-6804). The Office of the Dean of Students (http://www.ecu.edu/cs-studentaffairs/dos/ or 328-9297) is to be contacted regarding discrimination complaints against students. In addition a faculty member may guide a student who wishes to discuss a complaint and/or initiate a grievance to contact the Office of the Dean of Students. A good reference source for students is the Dean of Students web page on Student Grievances and Inquiries (http://www.ecu.edu/cs-studentaffairs/dos/student-grievances-inquiries.cfm).

Be aware that there are different procedures for grievances based upon who the complaint involves. The Student Code of Conduct (http://www.ecu.edu/PRR/11/30/01) and the disciplinary process is outlined in the Student Handbook At the Helm (http://www.ecu.edu/cs-studentaffairs/dos/) For complaints against staff, refer to the ECU Business Manual, Policy Statement 7 (http://www.ecu.edu/business_manual/Human_Resources_Policy7B.htm). Procedures for complaints against faculty are described in the Faculty Manual, Part XII, Sec. IV.

Institutional Review Board (IRB) and ePIRATE

Official approval from the University and Medical Center Institutional Review Board (UMCIRB) the must be received prior to data collection associated with any research project or study. In the case of funded research, IRB approval must be received prior to expending any grant funds. The web
Prior to engaging in research, all individuals must complete the Collaborative Institutional Training Initiative (CITI) Human Research modules (http://www.ecu.edu/cs-acad/rgs/irb/education-modules.cfm). CITI module completion is required in order to initiate an IRB proposal. This training must be renewed every three years via a refresher course. If a faculty member completed their CITI training while at another institution, s/he should log into CITI, using the username and password s/he created when s/he registered, and revise their affiliation from their previous institution to East Carolina University.

IRB proposals are to be submitted using the ePIRATE portal (http://www.ecu.edu/cs-acad/rgs/irb/ePIRATE.cfm). There is a tutorial on registering for ePIRATE on that web site as well as links to Frequently Asked Questions (http://www.ecu.edu/cs-acad/rgs/irb/ePIRATE.cfm).

There are other resources to be found on the Office of Research Integrity and Compliance web page. Additional training opportunities are linked on the “Education and Modules” page. For example, the Office of Human Research Integrity offers a ‘Human Research Issues: IRB Training Series’ that is designed for anyone (faculty, staff and graduate students) involved in conducting research with human participants. Exploring the “Resources” page links to fundamental information, video casts, government contacts, and organizations may also be beneficial.

**Internship Agency Agreements**

It is important to note that a faculty member is not authorized to sign an agreement with an internship, clinical, or practicum agency; however, they do initiate the process. The procedure for establishing an internship agreement is specified in ‘Internship Agreement Standard Operating Procedure’ which is available on the HHP Faculty Resources web page (http://www.ecu.edu/cs-hhp/faculty-resources.cfm). That document also includes the ‘Checklist for Review of Internship Agreements’. In addition, the template document ‘HHP Sample Internship Agreement’ is accessed via the HHP Faculty Resources web page.

While it is preferred that the template agreement be used, sometimes an agency mandates changes to the HHP template document or use of an agency form. If that is the case, the ‘Checklist for Review of Internship Agreements’ must be completed and the Office of the University Attorney must review and approve the agreement for signature. It is not uncommon for multiple revisions with reviews by the agency and university to be necessary. After the University Attorney has approved all changes to the agreement, please forward the university attorney approved document, along with the university attorney’s written approval to Dr. Mary Lisa Pories (pori@mcc.edu).

After the agreement has been finalized, obtain the signature of the agency and send the agreement to Dr. Mary Lisa Pories (pori@mcc.edu) who will obtain the signature of Dean Gilbert and return a copy to you. Should you have any questions, contact Dr. Pories (pori@mcc.edu) or 328-5547.

**Journal Publication Fees**

Some journals charge authors for costs associated with publication of articles. It is erroneous to assume that the department/school or university will automatically fund that expense. The faculty member is responsible for determining if such fees exist and for securing funding. An initial discussion with the unit department chair/school director to identify possible funding support is recommended early in this process. The Academic Council and the University Libraries have
established the Open Access Publishing Support Fund. For information on how to apply for this assistance, please see the website (https://lib.ecu.edu/scholcomm/oapubfund).

**Keys/ Locked Out**

Faculty in Minges, Belk and Ward should contact the department chairs to request keys for their individual office and their office building. If new keys are required, Facility Services will notify the faculty member when the keys are ready for pick up and the faculty member will sign for the keys at Facility Services. Faculty in Rivers building can request their office and mail key from the Dean’s Office. Building access for Rivers and Belk is electronic via One Card/ID. All keys must be returned to the department chair (Minges, Ward and Belk) and Dean’s Office (Rivers) when changing offices or leaving employment of the university.

Faculty and staff in Minges, Ward and Belk buildings who are locked out of their offices or classrooms during regular business hours, can contact their departmental/school office or Mr. Dean Morris (328-5472) in the Minges Equipment Room for assistance. Faculty in Rivers building who are locked out of their offices or classrooms during regular business hours can contact the Dean’s Office. Regardless of building, faculty and staff who are locked out after normal work hours can contact the ECU Police (328-6787) for assistance.

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

**News: HHP and ECU**

The College is proud of the accomplishments of our faculty, staff and students. Please send a brief email to the department chair/school director and Ms. Kathy Muse, (musek@ecu.edu or 328-5555) public communication specialist, with specific details of any recent or upcoming professional achievement (awards/honors); events of broad appeal; multidisciplinary partnerships; community service; work that supports the local, regional or state economy; human interest work (things that are exciting, unique or spur emotion); current research; discoveries and inventions. Ms. Muse works with ECU News Services developing stories you see on the ECU web page and in other media outlets. Keep Ms. Muse informed so that she can help share your research and successes!

Campus news sources include the online ECU News web page (http://www.ecu.edu/news/), ECU Today (http://blog.ecu.edu/sites/newblog/), ECU Now Blog (http://blog.ecu.edu/sites/poeight) and the student newspaper, *The East Carolinian* (TEC), online (http://theeastcarolinian.com/) and in print at many distribution sites on campus. ECU also has a YouTube channel (http://www.youtube.com/user/ECU). The College newsletter, *HHP VISIONS*, is generally published twice a year, e-mailed to all full-time faculty, and available on the college website (http://www.ecu.edu/cs-hhp/visions.cfm). Faculty and staff may also request a copy from the Dean’s Office.

Faculty may also request that professional and/or academic related news, upcoming events or other pertinent information be posted on the College’s Social Media outlets (Facebook, YouTube, Instagram and Twitter) and/or the Digital Signage TV Monitors located in Belk, Minges and Rivers. To submit a request, go to the College SharePoint site (https://collab.ecu.edu/sites/che/test/default.aspx) and select the “Technology Service Request Form” then select “Marketing/Social Media Request” under the Type of Request section. Remember to enter all information into the Description area and attach any files affiliated with the request.
Office Hours
Each instructor must maintain at least five office hours during the work-week, preferably one hour per day or distributed throughout the work-week. Faculty must post at their office door and on any online course website the office hours during which they are available in their offices to consult with students (designated ‘office hours’). In addition, they must inform their department chair/school director of those hours every semester. Faculty whose teaching load includes face to face courses, a hybrid course, or any combination of face to face and online courses are to maintain office hours in their designated location. Faculty who teach only online courses must specify at least five hours per work-week in which they are available to respond to student email and consult with them. Office hours are further explained in Part VI of the Faculty Manual.

Outcomes Assessment
As a component of institutional assessment, all degree programs, stand-alone minors and certificates assess student learning outcomes annually. In addition, academic and non-academic support units assess administrative outcomes and alignment with the ECU mission and strategic directions. Assessment is an ongoing process; however, outcome assessment reports for the academic year are submitted after the end of spring semester (May/June) for educational programs and by August 1st for support units.

For educational programs the specified ‘unit assessment coordinator’ or ‘UAC’ (typically the degree director) facilitates the faculty in data collection, discussion of results and determining actions, and seeking consensus on the assessment report. Revised or new outcomes and means of assessment are established by the group so that preparation for implementation can be completed prior to fall semester. The UAC is responsible for entering the assessment information for the educational program in TracDat (software program). The assessment report is reviewed by the appropriate director, department chair/school director, or administrator before final submission. During the fall semester, the UAC and department chair/school director will receive feedback on the assessment report from the HHP Assessment Review Committee. The UAC then works with that feedback to finalize the assessment report by the end of the fall exam period. Resources on outcomes assessment are located at http://www.ecu.edu/cs-acad/ipar/assessment/assessmentreviewprocess.cfm#.

Parking by Faculty, Students, and Guests
All parking on campus requires a permit or must use a parking meter space. Permits allow parking in the designated parking zone, not in all zones. Permits may be purchased from ECU Parking and Transportation (http://www.ecu.edu/cs-admin/parkingandtransportation/permits.cfm). Annual faculty and staff permits are valid from July 1st through June 30th and are renewed in late spring (April – May) via Pirate Port.

A one-day Visitor permit for East campus is $5.00, or $10.00 for a one-week Visitor permit. Visitor permits are available at the Department of Parking and Transportation Services at 305 E. Tenth Street. Visitors with short term parking needs (15 minutes – several hours) may wish to buy parking via parking metered spaces. After 7:00 pm on Friday, weekend visitors do not need a parking permit; however certain parking lots will have restrictions during home football games. Information on parking during games will be available on the ‘Breaking News’ area of the Parking and Transportation web page. (http://www.ecu.edu/cs-admin/parkingandtransportation/index.cfm).

In addition, departments/school may also purchase ‘Departmental Guest Permits’ to 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 valid ECU parking permit.

A special “Courtesy” parking permit may be made available to faculty who occasionally must attend a meeting and park on the core campus. 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/school. Check with your department/school office for details.

**Pirate Port**

Accessed via the ECU Home Page or Quick Links, Pirate Port is the secure portal to a variety of resources: Banner, Human Resources and Payroll, Travel Request System, Cornerstone Employee Training, People Admin, Parking and Transportation Services, Course Rosters, Academic Progress Reports and more. Most areas require a PirateID and password for access, but a few items such as Course Equivalency for transfer courses do not. Pirate Port is also available as a mobile app.

**Purchasing/ Reimbursement**

All work-related purchases involving state or grant funds are done via Port or ProCard. All purchases related to grants are handled by the post-award administrator in the HHP Office of Grants and Contracts ([http://www.ecu.edu/cs-hhp/grants.cfm](http://www.ecu.edu/cs-hhp/grants.cfm)). The exception to this are grant related purchases associated with the Human Performance Lab which are processed by Ms. Wendy Beachum (beachumw@ecu.edu or 737-4688). With departmental and school funds, faculty must first obtain approval from the department chair/school director and then request that the department/school support staff process the purchase request. Use of cash for purchases is not commonplace and reimbursement for such is questionable. Recent budgetary restrictions have resulted in additional restrictions on purchasing. Discuss any purchases with your department chair/school director beforehand. Do not assume reimbursement can be arranged after the fact.

For technology-based purchases such as computers, computer peripherals and tablets, please request a quote from the College Technology Support Team, via the Technology Service Request Form in the HHP SharePoint ([https:collab.ecu.edu/sites/che/test/default.aspx](https://collab.ecu.edu/sites/che/test/default.aspx)). This process will assist in ensuring such equipment can be supported and function with other ECU resources, provide consistency with items such as printer ink and assist in any purchasing compliancy issues. Please note that ECU’s Materials Management Division will put any orders that exceed $5,000 out for bid, which can lengthen the time in which the order is placed and received.

**Relationships with Students**

The *Faculty Manual, Part XII, Sec. III* specifies that University employees may not have an “amorous relationship” with a student who is a minor or a student who they evaluate or supervise. Also, employees may not evaluate or supervise a student who is related to them by blood, law, or marriage.

**Room Reservations and Changes**

(See ‘Facility Use’ for handling requests from individuals or groups external to ECU.)

**Classroom Assignments:** Faculty should inform the department chair/school director 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. Ms. Jerrika Alston (alstonje14@ecu.edu or 328-5646) assists units in Rivers with classroom assignments. Classroom assignments for HHP departments in Belk, Minges, and Ward are completed by the departmental staff. Classroom assignments span the
entire semester and the class has priority use of that space. During the semester, any desired change in classroom location requires approval of the department chair/school director and notification of the departmental/school staff. All departments/school are required to maintain an accurate list of room assignments to ensure that students and faculty can be contacted in case of an emergency.

**Meeting Rooms:** Faculty can work with their departmental/school office staff to reserve unscheduled classrooms for meetings via the online space request system. Central Reservations Office will approve meeting and event space use on ECU’s campus including classroom buildings weekdays after 5:00 pm and on weekends. It is necessary to reserve rooms after normal business hours in ‘our’ buildings. *If you hold a meeting in a room without reserving it, you are expected to yield the room to the group that did reserve it when they arrive for their meeting.*

The College is fortunate to control conference rooms and several other rooms that are not in the online system. Contacts for scheduling the following specific rooms are:

- Conference rooms located in Athletic Training, the Human Performance Laboratory and the Belk and Minges departmental office suites are typically scheduled via those specific offices; however Belk conference rooms can be scheduled with either Ms. Stephanie Boyd (328-6000 or boydste@ecu.edu) or Mr. Ryan Platin (328-5458 or platinr@ecu.edu);
- Conference rooms in Rivers building should be scheduled through the “Rivers Meeting Room Reservations” calendars on the College SharePoint homepage. Simply select the room from the list to view its availability. If available, click on the date and double-click the desired time slot. Fill in the required information and click “Save”. Once the reservation is approved, you will receive a confirmation e-mail message.
- Minges A-18 is scheduled via Kinesiology (Ms. Elaine Hughes, 328-4632, hughesel@ecu.edu);
- Belk #3103 conference room is scheduled with either Ms. Stephanie Boyd (328-6000 or boydste@ecu.edu) or Mr. Ryan Platin (328-5458 or platinr@ecu.edu);
- Christenbury gym, room #114, or multi-purpose room is scheduled via Mr. Dean Morris (328-5472 or morrisw@ecu.edu);
- Belk Annex meeting rooms are scheduled via Mr. Robbin Nelson (328-4645; nelsonr@ecu.edu);
- The natatorium in Minges is scheduled via Mr. Clint Etheridge (328-0011; etheridgec@ecu.edu).

Faculty might consider Hudson’s in Belk and similar spaces on an informal, space available basis for small meetings that do not require a confidential setting.

With ‘25 Live’ via the online space request form, the Central Reservations Office (328-4731) will be a primary resource for information and assistance. Training sessions to learn to use the system provided (See University Training in Pirate Port/Cornerstone). The ‘25 Live’ system was phased in during the 2014-2015 academic year taking over reservation operations excluding room assignments for academic classes, lectures and labs. All space requests for other than academic classes, lectures, and labs will use ‘25 Live’. It is expected that the Christenbury rooms noted above will be scheduled by the same individuals using 25 Live at that time.

**Security**

Campus Police requests that faculty and staff secure their offices and belongings. Larceny is the number one crime on campus. Be careful to keep track of keys. Never put yourself and others at risk by propping open a door that is locked.
If you or someone you know is a victim of a crime, please report it to ECU Campus Police (911 for emergency; or 328-6787 for Main Campus non-emergency and 744-2246 for Health Sciences Campus non-emergency). 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 automatically 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 program (https://sedonaweb.com/) enables faculty members to continually update their information regarding publications, grants, presentations, abstracts, and other elements of their professional activity. Once updated, the information can then be pulled easily into a curriculum vita, cumulative report, or annual report by using the template provided. Individual faculty can also create document templates. The university has mandated that faculty annual reports are completed via Sedona. The department/school, college, and university also access Sedona information to prepare various administrative reports, so maintaining accurate, updated information throughout the year is important. The university considers the information in Sedona to be as accurate as your personal curriculum vita – be sure that it is!

The Office for Faculty Excellence provides training for Sedona (sign up via University Training on Pirate Port) and access to resources (http://www.ecu.edu/cs-acad/oef/evaluation_sedona.cfm):

1. login instructions and a link to Sedona (https://sedonaweb.com/);
2. the Sedona Directory – explanations of the categories so you know where to place items;
3. FAQ - Answers to your potential questions which will continue to be updated from the ‘Request Form of new questions; and
4. Links to ECU IPAR (Institutional Planning, Assessment and Research) Sedona web page (http://www.ecu.edu/cs-acad/ipar/assessment/Sedona.cfm) and other ECU resources.

For additional information about working with Sedona, please see the HHP Faculty Resources web page (http://www.ecu.edu/cs-hhp/sedona.cfm). In addition, Ms. Jerrika Alston (alstonje@ecu.edu, or 328-5646) is the primary HHP Sedona resource person. Dr. Susan McGhee (mcghees@ecu.edu, or 328-0022) may also be of assistance as needed.

Note: The first time you sign on to Sedona, use your Banner ID plus either ‘ecp’ or ‘ech’ as both the ID and password. Faculty in HEP, KINE, and RCLS will use ‘ecp’ with their Banner ID and faculty in HDFS, IDMR, and SOCW will use ‘ech’ with their Banner ID. It will look like ‘B######ecp’ or ‘B######ech’. Once signed on, please be sure to set your own private password. Should you forget the password later, there is a ‘Forgot my password” assistance request on the Sedona sign in web page.

Severe Weather

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

SharePoint Site

SharePoint is a web-based collaborative site that is utilized for requesting technology and marketing/social media services, reserving conference rooms and mobile computer labs/carts, submitting website update requests, and providing sites for research or project collaboration. The site is also a document repository for forms (such as travel request and out of office coverage) and College documents (such as HHP Faculty Handbook and unit workload), plus much more. The main College sites contains links to all the aforementioned services as well as sub sites for all Academic Units within the college as well as Administrative and Project Sites. Project sites for research collaboration, service projects or other activities are setup upon request and access can be made limited to specific individuals.

There are a number of ways to access the College SharePoint site. Individuals can go directly to the site utilizing the following url: https://collab.ecu.edu/sites/che/default.aspx or by going to the College website at http://www.ecu.edu/hhp/ and then clicking on the “HHP SharePoint” link under the dropdown menu titled “Faculty”. Please note: only faculty and staff have access to the College SharePoint site but graduate students may be added to specific sub sites upon request of their faculty director.

Supplies

Faculty can obtain routine office supplies through their department/school offices. Consult the department/school staff about the availability of office supplies and to discuss specific requests.

Textbooks

ECU controls the increasing cost of textbooks by submitting all requisitions by specified deadlines and asks that every effort be made to meet the specified deadline. Each faculty member is responsible for submitting online textbook requisitions for their courses to the ECU Dowdy Student Store. Detailed information is provided in the Teaching section of this Handbook (see ‘Textbooks’ and ‘Course Packs”).

TracDat

All degree programs, stand-alone minors and certificate programs assess student learning outcomes just as academic and non-academic units assess administrative outcomes and alignment with ECU mission and strategic directions. TracDat is the software management program used for outcomes assessment. For each degree or certificate, the unit assessment coordinator or ‘UAC’ (typically the degree director), has access to TracDat and is responsible for entering the information. The TracDat portal is located at http://www.ecu.edu/cs-acad/ipar/assessment/TracDat.cfm. In addition to 60 second ‘coaching’ videos on the TracDat site and the Assessment Resources webpage (http://www.ecu.edu/cs-acad/ipar/assessment/AssessmentResources.cfm#), one hour ‘Assessment Assist’ help sessions are available on all things assessment including TracDat. Cornerstone Employee Training (in Pirate Port) is used to sign up for these training sessions. An excellent resource for TracDat questions and access issues is Mr. Alex Senior (328-9493 or seniora@ecu.edu) in Institutional Assessment.

Travel by Faculty

It is important to discuss travel needs with the department chair/school director at the earliest phase of planning. Due to budgetary restrictions, all travel requires prior approval. It is imperative that faculty work closely with the staff member designated to process their travel paperwork. All travel
supported by grant funds is handled by the post-award grant administrator in the HHP Office of Grants and Contracts. For non-grant supported travel, faculty in Human Development and Family Science, Interior Design and Merchandising, and the School of Social Work will submit travel requests to Ms. Mary Baker (bakerm@ecu.edu or 328-2882). The exception to this is blanket travel in Social Work which will be completed within the unit. For non-grant supported travel, faculty in Health Education and Promotion, Kinesiology, and Recreation and Leisure Studies will submit their travel requests to Ms. Doreen Strayhorn (strayhornl@ecu.edu or 328-4630).

Travel approval and reimbursement is completed online. Faculty who are planning to travel on behalf of the University (such as presenting at conferences) initiate the travel approval process completing and submitting the HHP Class Absence form (http://www.ecu.edu/cs-hhp/faculty-resources.cfm) to the department chair/school director. The HHP Class Absence form is a college-wide form that is used for all travel and faculty absences from class. In addition to purpose of the travel, dates, and projected costs, faculty are required to indicate how on-campus responsibilities will be covered during the absence. The travel request must be submitted to the department chair/school director at least three weeks in advance for in-state trips, at least four weeks in advance for out-of-state trips, and at least five weeks for out-of-country travel. After your travel request has been approved, the university can pre-pay registration, hotel rooms and airline fees with an ECU ProCard. Once the department chair/school director approves the travel request, the faculty member may request a state car as appropriate by contacting their specified College travel staff. This is important so that transportation expenses can be tracked accurately.

Should a faculty member be traveling on University business but is not expecting reimbursement for expenses, the same travel request process and HHP Class Absence form is used. In the event that a faculty member travels for personal reasons while classes are in session, the HHP Class Absence form is submitted to the department chair/school director and permission to travel is requested without using the online travel process. In case of personal emergencies requiring unplanned absences, an email or message to the department chair/school director is expected.

Reimbursement requests for travel should be completed as soon as possible (within 7-10 days) since it must be approved, processed, and received in the university Travel Office no later than 30 days after completion of travel. Late reimbursement requests delay reimbursement, require additional paperwork, and additional approval signatures in HHP and Academic Affairs. Again, it is imperative that faculty work closely with the designated staff member on travel paperwork.

The College travel staff (Ms. Strayhorn and Ms. Baker) are the best source of instructions for completing forms, specific per diem rates, and documentation required for reimbursement but university instructions are also available on the Travel Office web site. It is best to establish the habit of keeping all receipts. Original receipts are always required as well as conference programs. Policies and forms related to travel authorization and reimbursement including the University Travel Manual are on the Travel Office website (http://www.ecu.edu/financial_serv/indextraveloffice.cfm). Information on Central Motor Pool vehicle use is at http://www.ecu.edu/cs-admin/parkingandtransportation/motorpool.cfm.

University Logo and Image Policies

University Marketing and Publications is responsible for the quality and consistency of ECU’s message delivered through printed and electronic publications and materials. All materials must adhere to these established image standards which are detailed at: https://www.ecu.edu/cs-admin/mktg/the_university_image.cfm.
Faculty and staff may use the university logo and trademarked items only for approved purposes and only if they do not alter it in any way. Policies and the approval process for use of the logo are described at (https://www.ecu.edu/cs-admin/mktg/logo_review.cfm). Additionally, no one may design or use an alternative logo for any academic program or activity.

In addition to maintaining standards, University Publications provides writing, design, photography, graphics, and production assistance for a variety of publications. Services are free of charge; however, all photography, printing, reproduction, and shipping costs must be paid. For more information, please visit https://www.ecu.edu/cs-admin/mktg/publications.cfm.

University Marketing and Publications (https://www.ecu.edu/cs-admin/mktg/index.cfm) is also a resource for YouTube and social media. Although not developers of videos for YouTube, Marketing receives and reviews videos for potential posting to ECU’s YouTube Channel. Similarly, social media sites that meet university guidelines (http://www.ecu.edu/PRR/08/10/02) for inclusion in the campus directory of recognized social media channels are submitted to University Marketing.

**Website Updates, Revisions and Maintenance**

The College website is managed and maintained by the College Technology Support Team and follows ECU web content and design rules and regulations policies. Therefore, many of the design elements are dictated by University policy. Request for updates and revisions can be made through the College SharePoint site (https://collab.ecu.edu/sites/che/default.aspx) under the “Web Update Submissions” area on the right-hand of the page. Please be sure to copy and paste the exact URL of the webpage(s) you are referring to in the request.

In addition to University policy on web pages, the College expects each unit to provide a list of faculty with links to the individual faculty web pages. Within the standardized College format of the faculty home page, it is recommended that faculty provide a link to a current vita. A link to the faculty member’s vita on VIVO is also ideal. Information on VIVO can be found at https://vivo.ecu.edu/.
Teaching

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 as 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.

East Carolina University also accepts the following statement concerning "Professors and Political Activity" made in 1969 by the American Association of University Professors.

*The college or university faculty member is a citizen and, like other citizens, should be free to engage in political activities so far as he or she is able to do so consistently with his or her obligations as a teacher and scholar.*

Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as a member of a faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) may require that the professor seek a leave of absence from his or her college or university.
In recognition of the legitimacy and social importance of political activity by faculty members, universities and colleges should provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's workload or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

A faculty member seeking leave should recognize that he or she has a primary obligation to his or her institution and to his or her growth as an educator and scholar; he or she should be mindful of the problem which a leave of absence can create for his or her administration, his or her colleagues, and his or her students; and, he or she should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments in his or her favor are made, such as a reduction of a workload, he or she should expect them to be limited to a reasonable period.

A leave of absence incident to political activity should come under the institution's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

The policy set forth by the Board of Governors regarding political activities of university employees can be found in The University Policy Manual with a link to the Board of Governors policy (see item 300.5 http://www.northcarolina.edu/policy/index.php). (FS Resolution #11-44, March 2011)

Student Academic Freedom
The University shall provide opportunity for its students to derive educational benefits through developing their intellectual capabilities, encouraging their increased wisdom and understanding, and enhancing their knowledge and experience applicable to the effective discharge of civic, professional, and social responsibilities. The University shall not abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance. All members of the university community shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights and freedom of each member of the academic community are respected http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part5.pdf

Academic Integrity
Academic integrity is expected of all ECU students. Violations of academic integrity include actual or attempted cheating, plagiarism, falsification/fabrication, multiple submission, and violation assistance. The Faculty Manual, Part VI, Section II has detailed information about academic integrity. In addition, the Office of Student Rights and Responsibilities can provide information on academic integrity and other student conduct policies, many of which are available via their web page (http://www.ecu.edu/osrr/) as well as the Dean of Students web page (http://www.ecu.edu/cs-studentaffairs/dos/rules_policies.cfm).

Academic integrity for distance education students, including a “Distance Education Student Pledge” is located at http://www.ecu.edu/cs-acad/eai/DEStudentIntegrity.cfm.

The process for responding to academic integrity violations is described in Part VI, Sect. II (Academic Integrity) of the ECU Faculty Manual. In part, it states:
1. Faculty member notifies student in writing of suspected violation and requests a meeting. When a faculty member believes an academic integrity violation has occurred in his or her class, the
faculty member must request—in writing and sent by some method with evidence of dispatch (e.g., email from the faculty member’s official ECU email account to the student’s official ECU email account; hand-delivered letter accompanied by a brief form that the student signs to indicate the note was delivered; receipt-request postal mail)—that the student meet with him or her to discuss the suspected violation. This written notice must be sent to the student(s) involved within 7 calendar days of the time the suspected violation comes to the attention of the faculty member.

In the event that the violation is discovered or the notification sent during a time when classes are not being held, the 7 calendar days will be counted starting with the next day classes are held.

*Note that a student may not withdraw from a course while a suspected academic integrity violation is being investigated.

In the event that a faculty member discovers a suspected violation at a time immediately after which he or she will no longer be under contract with the university, the instructor should refer the case, including all evidence related to the suspected violation, to the University Committee on Academic Integrity for an Academic Integrity Board hearing. The AIB will review the evidence submitted through its normal hearing procedures and impose an appropriate academic penalty if a violation is found.

In all cases, a faculty member should not penalize the student’s grade or impose any other substantial academic penalty unless and until it is determined, following the procedures below, that a violation has occurred.

2. Student responds to notification.
   a. Upon delivery of the written notification from the faculty member, the student has 7 calendar days to contact the faculty member and schedule a meeting day and time. If the student fails to respond to faculty notification within 7 calendar days, the student will forfeit the opportunity to present his or her understanding of the situation to the faculty member.

   b. In the event of the student’s lack of response, the faculty member may find the student responsible for the violation and may impose sanctions as outlined below. In this case, the faculty member will complete an Academic Integrity Violation Form (AIV form) and submit it to the OSRR within 18 calendar days of the date on which the notice of a suspected violation was sent to the student. The OSRR will notify the student, in writing, of the faculty member’s decision and penalty within 7 calendar days of receiving the AIV form.

   In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

   The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.

3. Initial meeting occurs.
   a. Scheduling - The initial meeting between the faculty member and the student suspected of an academic integrity violation should be held within 18 calendar days of the time that the suspected violation has come to the attention of the faculty member.

   b. Nonparticipating observer(s) - The student and the faculty member may each have a nonparticipating observer at the initial meeting. The faculty member’s nonparticipating observer should be another faculty member from the department. The chair of the department should be notified of the meeting. The student may select a faculty member or student who is not involved in the suspected violation. The observer(s) is/are to watch the procedures impartially and take
careful notes for reference in the event of an appeal of the decision made by the faculty member (see Appeals of Decisions, below).

c. Meeting procedures - At the meeting, the faculty member will explain the reasons for his or her suspicion of an academic integrity violation. The student will be given the opportunity to respond and to explain any circumstances that he or she believes the faculty member needs to consider with regard to the situation.

4. Faculty member determines outcomes of the initial meeting.
   One of the following outcomes of the initial meeting will be communicated to the student within 10 calendar days of the meeting:
   a. No violation found—no penalty. If the faculty member believes that no violation occurred, he or she will impose no penalty. He or she will notify the student in writing of this decision, and no AIV form will be submitted to the OSRR.

   b. Violation found—academic penalty assigned by faculty member. If the faculty member believes there has been a violation, he or she will assign an appropriate academic penalty, including, for instance, reducing the grade on the assignment or reducing the course grade. The faculty member’s penalty can be as severe as failure for the course and a grade of “XF” recorded on the student’s transcript to indicate that failure in the course was the result of an academic integrity violation. The “X” designation must remain on the student’s transcript for at least one year and will be removed from the official transcript after one year only if the student has completed the academic integrity training module and obtained the approval of the Director of the OSRR. The approval of the Director of the OSRR must be obtained through the submission of a formal written request for removal of the “X” designation. Courses in which a student receives a grade of “XF” are not eligible for grade replacement even if the “X” is removed from the official transcript with the approval of the Director of the OSRR. In all cases, courses for which a student receives an “XF” will be factored into the student’s GPA, even if the “X” is removed from the official transcript and the course is retaken.

   The faculty member will impose an academic penalty by completing an Academic Integrity Violation Form (AIV form, available from the OSRR). The completed AIV form will be submitted by the faculty member to the OSRR within 10 calendar days after the initial meeting. The OSRR will notify the student, in writing, of the faculty member’s decision and penalty within 7 calendar days of receiving the AIV form.

   In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

   The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.

   c. Violation found—severe enough for referral to University Committee on Academic Integrity (UCAI, see below) for an Academic Integrity Board (AIB) hearing. If the faculty member believes that a failing grade in the course alone is inadequate disciplinary action given the severity of the violation, he or she may recommend to the OSRR that the case be forwarded to the UCAI to pursue further action (see below). The OSRR will inform the student of the referral to the UCAI within 7 calendar days of receiving the faculty member’s recommendation. Note that the role of the AIB hearing in this case is not to review the faculty member’s assignment of an academic penalty but to determine if additional sanctions should be assigned.

   The process includes specific circumstances under which the student may appeal the decision of the faculty member. Faculty should carefully review Part VI, Sect. II (Academic Integrity) of the ECU
Faculty Manual for complete information before initiating action when an academic integrity violation is suspected.

Blackboard (Bb)

ECU uses the Blackboard Learning Management System that faculty access using their PirateID and password on the ECU homepage by clicking on “Bb” (https://blackboard.ecu.edu). The university automatically creates an empty Blackboard site for every course section. Instructors can copy content from older courses to the new semester site and collapse multiple sections of the same course into one course site. Instructors assigned to a course which used Bb previously can check with the department chair/school director about the availability of and 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 ‘Customization’, then ‘Properties’, clicking ‘yes’ for ‘Set Availability’, and then ‘Submit’.

If you experience difficulties, need assistance or training please place a Technology Service Request in College SharePoint Blackboard homepage (https://collab.ecu.edu/sites/che/test/default.aspx) or contact the College Blackboard Administrator Mr. Rich Ramirez (ramirezr@ecu.edu or 328-2084). Additional resources that may be utilized are: Blackboard support page (http://blog.ecu.edu/sites/blackboard/faculty-support/) or ECU Blackboard administrators, Mr. Matt Long (longm@ecu.edu or 328-9074), Ms. Cindy Bowers (bowersc@ecu.edu or 328-9167) or Mr. Adam Brewer (brewera@ecu.edu or 737-5167).

Class Rosters

Instructors can access class rolls (rosters) via Banner Self Serve as soon as they have a PirateID and a password. To access Banner Self Serve toggle the “Pirate Port” link in the “My Links” section of the ECU homepage (http://www.ecu.edu). Enter your ECU ID and Password in the appropriate boxes. The “Courses” section includes a link to course rosters where you can select the course and semester. Course rosters can also be accessed from the “Banner” section of Pirate Port by toggling the “Banner Self Serve”, and selecting “Faculty and Advisors”. Then select “Course Roster” and toggle the correct term.

If a faculty member does not yet have a PirateID or are not listed as the instructor of record, the department/school administrative assistant can retrieve a class roll for them.

After the first few weeks of the semester, the Registrar’s Office will request instructors verify names of all students enrolled in their courses. Instructions to do this are provided on the email.

Collecting Money from Students

Instructors may not handle or collect money from students enrolled in their classes for any reason. Some courses already have special fees attached that are paid in the Cashier’s Office in order to complete registration for the class. If students need to submit funds for the purchase of course-related materials or activities, it is preferred that it be paid at the Cashier’s Office. As an alternative, funds might be submitted (money orders or cashier’s checks) to the department/school office staff and the student given a receipt. Faculty should consult with their department chair/school director about making arrangements for such purchases.
Conduct

Faculty Conduct: Faculty in the College of HHP 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. A Guide to Helping Students Who are Distressed or Disruptive can be found at http://www.ecu.edu/cs-studentaffairs/dos/person-of-concern.cfm. If student behaviors pose problems, faculty should consider discussing the problem with their department chair/school director to identify appropriate solutions. Faculty should report continued destructive, harassing, or unruly behavior to the Office of Student Rights and Responsibilities (328-6824). If a student is perceived as posing a threat to campus or has displayed significant behavioral issues, the faculty member should report a “person of concern” to the Dean of Students Office either online (http://www.ecu.edu/cs-studentaffairs/dos/person_of_concern-report_a_person.cfm) or by contacting a case manager (737-5555). Specific procedures for dealing with cheating and plagiarism can be found in the ECU Faculty Manual, Part VI, Section II Academic Integrity. Student conduct policies and resources are also available via The Dean of Students web page (http://www.ecu.edu/cs-studentaffairs/dos/rules_policies.cfm) and the Office of Student Rights and Responsibilities web page (http://www.ecu.edu/cs-studentaffairs/osrr/).

Continuity of Instruction

All courses, including those using Blackboard, the Internet or other technologies, are to have a plan for alternate delivery of course content and communication should that technology experience a temporary downtime or complete failure. Student and faculty responsibilities within such contingency plans should be a component of the syllabus. Faculty members are to communicate clearly what is expected of students and what students can expect of the instructor if Blackboard, software, or connectivity problems interrupt academic tasks. The DE Contingency Plan presented on the Emerging Academic Initiatives web site (http://www.ecu.edu/eai/resources-contingency.cfm) will be helpful in establishing a 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. How will the course continue if face-to-face class meetings are suspended for a few weeks? Again specifying student and faculty responsibilities for communication, continuing content, and completing assignments and exams is important to include in the course syllabus. A sample Continuity of Instruction statement suitable for inclusion in course syllabi follows.

“In the event that ECU classes are suspended due to a pandemic, inclement weather conditions, or other catastrophe I will strive to continue to provide instruction to those who are able to participate. In the case of suspension of face-to-face classes, you will receive an email from me as well as a Blackboard Announcement that details how we will communicate, where you can locate course information, and what you can expect during this time period. I realize that some of you who are directly affected by the event will not be able to participate, but I will continue to provide instruction to those who are able to receive information via the internet.”
For additional information and recommendations, the ECU Continuity of Instruction plan is online (http://www.ecu.edu/cs-acad/eai/continuity.cfm).

Course Content and Fidelity of Instruction

Each course has specific objectives and content which were approved when the course was created and subsequently endorsed by the department/school, college, and approved by the university curriculum committee. Copies of the original course proposal are held in the department/school office. The official course description and any prerequisites are found in the current University catalog (http://www.ecu.edu/registrar/catalog.cfm). While course instructors are obligated to address approved course content, they alone determine the depth of the information provided and the teaching methods employed.

To insure courses retain the focus which was approved, instructors are expected to list student-centered behavioral learning objectives in the course syllabus preceded by the statement “Upon completion of this course, students will be able to.” Furthermore some instructors indicate which course activities align with the course learning objectives. This is particularly important when multiple instructors teach different sections of the same course. It is implied that instructors follow the established course syllabus including learning objectives. Substantial and/or repeated deviation from the approved syllabus may be cause for administrative action or rationale for failure to receive program accreditation.

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 course text. Instructors should contact the department chair/school director 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 available via the store’s web site (https://www.ecu.edu/cs-admin/studentstores/coursepacksIndex.cfm). Request forms and deadlines are provided on the web site. Dowdy Student Stores will obtain copyright permission, process orders, and calculate and collect royalties at no cost to instructors or their departments/schools. 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 catalog. 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/school director, program director, or graduate director before waiving the prerequisites.

Course Level

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, 6000-7001 level courses for master’s students, and 7002-9400 level courses for doctoral students.

DE Professional Development Requirement

Each academic year all instructors teaching distance education courses must fulfill the DE Professional Development requirement. DE instructors who have not already done so must complete the five module DE Professional Development series on Blackboard. These modules are
automatically loaded in the “My Courses” section of Blackboard. Once HHP DE instructors have completed the DE Professional Development requirement they should record it in Sedona using the following steps: 1) Log onto Sedona, 2) In the Professional Credentials section, click the Professional Development tab, 3) Click the Add button, 4) Enter the title of the Training/Conference/Event, 5) Toggle to select the current calendar and academic year, 6) Select the appropriate Scope of the activity box, 7) Click the drop-down menu in the Activity box, 8) Toggle to DE Professional Development, 9) State and City are option, 10) Save the entry.

After faculty teaching distance education courses have initially completed the DE Professional Development modules they must engage in at least one training activity each subsequent academic year that addresses advances in the methodologies and techniques used in distance education. http://www.ecu.edu/cs-acad/isonline/customcf/currentfacultymanual/part6section3.pdf). Once again adherence with this mandate is documented in Sedona and each faculty member’s annual report. Should you have any questions or concerns relative to the DE Professional Development requirement please contact Mr. Rich Ramirez (328-2084, ramirezr@ecu.edu).

Disability Support Services

ECU strives to be inclusive and supportive of individuals with disabilities. The Department of Disability Support Services (DSS), located at 138 Slay Building, is a primary resource for faculty, staff, and students for information and suggestions regarding disability-related accessibility and accommodation. The Department of DSS may be contacted by phone (737-1016), fax (737-1025) or email (dssdept@ecu.edu).

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 (http://www.ecu.edu/accessibility/) for information and assistance with these services. Students who require special accommodations must be registered with ECU Disability Support Services and at the beginning of the semester, should provide instructors with a letter from Disability Support Services identifying the accommodations they will need.

Instructors should include the following statement on every syllabus:

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

Evaluation of Teaching

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

Peer Observation: Tenure track faculty members are expected to complete a minimum of 4 peer teaching observations with 2 observers or 8 observations with a single observer. Materials from these peer observations are included in the personal action dossier (PAD) submitted for reappointment, tenure and promotion actions. Arranging for peer evaluation of teaching is the responsibility of each faculty member. Only trained faculty may conduct a peer evaluation. Faculty members select a peer observer and the department chair/school director selects one peer faculty evaluator per observation. All faculty members are encouraged to engage in the peer evaluation orientation program offered through the Office for Faculty Excellence. Further details on the peer
observation process and appropriate forms can be found online (http://www.ecu.edu/ofe/evaluation_peer-review.cfm).

**Student Perception of Teaching Survey (SPOTS):** In fall 2012, ECU transitioned from SOIS (Student Opinion of Instruction Survey) to SPOTS (http://www.ecu.edu/cs-acad/ipar/assessment/SPOTS.cfm) which is required to be completed each semester, typically during the last two full weeks of classes. The SPOTS is completed online by students, using one of four versions based on the type of course (face-to-face, laboratory, field-based, or distance education). IPAR emails each instructor an announcement with specific instructions to review with their classes. Each student will receive an email requesting completion of the SPOTS for each of their courses and will continue to receive emails until they have completed the survey for each course. Frequent prompting and strong encouragement from the instructor are essential to obtain a representative response on the SPOTS.

Survey results are made available online approximately one month after the end of the semester.

**Examinations**

**Proctoring of online exams:** Proctoring of online exams should be scheduled utilizing the UNC Online Proctoring Portal (http://online.northcarolina.edu/exams/overview.htm). The portal allows DE students the capability to schedule proctoring sessions with approved proctors throughout the region, state, nationally and internationally. Virtual proctoring sessions, utilizing ProctorU (http://www.proctoru.com/) are also available for scheduling through the portal. Faculty using this system are strongly encouraged to post exam information in the portal as early in the semester as possible. Proctoring appointments for the ECU Proctoring Center (on Arlington Blvd) can only be scheduled through the UNC Proctoring Portal and not directly with the Center. It is expected that DE instructors will take preventative measures to avoid issues with academic integrity. All learning tasks are not meant to be proctored but primary assessments and exams should be. As such it is expected that instructors teaching DE courses will implement appropriate procedures, including proctoring, to prevent academic integrity violations.

**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 or many 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/cs-dhs/laupuslibrary/services/OpScan.cfm).

**Final exam schedule:** Students enrolled in any ECU course must meet during the final exam period in order to satisfy the minimum 750 contact minutes per credit hour. **Adherence to the final exam schedule is required of all HHP faculty members.** The department chair/school director 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 (http://www.ecu.edu/cs-acad/fsonline/senate/fsscalend.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 Faculty Manual, Part VI, Section I, VII.

The undergraduate catalog (http://catalog.ecu.edu/content.php?catoid=8&navoid=516#Final_Examinations) 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 department chair/school director or dean. If a serious emergency exists, the department chair/school 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.

The following final exam statement is recommended for inclusion in course syllabi.

“Final examinations will be held at the close of each term in all courses. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the student’s major chairperson, director, or dean. The departmental chairperson, school director, or the college dean will, if a serious emergency is believed to exist, forward a written request to the Office of the Registrar, setting forth the nature of the emergency. A student who is absent from an examination without an excuse may be given a grade of F in the course. The instructor may issue an incomplete (I) in the case of a student absent from the final examination who has presented a satisfactory excuse or an official university excuse from the Dean of Students or his/her designee. (http://catalog.ecu.edu/content.php?catoid=8&navoid=516#Final_Examinations)

Within HHP, the dean’s expectation is that re-scheduling of exams should be rare and therefore, it is unlikely that an exam would ever be given other than the posted time.

Faculty Absence

If an instructor plans to be absent from class for any reason, he/she must complete and submit the HHP Class Absence form to the department chair/school director for approval prior to the actual class absence. The form is available on the HHP Faculty Resources web page (http://www.ecu.edu/cs-hhp/faculty-resources.cfm). If the absence from class is not related to professional activity, the form is still be completed. In case of personal emergencies requiring unplanned absences, an email or message to the department chair/school director is expected as soon as possible concerning the absence and class coverage.

Grades

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

Final Course Grades: Once the online Student Perception of Teaching Survey has closed, the Registrar’s Office will provide an email explaining the process and deadline for entering final course grades in Pirate Port/Banner Self Serve (https://pirateport.ecu.edu/portal/). Instructions for entering final grades are also available in the “Faculty & Staff” area of the Registrar’s web site (http://www.ecu.edu/registrar/). Entering final grades in a Blackboard grade book does not submit the grades to the Registrar. Students have immediate access to final course grades once instructors have posted them on Banner Self Serve.
It is very important that instructors submit final course grades via Banner by the stated deadline so that the Registrar’s Office is not forced to assign an ‘NR’ (Not Reported). The ‘NR’ impacts the student’s academic standing, potential honors, financial aid, and eligibility for courses. The ‘NR’ reflects poorly on the faculty member and results in a series of memos to the faculty member, department chair/school director, dean, Director of Enrollment Management, and Provost which list the courses and student assigned an ‘NR’ and a request to have the grade submitted as soon as possible. The instructor must remove the ‘NR’ grades by submitting the Change of Grade/Removal of Incomplete form for each student.

Failure to Submit Grades: Failure to submit grades in the required timeframe results in undue hardship for students and significant administrative encumbrance for the Registrar and other campus entities. As such, each instructor is expected to submit all grades prior to the submission deadline. Failure to do so may result in significant consequences including ineligibility for merit pay or serious sanctions. The ECU policy on Failure to Submit Grades can be found at http://www.ecu.edu/PRR/02/25/01/.

Undergraduate Grading System: Beginning fall semester 2012, the university employed a plus/minus grading system in undergraduate courses. The system is as follows: A, A-, B+, B-, C+, C, C-, D+, D, D-, F. Because every faculty member has the academic freedom and responsibility to determine grades according to any method that is professionally acceptable and applied equally to all students and communicated clearly, instructors are not mandated to use plus/minus grades in their courses. All instructors are mandated to clearly articulate the grading scale to be used in the course syllabus. Toward this end, the Faculty Senate Admissions and Retention Committee has provided a sample of grading scales that demonstrates how pluses and minuses might be implemented on a 7-point or 10-point scale at http://www.ecu.edu/cs-acad/fsonline/customcf/committee/ad/SampleScales.pdf.

Graduate Grading System: 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.

Instructors who have undergraduate students enrolled in 5000-level courses will have the option of using the plus/minus scale for the undergraduate students. It should be noted that different learning objectives and grading scales must be used for undergraduate students in a 5000-level course than those used for graduate students in the same course. Instructors who have questions regarding grading of 5000-level courses should contact Dr. Angela Lamson (lamsona@ecu.edu, 737-2042).

Thesis and Dissertation Grades: Instructors are to assign either an S (indicating satisfactory progress) or U (indicating unsatisfactory progress) for theses and dissertation courses. Once the final project is accepted by the Graduate School, the Graduate Registrar will convert these grades to an R indicating successful completion of the requirement.

Assigning an Incomplete Grade: Assigning an ‘I’ (‘incomplete’) as a course grade should be done with great care since it can impact honor roll eligibility, scholarships, and financial aid. An incomplete is appropriate only for students who are passing the course at the end of the semester but who have remaining work to complete or for students who have missed a final exam but presented a satisfactory excuse, including an official University excuse from the Dean of Students Office (328-9170). 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.

**Grade Appeals:** To contest a final course grade, the student must talk first with the instructor assigning the grade by the end of the twenty-first calendar day of the semester (not including summer sessions) following the award of the grade. The ECU Grade Appeal Policy is located at [http://www.ecu.edu/cs-acad/registrar/gradeappeal.cfm](http://www.ecu.edu/cs-acad/registrar/gradeappeal.cfm). The grade appeal process can also be found in the current Undergraduate Catalog under “Academic Regulations”.

**Independent Studies Requests & Approvals**

All Independent Studies conducted by HHP faculty must be initiated by use of the HHP Independent Study Proposal Form located at: [https://core.ecu.edu/baldwinc/ISP/index.cfm](https://core.ecu.edu/baldwinc/ISP/index.cfm). Students initiate the process by logging into the site and constructing an Independent Study proposal including number of semester hours involved, topic outline, evaluation procedure and designating an instructor. The completed form is then sent to the designated instructor for review and approval. The instructor can make modifications, or seek additional information from the student. Once the instructor feels the proposal is complete he/she then forwards it to the department chair/school director for approval. In addition to content and rigor of the proposal, the chair must consider the faculty member’s workload since ECU limits faculty to teaching a maximum of three undergraduate independent study sections per semester or summer session without written approval from the dean. When the chair approves the independent study proposal, the student and instructor are notified along with the department/school administrative associate who registers the student in the appropriate course and section. It is important for instructors to carefully review Independent Study proposals for completeness, including designation of appropriate credit (i.e., semester hours) as well as confirm the prescribed work is completed by the student prior to issuing a grade.

**Instructional Technology Resources**

There are numerous college and university instructional technology resources available to faculty. These resources include Blackboard Learning Management System, the UNC On-line Proctoring Portal, Instructional Design services, Lecture Capturing systems, multimedia production, web/video conferencing, mobile laptop carts and smart classrooms. Many of these resources are readily available, while others are available upon request. To request information, assistance and/or training on the aforementioned resources please fill out a Technology Service Request in the College SharePoint ([https://collab.ecu.edu/sites/che/test/default.aspx](https://collab.ecu.edu/sites/che/test/default.aspx)) and someone will contact you within 24-48 business hours.

Additional instructional and technology resources can be found at [http://www.ecu.edu/cs-itcs/faculty.cfm](http://www.ecu.edu/cs-itcs/faculty.cfm) or The Office for Faculty Excellence ([http://www.ecu.edu/ofe/](http://www.ecu.edu/ofe/)).

**Library Instructional Resources**

Both Joyner Library (east campus) and Laupus Library (Health Sciences campus) will provide an instructional class session for students on any course topic either face to face or distance education format. To arrange an instructional session contact submit your request on-line at least 2 weeks in advance: [https://www.ecu.edu/cs-lib/reference/instruction.cfm](https://www.ecu.edu/cs-lib/reference/instruction.cfm) for Joyner Library. For Laupus Library, please contact Christine Andresen by email at andresenc@ecu.edu. 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 [https://www.ecu.edu/cs-lib/reference/instruction.cfm](https://www.ecu.edu/cs-lib/reference/instruction.cfm) and [https://www.ecu.edu/cs-lib/reference/facultyservices.cfm](https://www.ecu.edu/cs-lib/reference/facultyservices.cfm) for links to faculty services.
Reserve Course Materials in Library
Instructors can submit hard copies of course materials to Joyner Library to be put on reserve but it is the instructor’s responsibility to obtain copyright permission to use the materials in their course prior to submission. It may take up to one week for the Library to process the materials and put them on reserve in the course Blackboard sight. Reserve materials are purged at the end of each semester unless otherwise requested.

Items available on-line through the E-Journal Locator (accessed via the Joyner or Laupus Library website) will not be put on reserve. Alternatively, instructors can download these and other materials or scan and convert materials to electronic files, and place them in the course Blackboard site.

To place materials on reserve, instructors can submit reserve request forms (http://www.ecu.edu/cs-lib/reference/facultyservices.cfm) and materials to the Joyner Library Circulation Desk (phone: 328-6518). Additional information is available online at: http://www.ecu.edu/cs-lib/accesssrv/circulation/reservepolicy.cfm.

Retaining Student Assignments
The instructor must retain all course materials pertaining to grades for one year after assigning the grade.

Starfish
Starfish is an early-alert retention tool that works through Blackboard to support student academic success at ECU. Through Starfish, faculty can inform students of their academic performance within a course and connect students to appropriate support resources. The use of Starfish is not mandatory, but it has great benefits to the students by making them aware of their progress in each class. This can in turn help students to make decisions about whether a university drop is beneficial, what strategy is best for their grade point average, and may help students ultimately avoid suspensions. This benefits the professor by providing the student a record of their performance, which when coupled with a syllabus, should alleviate some of the end of semester questions about final grades. Starfish benefits the university in its intent to reach retention goals that are set by the General Administration and is one of our ten performance measures. Just a handful of students can make the difference in reaching this goal each year.

When a Starfish flag is raised, students are notified in various ways depending on how they set up their account. Notifications also are listed on a report that is sent to academic advisors. Starfish has the capability to group flags and will notify advisors if a student has three or more flags raised against them. This is typically a sign of a more serious problem that may be affecting the student, with which Academic Advisors can respond. Please visit http://www.ecu.edu/cs-acad/starfish/starfish.cfm for more information including guides on how to get started and email templates.

Student and Faculty Research
Students who are involved in data collection for their own research studies, course-related experiences, or faculty research projects must complete the “Mandatory Education Requirement” Institutional Review Board training modules (http://www.ecu.edu/cs-acad/rgs/irb/education-modules.cfm) via the Collaborative Institutional Training Initiative (CITI) web site (http://www.citiprogram.org) prior to engaging in research. Instructors requiring students to undertake a research project as a course assignment, even if that project is just a class survey, must have the students complete the training modules, submit a proposal, and obtain official University
and Medical Center Institutional Review Board (UMCIRB) approval prior to data collection. The UMCIRB training must be recertified every three years. (Also see “Institutional Review Board” in the General Information section of this Handbook for additional details). Instructors supervising student’s work on a thesis or dissertation project that involves research with human subjects or animals must have the student complete the above steps. In addition, the students must complete and submit the Advancement to Doctoral Candidacy form or the Master’s Pre-Thesis Research Approval Form (found on Graduate School website: http://www.ecu.edu/cs-acad/gradschool/Academic-Policies-and-Forms.cfm) prior to gathering any data for their project.

Student Attendance

Students are expected to attend classes, beginning with the first day of class after registering for the course. The Dean of Students Office (328-9170) can issue an official University excuse for legitimate absences (religious holiday observances or participation in authorized professional or university activities). Instructors cannot penalize students for work they have missed during official University excused absences. Students seen by Student Health Services can obtain a verification of the date (not the reason) they were seen at the Health Service. Many instructors place the following attendance statement in their syllabi.

A student’s participation in the work of a course is a precondition for receiving credit for the course. Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments. Except in the case of university excused absences, it is the decision of the instructor to excuse an absence or to allow for any additional time to make up missed tests or assignments. The student is held accountable for the work covered in each class meeting. Your instructor recognizes and honors university-excused absences as detailed in the Undergraduate Catalogue. http://catalog.ecu.edu/content.php?catoid=8&navoid=516#Attendance_and_Participation.

Syllabus

Instructors must distribute a copy of the syllabus to each student on the first day of class. For face-to-face classes with no Blackboard, the instructor or department/school staff will make copies of the syllabus for distribution. It is advisable for instructors to check with their department/school offices to determine how far in advance syllabi are needed in order to have the copies prepared in time for distribution. It is also advisable that each syllabus be placed on the course Blackboard site.

Every semester instructors are required to provide an electronic copy of each course syllabus to the department/school office. A syllabus represents a contract with each student enrolled in the course and must include specific content as listed below.

Minimum content for a syllabus (including sample statements):

• Instructor’s name, office location, office phone, email, and office hours
• Prerequisites for the course
• Catalog Course Description
• UCC/GCC Approved Course-related behavioral objectives (should be learner centered and measurable and be listed after the statement “Upon completion of this course the student will be able to:’’

http://catalog.ecu.edu/content.php?catoid=8&navoid=516#Attendance_and_Participation.
Course requirements, including:
- textbook(s) (provide full citation) and other required and optional course materials,
- assignments (reports, readings, papers, projects, etc.),
- quizzes and exams,
- schedule for exams and assignments
- evaluation and grading scale (weighting of each course requirement - sum must be 100%);
- instructor’s policy on late work
- attendance policy

Sample: Students are expected to attend punctually all lecture and laboratory sessions and field experiences in the courses for which they are registered. Absences are counted from the first class meeting, and absences because of late registration will not be automatically excused. The student is held accountable for the work covered in each class meeting. Your instructor recognizes and honors university-excused absences as detailed in the Undergraduate Catalogue. For more information see http://catalog.ecu.edu/content.php?catoid=8&navoid=516#Attendance_and_Participation

- Academic Integrity statement

Academic integrity is expected of every East Carolina University student. Academic honor is the responsibility of the student and faculty of East Carolina University. Consult the ECU website (http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section2.pdf) Academic violations consist of the following:

- **Cheating.** Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work.
- **Plagiarism.** Copying the language, structure, ideas, and/or thoughts of another and adopting the same as one’s own original work (e.g., Cutting and pasting any internet passage into a paper or exam; downloading from an essay writing services).
- **Falsification/Fabrication.** Statement of any untruth, either spoken or written, regarding any circumstances related to academic work. This includes any untrue statements made with regard to a suspected academic integrity violation.
- **Multiple submission.** The submission of substantial portions of the same academic work for credit more than once without authorization from the faculty member who receives the later submission.
- **Violation assistance.** Knowingly helping or attempting to help someone else in an act that constitutes an academic integrity violation.
- **Violation attempts.** Attempting any act that, if completed, would constitute an academic integrity violation as defined herein. In other words, it does not matter if a student succeeds in carrying out any of the above violations - the fact that a violation was attempted is itself a violation of academic integrity.

- Continuity of Instruction statement

In the event that ECU classes are suspended due to a pandemic, inclement weather conditions, or other catastrophe I will strive to continue to provide instruction to those who are able to participate. In the case of suspension of face-to-face classes, you will receive an email from me as well as a Blackboard Announcement that details how we will communicate, where you can locate course information, and what you can expect during this time period. I realize that some of you who are directly affected by the event will not be able to participate, but I will continue to provide instruction to those who are able to receive information via the internet.
• 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).

Recommended additional content for a syllabus:

• Instructor’s expectations for civility in the classroom
  
  East Carolina University is committed to providing each student with a rich, distinctive educational experience. To this end, following appropriate notice, the instructor may remove students from the course who do not follow reasonable standards of behavior in the classroom or other academic setting. Students removed from a course under this policy will receive a grade of “drop” according to the university policy and are eligible for tuition refund as specified in the current tuition refund policy. *(http://catalog.ecu.edu/content.php?catoid=8&navoid=516#Final_Examinations)*

• Writing Intensive statement (if WI designated).
  
  [course prefix and number] is a writing intensive course in the Writing Across the Curriculum Program at East Carolina University. With committee approval, this course contributes to the twelve-hour WI requirement for students at ECU. Additional information is available at the following site: http://www.ecu.edu/writing/wac/.

• Final Examination Policy
  
  Final examinations are held at the close of each term in all courses. There is no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the student’s or chairperson, director, or dean. The department chairperson, school director, or the college dean will, if a serious emergency is believed to exist, forward a written request to the Office of the Registrar, setting forth the nature of the emergency. A student who is absent from an examination without an excuse may be given a grade of F in the course. The instructor may issue an incomplete in the case of a student absent from the final examination who has presented a satisfactory excuse or an official university excuse from the Dean of Students or his/her designee *(http://catalog.ecu.edu/content.php?catoid=8&navoid=516#Final_Examinations)*.

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

• It is implied that instructors follow the established course syllabus including approved learning objectives. Substantial and/or repeated deviation from the approved syllabus may be cause for administrative action or rationale for failure to receive program accreditation.

Teaching Assignments

The ECU Faculty Manual, Part VIII, Sec. 1, specifies that…“by the end of the Spring semester for 9 month faculty, and by the end of the summer session for 12 month faculty, and prior to making final faculty workload assignments and after soliciting faculty preferences, the unit administrator shall apprise each unit faculty member, in writing, of the duties and responsibilities for the coming academic year.

A. Assignment of Teaching Responsibilities

  The unit administrator assigns teaching responsibilities. If changes in a faculty member’s assignment become necessary, the faculty member shall be notified, when possible, at least two
Textbooks

Orders: Except in certain circumstances, instructors self-select the textbooks they will use for a course they are teaching and order their selected texts through Dowdy Student Stores (the ECU bookstore) months before the beginning of the semester (March for summer and fall, October for spring). Submitting textbook requisitions by specified deadlines is one way to help control the increasing costs of textbooks. Instructors should submit the textbook requisition for their courses online via http://www.ecu.edu/cs-admin/studentstores/FacultyRequisitions.cfm. The departmental or school office can also provide instructions and assistance.

Instructors who wish to change textbooks for a subsequent semester should work through their department/school 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 has 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 they are using 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/textbookdesktopcopies.cfm. Complimentary or desk copy books cannot be re-sold by faculty. Returning them to the publisher or giving them to students is the correct means of disposing of these complimentary copies of textbooks.

Course Packs for purchase by students can be prepared and coordinated with, and sold by the ECU Student Store (http://www.ecu.edu/cs-admin/studentstores/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/school office regarding course pack pricing policies. (Please refer to the ‘Course Packs’ item in this section of the Handbook.)

Conflict of Interest: Instructors who require textbooks, course packs, lab manuals or other materials for which they or a family member receives compensation, must file a Report Of Potential Conflicts Of Interest Related To Teaching And Ownership Of Intellectual Property and the Annual Faculty/EHRA Staff Disclosure Form for Potential Conflicts of Interest (available online http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm).

University Excused Absences

Students can request a University excused absence via the Dean of Students Office (328-9170) (http://www.ecu.edu/cs-studentaffairs/dos/upload/UEA-Policy-Spring-2013.pdf). 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 (http://www.ecu.edu/cs-studentaffairs/dos/excused_absences.cfm). 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.

The University Religious Accommodation Policy (http://catalog.ecu.edu/content.php?catoid=8&navoid=512#Religious_Accommodation) allows a
minimum of two excused absences each academic year for religious observances required by the
faith of the student. Students shall provide written notice to the faculty member for the affected
class of their request for an excused absence for a religious observance in a reasonable time prior to
the date of the observance.

University Academic Calendars are accessed at: http://www.ecu.edu/fsonline/senate/fscalend.cfm.

Writing Across the Curriculum
The Program in Writing across the Curriculum (WAC) supports the University’s Writing Intensive
(WI) Course requirement. The WI course requirement for every student who graduates from ECU is
a 12-semester hour requirement, which includes ENGL1100, ENGL1200, and two more upper
division WI courses. At least one of the upper division WI courses must be in the students’ major.
The procedure to propose a WI course can be found at: http://www.ecu.edu/cs-
acad/writing/wac/index.cfm. ECU’s Quality Enhancement Plan focuses on students’ writing ability.
Thus, beginning fall 2014, all faculty teaching Writing Intensive courses should hold students
accountable for uploading the following items to their University Writing Portfolio:

- A final draft of a major writing project from the WI course,
- A description of the assignment for which the project was written, and
- A writing self-analysis document (a component of the QEP). Questions to be answered in
  the self-analysis are specified in the University Writing Portfolio.

Further information about these 3 items, along with written and video instructions for accessing and
using iWebfolio can be found on the QEP website (http://www.ecu.edu/cs-acad/qep/). In addition,
workshops will be held throughout the fall and spring semesters to show faculty how to find out
which students have submitted materials to their portfolios.
Advising

Advising Centers

The College has two undergraduate academic advising centers: the HHP Advising Center and the Rivers Advising Center. The HHP Advising Center located in the Belk Annex (328-4645) works with undeclared undergraduate students and transfer students interested in the programs offered by the departments of Health Education and Promotion, Kinesiology, and Recreation and Leisure Studies. The Rivers Advising Center located in 140 Rivers Building (328-2521) advises undergraduate students from entry through graduation who are majoring in the programs in the School of Social Work, and the departments of Human Development and Family Science and Interior Design and Merchandising. The website for both advising centers provides information about program requirements, university policies and procedures, registration, and campus resources. (HHP Advising: http://www.ecu.edu/cs-hhp/advising/index.cfm and Rivers Advising: http://www.ecu.edu/che/advising/index.html).

In addition to academic advising, the professional advisors at both centers participate in the University Advising Collaborative, represent the College on university advising committees, and participate in university-wide student recruitment and retention events such as Open House, Admitted Student Day, Transfer and Freshman Orientations, and the Excels recognition event. The advisors work closely with faculty, staff, and administrators on class scheduling, student concerns, use of advising technology, and reports to assure a seamless undergraduate experience for the students. The advising centers assist in providing information about scholarship opportunities via web links. In addition, the HHP Advising Center collaborates with Ms. Jerrika Alston (alstonje14@ecu.edu, 328-5646) to maintain HHP scholarship information online and coordinate the application process for college-wide and department specific scholarships through the web-based application program named AcademicWorks.

Advising Undergraduate Students

Advisors help students understand the requirements for their catalog, explain academic regulations, teach them to utilize electronic tools (such as Banner Self-Service, DegreeWorks and the online catalog) and assist them in planning their academic coursework. Advisors meet with their students a minimum of once a semester for pre-registration advising and to issue the registration PIN for the following semester. However, students and advisors also meet throughout the year as needed to monitor academic performance, discuss their career plans and, if needed, talk about major selection. The advisor assures that the student is making adequate progress toward graduation requirements according to the student’s specified catalog. The advisor is also responsible for maintaining the advisee’s academic advising folder, including major/minor check sheets, DegreeWorks, and related materials. Advisors are aware of campus resources and make appropriate referrals as needed to offices such as Counseling Center, Dean of Students, Career Services, Testing Center, Pirate Tutoring Center, Writing Center, and Student Health Services.

All undeclared students interested in degree programs in the College are advised in the College advising centers. Students are transferred to a faculty advisor when they declare/are admitted to their major in Health Education and Promotion, Kinesiology, Recreation and Leisure Studies, Birth-Kindergarten Teacher Education, Child Life, and Family and Consumer Sciences. Once a student is declared/admitted to the major, the faculty member assumes all advising responsibility through graduation.
Students pursuing degrees in Interior Design and Merchandising, Social Work, and Family and Consumer Services, who have officially been admitted into their degree program, continue to be advised by advisors in the Rivers Advising Center. Advisors for these programs advise all undergraduate students (undeclared, transfer, declared).

Faculty can find a list of their advisees and the registration PINs on Banner (accessed via Pirate Port). Newly declared advisees may still be listed under their previous advisor. The PIN can be located on ecuBIC under “Registration PIN by ID”.

**Advising Graduate Students**

The Departmental/School Director of Graduate Studies is ultimately responsible for assuring that a graduate student’s course of study meets the degree requirements. Advising, however, is typically delegated to the Graduate Degree Program Director of an academic program for graduate students enrolled in the program.

**Advisor Training**

In preparation for advising responsibilities, faculty should review regulations and program requirements in the catalog and be aware of related official announcements. Discussions with the program director and colleagues will also be helpful. The professional advisors in the HHP Advising Center and Rivers Advising Center are excellent resources for ECU undergraduate advising policy questions and HHP program level advising questions. The HHP Advising Center can provide an undergraduate advisor workshop as needed early in the semester well in advance of the advising and registration period. To discuss arranging a workshop, contact Mr. Randy Gilland, Center Director for Health Education and Promotion, Kinesiology, and Recreation and Leisure Studies majors, (328-0023 or gillandc@ecu.edu) or Ms. Ellen Deters, Center Director for Human Development and Family Science, Interior Design and Merchandising, and the School of Social Work majors, (328-5352 or deterse@ecu.edu) to discuss arranging a workshop. Also for undergraduate advising, the ECU Academic Advising Collaborative which is comprised of professional advisors from unit advising centers and faculty advisors also provides useful resources online (http://www.ecu.edu/advising/).

Advising of graduate students is the responsibility of either the Unit Graduate Director or Graduate Degree Program Director. Should a faculty member be assigned this responsibility, those individuals will provide training.

**Course Substitutions**

Advisors must document any approved course substitutions in DegreeWorks, and if applicable in the student’s advising file. Substitutions should be submitted as soon as possible on the Registrar’s SharePoint site at: https://collab.ecu.edu/sites/DegreeWorks/Lists/Course Exceptions/NewForm.aspx. After the advisor submits the short form online, the advisor will receive an email stating that the course substitution request has been received. After review, a second email will state whether the substitution has been approved or not and a third email will state when the substitution has been completed. If the substitution has not been approved, an explanation will be included in the second email. Further explanation or approval from the program director or unit head may be required. Substitutions should be viewable on DegreeWorks within 24 hours of substitution completion.

Please note that if a student has already declared (been admitted to) their major and decides to change their major, the Foundations Curriculum substitutions should remain in place; however, *core*
degree substitutions may need to be resubmitted. For more information on the undergraduate graduation process, please visit the Registrar’s Office web site http://www.ecu.edu/cs-acad/registrar/Undergraduate-Graduation-Process.cfm.

Faculty advisors may contact the professional advisor for the degree program if there are questions about submission of substitutions or the use of DegreeWorks.

DegreeWorks

DegreeWorks is applicable to all undergraduate and graduate students. It is an internet-based tool used to evaluate coursework the student has completed against the specific degree requirements. Advisors and students can find DegreeWorks in Pirate Port under Banner Self Service and should use it regularly to monitor progress toward the degree. It enhances the ability to establish undergraduate course sequencing and semester by semester course registration plans. Tutorials (pdf and videos) are available (http://www.ecu.edu/cs-acad/registrar/degreeworks.cfm) and small group or individual training is available by contacting DEGWRKS@ecu.edu.

DegreeWorks is used to monitor progress toward graduation throughout the student’s time at ECU. Because it pulls information from Banner, it is important to be sure that the student profile is correct including the catalog year, degree/program, major, minor and/or concentrations. Regular review of DegreeWorks by the advisor and student helps to create the plan of study and eliminates last minute errors. The advisor or unit delegate should submit approved substitutions/exceptions to the DegreeWorks Share Drive as they occur to keep the audit accurate.

The student should apply for graduation (online through Banner) two semesters prior to graduation. The student and advisor should again review and update the remaining requirements to assure that graduation is not delayed. Graduation Services in the Registrar’s Office uses this graduation list to identify students who are in their final semester and completes the official review for graduation in DegreeWorks. The Registrar’s web page provides excellent resources outlining the processes of preparing for graduation: http://www.ecu.edu/cs-acad/registrar/Undergraduate-Graduation-Process.cfm.

Graduation Application/Exit Survey/Commencement

Undergraduate Students: At the time of completing the degree evaluation (see ‘DegreeWorks’ above) undergraduate students also complete the application for graduation in Banner Self Service. They must have completed at least 75 s.h. to access the application and it is to be completed two semesters prior to graduation. A pdf file of instructions on how to complete the application is available on the Registrar’s website in the ‘Students’ section under ‘Graduation Information’ (http://www.ecu.edu/cs-acad/registrar/Graduation-Information.cfm). An exit survey must also be completed on Pirate Port.

Graduate Students: The graduation process for graduate students is summarized on the Registrar’s website in the ‘Students’ section (http://www.ecu.edu/cs-acad/registrar/Graduation-Information.cfm). Graduate students work with their degree program director to complete and submit a graduate summary form one semester prior to graduation. Graduate students must also submit an application for graduation in Banner Self Service after completing 12 s.h. and at least one semester prior to graduation. A pdf file of instructions on how to complete the application is available on the Registrar’s website in the ‘Students’ section under ‘Graduation Information’ (http://www.ecu.edu/cs-acad/registrar/Graduation-Information.cfm). An exit survey must also be completed on Pirate Port.
All Students: Students participating in the ECU Commencement ceremony are expected to register to reserve a seat at the ceremony by completing a form at http://www.ecu.edu/commencement/. Students who will participate in the College of Health and Human Performance Commencement Recognition Ceremony are identified using the Registrar’s official graduation list. Students who will participate in the College ceremony but are not included on that official graduation list are asked to sign up in their department/school office generally by mid-semester. This would apply to students who elected to walk in the College ceremony immediately preceding their internship or who received special permission from the department chair or school director to participate in commencement before meeting all degree requirements, due to unique circumstances. Information about the HHP ceremony is available at http://www.ecu.edu/cs-hhp/commencement.cfm. Students should contact their department/school office for information about any department/school recognition ceremonies or events.

Registration/Course Adjustment Period

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 during the student’s designated registration window. Students are assigned a day and time block to register based on the number of credit hours completed. The schedule is in Pirate Port/Banner, various campus publications, and the Registrar’s web page (See ‘Students’ section http://www.ecu.edu/registrar/).

Undergraduate students: A course may be dropped or added during the first five days of classes in fall and spring semesters (first two days of the summer session). Courses dropped after this period but during the first 60 percent of the regular class meetings of the course will count toward the student’s drop allocations. The number of allowed drops is prorated based on the student’s credit hours at time of first enrollment at ECU (refer to the Undergraduate Catalog ‘Course Withdrawal Allocations’ http://catalog.ecu.edu/content.php?catoid=8&navoid=516#Course_Drop_Allocations). Course drops after the 60 percent drop period are generally given only for unforeseen/uncontrollable medical, psychological or personal problems or result from an approved petition for exception. Poor performance, missed deadlines or negative impact of potential poor grades are not reasons for an exception.

The university catalog (http://www.ecu.edu/registrar/catalog.cfm), departmental/school office or College advising centers may also be helpful resources for advisors. The advising centers are very busy several weeks before and after the pre-registration period, so they are able to respond to questions more quickly at other times.

Graduate students: Courses may be added through the last day to register (sixth class day in fall/spring semester). Non-doctoral and doctoral graduate students have different requirements for dropping a course which require either notifying the program advisor and/or obtaining approval from specific individuals. Deadlines are specified by the Graduate School. Course changes are not completed until the necessary approvals and all procedures with the Registrar are completed. For details, refer to either the Graduate Catalog (http://catalog.ecu.edu/content.php?catoid=9&navoid=578#Registration_Procedures).
**Special Permission to Add a Course**

At times, students may request special permission to add a course if they do not meet the prerequisites for the course or the course is fully enrolled. The student initiates the request by contacting the instructor of the class. 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 is given to majors; course is not required in the student’s program; it is possible for the student to enroll in the course in a future semester; and success in the course is very challenging without first completing the prerequisite.

**Waitlist**

Within Banner, courses can be set up with no waitlist or they can be set up with a limited amount of placeholders to which students can add themselves. If the number of placeholders is set high enough, the waitlist can be used to monitor the demand for the course to determine if an additional course section is warranted. The practical advantage to having a waitlist is that once it is activated, students are more likely to add themselves to the waitlist instead of contacting the instructor for permission for a special add, thereby reducing special add requests. Faculty should discuss with your Program Director if the class you are teaching should have a waitlist. There may be a strategic reason not to have one or it might be a personal preference and you should work with your departmental Administrative Assistant or the Registrar’s office for assistance. Once a waitlist is activated, special add requests can still be done, but are not advisable as any student on the waitlist can see if another student has been special added ahead of them.

As a faculty advisor, students may ask you how to add to a waitlist and how does the waitlist work. When a student has placed themselves on a waitlist, they must keep watch on their ECU email account. When a seat becomes available due to another student dropping the class, the first student in line will be notified through their ECU email. A student that has been notified will have 24 hours to go back into Banner and add themselves to the course. Banner does not automatically add students to the course. If the student misses that enrollment opportunity, or elects not to add the course, notice to enroll goes to the next student on the waitlist. As long as there is a seat open and Banner is waiting on the notified student to respond, other students can add themselves to the waitlist by clicking the checkbox next to the course. Once they hit submit, the Banner website takes the student back to their worksheet where they can choose to add to the waitlist by use of a dropdown box or they can elect not to add to the waitlist. In addition, the 5 digit CRN for the course can be added to one of the boxes at the bottom of the Banner worksheet page and the student can pull up the waitlist that way as well. This works especially well when the checkbox for the course is inactive when the waitlist is at capacity. For more information and diagrams: [http://www.ecu.edu/cs- acad/registrar/upload/Waitlist_Student_3_28_16.pdf](http://www.ecu.edu/cs-acad/registrar/upload/Waitlist_Student_3_28_16.pdf).
CONTACTS

COLLEGE:

College of Health & Human Performance (Rivers RW-238)
Ms. Doreen Strayhorn, Reception, Administrative Support Associate 328-4630
Dr. Glen Gilbert, Dean 328-0038
Ms. Vickie Best, Executive Assistant 328-0038
Dr. Angela Lamson, Associate Dean, Research & Graduate Studies 737-2042
Dr. Susan McGhee, Associate Dean, Academic Affairs & Undergraduate Studies 328-0022
Mr. Bill Cain, Assistant to the Dean for Facilities 328-1999
Mr. Don Leggett, Development Specialist 328-9581
Ms. Jerrika Alston, Director of Special Programs 328-5646
Ms. Mary Baker, Administrative Support Associate 328-2882
Ms. Joy Hahn, Administrative Support Associate 328-4635
Ms. Gwendolyn Williams, Administrative Support Associate 328-1551

Department of Health Education & Promotion (Belk 2201)
Ms. Stephanie Boyd, Administrative Support Associate 328-6000
Dr. J. Don Chaney, Chair 737-1933

Department of Human Development & Family Science (Rivers RW-108)
Ms. Vicki Vaughan, Administrative Support Associate 328-4273
Dr. Sharon Ballard, Chair 328-4220
Ms. Susan Congleton, Administrative Support Associate 328-5451 or 6908

Department of Interior Design & Merchandising (Rivers RW-331)
Ms. Sheaneatha Applewhite-Hopkins, Administrative Support Associate 328-6929
Dr. Katherine Swank, Chair 328-1362

Department of Kinesiology (Minges 65)
Ms. Elaine Hughes, Administrative Support Associate 328-4632
Dr. Stacey Altman, Chair 328-2973

Department of Recreation & Leisure Studies (Belk 1413)
Mr. Ryan Platin, Administrative Support Associate 328-5458 or 4640
Dr. Clifton Watts, Interim Chair 328-2426

Center for Applied Psychophysiology (Belk 2501)
Dr. Carmen Rusconiello, Director 320-0024

Developmental Motor Laboratory (Minges 100)
Dr. AJ An, Director 328-4662

Human Performance Laboratory (Ward Sports Medicine)
Ms. Wendy Beachum, Administrative Support Associate 737-4688
Dr. Joseph Houmard, Director 737-4617
HHP Advising Centers

**HHP Advising Center** (Belk Annex) (serving HEP, KINE, RCLS students)
Ms. Robbin Nelson, Administrative Support Specialist 328-4645
Mr. Randy Gilland, Director 328-0023

**Rivers Advising Center** (Rivers 140) (serving HDFS, IDMR, SOCW students)
(Temporarily vacant), Administrative Support Associate 328-2521
Ms. Ellen Deters, Director 328-5352

HHP Facilities & Operations (Minges 96)
Equipment Director (temporarily vacant) 328-0003
Mr. Dean Morris, Facilities & Operations Director 328-5472

HHP Office of Distance Education & Technology Services (Rivers 268-270)
Mr. Rich Ramirez, Coordinator, Instructional Technology Consultant 328-2084

HHP Office of Grants & Contracts
Dr. Mary Lisa Pories, Pre-Award Grant Administrator 328-5547
Post-Award Grant Administrator (Temporarily vacant)

Family Therapy Clinic (612 E. 10th St.)
Clinic Office 737-1415
Dr. Erin Roberts, Clinic Director 328-4206

Medical Family Therapy Research Academy (Redditt House, 610 E. 10th St.)
Dr. Erin Roberts, Director 328-4206

Office of Military Programs (Spilman 207)
Ms. Kim Walters, Executive Assistant 737-1812
Mr. Tim Wiseman, Assistant VC of Enterprise Risk Management;
Director of Military Programs 328-9094

Department of Aerospace Studies - US Air Force ROTC (Wright Annex 310)
Ms. Karen Rehm, Administrative Support Associate 328-6597
Lt. Col. Roxane Engelbrecht, Commander, Detachment 600 328-6597

Department of Military Science - US Army ROTC (Christenbury 141)
Ms. Cary Ann Reeves, Administrative Support Associate 328-2953
LTC Joseph Pierce, Commander, Pirate Battalion 328-6974

Nancy W. Darden Child Development Center (Rivers 169A)
Ms. Melissa Nolan, Director 328-6926

School of Social Work (Rivers 224)
Kimberly Best, Administrative Support Associate 328-5650
Dr. Shelia Bunch, Director 328-4202
**CAMPUS:**

**Student Issues:**
- Dean of Students Office: 328-9297
- Student Rights & Responsibilities: 328-6824

**Campus Hotline/Emergency Information** (recorded announcements): 328-0062

**Center for Counseling and Student Development**
- Center for Leadership and Civic Engagement (Old Cafeteria Complex): 328-2735
  (Previously known as the Volunteer & Service Learning Center)

**Department of Disability Support Services**
- (Voice/TTY) 737-1016

**ECU News Services – Liaison to HHP**
- Ms. Kathy Muse, Public Communications Specialist: 328-5555

**ECU Police**
- Emergency: 911
- Non-emergency – East (Main) Campus: 328-6787
- Non-emergency – Health Sciences Campus: 744-2246

**Parking and Transportation Services**
- 328-6294 or 6963

**Office for Faculty Excellence** (1st floor Joyner Library)
- 328-1426

**Graduate School Office**
- 328-6012

**Institutional Review Board (IRB)**
- 737-2958 or 744-2914

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

**Libraries**
- Joyner - Operating Hours Recording: 328-4285
- Circulation/Reserve: 328-6518
- Laupus/Health Sciences: 744-2219

**External Funding Resources** (Greenville Centre)
- Office of Sponsored Programs: 329-9540
  - Mr. Scott Jamieson, HHP Liaison: 737-4640
- Grants & Contracts: 328-9530
  - Ms. Vickie Crafford (RCLS and SOCW Liaison): 737-2882
  - Ms. Janice McGowan (HDFS, HEP, HPL, IDMR, KINE and Deans Office Liaison): 328-9529

**Pirate Tutoring Center** (Old Cafeteria Complex 2300 Wing)
- 737-3009

**University Writing Center** (1st floor Joyner Library)
- 328-2820

**Volunteer & Service Learning Center** (Old Cafeteria Complex)
- (Now the Center for Leadership & Civic Engagement)
  - 328-2735