



# **C**ollege of Health and Human Performance

## **Faculty Orientation Handbook**

**2009-2010**

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The purpose of this Handbook is to provide practical information that we hope will help you get started in your work as a new faculty member in the College of Health and Human Performance at East Carolina University. The Handbook is not intended to address tenure and promotion—these processes and expectations are informed by the *ECU Faculty Manual* and the *HHP Code of Operations*, and best addressed by the Chair of your department and your department Personnel Committee.

Please refer to the *ECU Faculty Manual* and the *College of Health and Human Performance Code of Operations* for detailed and definitive guidance regarding the issues addressed in this Handbook.

***Welcome to the College of Health  
and Human Performance!***


# Mission Statement

## College of Health and Human Performance

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**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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# General Information and Policies

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## 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 1<sup>st</sup> of one year to June 30<sup>th</sup> of the next year. Therefore, the academic 2009-2010 extends from the beginning of the second summer session 2009, through fall 2009 and spring 2010 and ends at the conclusion of the first summer session 2010.

## Academic Calendars

The official academic calendars (<http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm>) provide critical information about final examination schedules, deadlines, breaks and holidays for each semester. Be aware that the university may declare a make up day that shifts classes from the usual meeting day to another for a given week. For example, Monday classes will meet on Tuesday, September 8, 2009 and the usual Tuesday classes will NOT meet on that particular day. Such adjustments assure that the requirement of 750 minutes of instruction per credit hour (including final examination period) is met.

## Annual Report

All faculty submit an annual report to their department chair using the HHP Annual Report Template in Sedona (an information management software program: <https://www.sedonaweb.com>). The annual report covers all activity related to teaching, research and grant activity, service, and honors or awards for the faculty member typically from April 1<sup>st</sup> of a given year to March 31<sup>st</sup> 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>) at the beginning of the academic year in order to prepare themselves for completing the annual report toward the conclusion of their first academic year. The specific due date for the Annual Report, typically around the end of March, is set by the department chair. Annual reports prepared in Sedona are a key element in the annual evaluation of faculty performance which is linked to merit increases. The Annual Conflict of Interest Reporting Form (<http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm>) is submitted along with the annual report.

## Banner

Banner is an integrated information management system that ECU uses for a variety of purposes (i.e. registration, advising, course management, human resources, and finance). It can be accessed via ONESTOP using your PirateID

and password. To sign up for training to use Banner, go to the 'Faculty & Staff Training' heading on ONESTOP.

Faculty and students are assigned an eight digit personal Banner number that is used for identification. It is best to commit it to memory since it is required to complete numerous forms. Your Banner number can be identified through ONESTOP (see the Banner section under the 'Tools' tab).

## Catalogs

The official ECU undergraduate and graduate catalogs are available to faculty, students and staff on-line (<http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>). Paper/hard copy catalogs are no longer available. 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. Beginning with the 2008-2009 academic year, catalogs will be available only online.

## College Meetings/Events

The College has several regularly scheduled events to which all faculty are invited. All full-time faculty are expected to attend college meetings, commencement recognition ceremonies, and the retreat.

- HHP picnic is traditionally held annually on the day of the fall faculty convocation. All faculty, staff, graduate students and their families are invited.
- HHP college meetings are scheduled at least twice per semester.
- ECU commencement is held on a Friday at the end of fall and spring semesters and precedes all school/college recognition events. Each department has established a system to guarantee attendance by at least 10% of the faculty at each ceremony. The ECU Commencement schedule and details are found at <http://www.ecu.edu/commencement/>.
- HHP recognition ceremony (commencement) is held at the end of every fall and spring semester at a time determined by the university. As details for the HHP Recognition Ceremony are established, they are posted at: <http://www.ecu.edu/cs-hhp/commencement.cfm>. All HHP faculty are expected to attend. Faculty are requested to wear academic regalia if possible. Faculty who do not own regalia can rent it through Dowdy Student Stores (the ECU book store on campus). Information about regalia rental and its cost is distributed several months prior to commencement. If academic regalia is not available, appropriate dark colored professional attire is appropriate.
- HHP retreat that involves all college faculty and some staff is periodically scheduled to focus on an issue of importance to the college.
- HHP Winner's Circle: is an annual breakfast event held each spring semester to honor scholarship recipients and donors. Faculty, donors and scholarship recipients and families attend.

## **C**ommittee Membership

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

## **D**ogs and Other Animals on Campus

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

## **E**mergencies

In the event of an emergency, call 911. If the call is made from a campus telephone, it will automatically be routed to campus police. ECU uses an emergency text messaging system for cell phones or non-ECU email addresses that students, faculty and staff can register to receive (<http://www.ecu.edu/alert/>). ECU email, internet pop up alerts and Twitter are also used to distribute emergency announcements.

Additionally, in the event of a campus emergency, department chairs will notify faculty who, in turn, will inform students in classroom buildings and online of the specific emergency and the actions that should be taken. If the emergency is one that requires people to stay away from campus, a vice chancellor will notify faculty and students about the appropriate action to be taken.

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

## **E**mergency Procedures

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

## **E**ndorsement of Products or Services

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

## **E**quipment

A college equipment room is located at the Gate 1 entrance of Williams Arena near Marie's Café in Minges Coliseum. Mr. Ray Branch or student workers can

assist you with obtaining activity equipment for your courses or, to a limited degree, obtaining audiovisual equipment. Questions about Smart Classroom technology should be directed to the HHP instructional technology consultant (Chuck Baldwin in Belk at 328-2073, the Belk ITCS assistant (Jerry Childs 328-9542), or the ITCS Help Desk (328-9866). For emergency Smart Classroom support, call 328-9830; leave your name, room number, and description of the problem. A technology consultant will be dispatched to your location, ideally within 10 minutes. For training videos on Smart Classroom and other information, please visit: <http://www.ecu.edu/cs-itcs/smartclassroom/training.cfm>.

## **F**aculty Evaluation and Weighting

The *Faculty Manual* and college *Code of Operations* specifies the parameters for assigning weights (proportion of effort) to teaching, research/creative activity, service, administration, and other duties relative to faculty evaluation. Faculty members determine their specific weightings annually through discussion with their department chair. For tenured and probationary term faculty, weights are no less than 25% for teaching, 25% for research/creative activity and 10% for service. Service may be weighted no greater than either teaching or research/creative activity. Please refer to the *HHP Code of Operations* (<http://www.ecu.edu/cs-hhp/faculty-resources.cfm>) and the *ECU Faculty Manual*, Appendix C for details (<http://www.ecu.edu/fsonline/manual/facultymanual.cfm>).

## **F**acility Maintenance

Faculty can initiate custodial and repair requests by contacting their department chair. Department chairs 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 or Mr. Ray Branch can assist faculty in solving minor facility-related problems or issues.

## **F**acility Image

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

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

- Bulletin boards located in HHP occupied buildings are assigned to departments by the Assistant to the Dean for Facilities, Mr. Cain.

## **G**raduate Faculty Teaching Status

All instructors assigned to teach courses at or above the 5000-level must obtain graduate faculty teaching status. This process can be initiated through the department Director of Graduate Studies.

## **H**arassment 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. ECU has separate policies for sexual harassment and discrimination (*Faculty Manual*, Appendix V) and racial and ethnic harassment (*Faculty Manual*, Appendix W). Both policies may be accessed online (<http://www.ecu.edu/fsonline/manual/facultymanual.cfm> or [http://www.ecu.edu/cs-studentlife/policyhub/racial\\_harassment.cfm](http://www.ecu.edu/cs-studentlife/policyhub/racial_harassment.cfm) and [http://www.ecu.edu/cs-studentlife/policyhub/sexual\\_harassment.cfm](http://www.ecu.edu/cs-studentlife/policyhub/sexual_harassment.cfm)). The University expects every individual to ensure that the university is free of harassment and discrimination.

Be aware that there are different procedures for grievances involving students (Office of Student Rights and Responsibilities, Code of Conduct, and File a Complaint: <http://www.ecu.edu/judicialaffairs/>), faculty (*ECU Faculty Manual*, Appendix XX <http://www.ecu.edu/fsonline/manual/facultymanual.cfm>), and staff ([http://www.ecu.edu/business\\_manual/Human\\_Resources\\_Policy7B.htm](http://www.ecu.edu/business_manual/Human_Resources_Policy7B.htm)).

## **I**nstitutional Review Board

Official approval from the University and Medical Center Institutional Review Board (UMCIRB) must be received prior to data collection associated with any research project or study. The web site (<http://www.ecu.edu/irb/index.html>) provides instructions, forms, review dates and helpful tips for submitting a proposal. You may expect 10 to 14 business days before receiving approval for expedited or exempt submissions.

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

## **K**ey

Faculty can contact their department chairs to request keys to their individual office and the building where their office is located. Security is an on-going

concern at the university. Be sure to secure lap top computers and all personal belongings, lock office doors when leaving, lock classroom cabinets that contain computers, and keep track of keys. Never put yourself and others at risk by propping open a door that is locked.

## **L**ocked Out of Office

Faculty and staff who are locked out of their offices or classrooms during regular business hours, can contact their departmental office, custodial staff, or, in the case of faculty located in Minges Coliseum, the equipment room staff may assist. Faculty and staff who are locked out after normal work hours can contact campus police at the non-emergency number (328-6787).

## **N**ews: ECU and HHP

“Pieces of Eight” is the monthly ECU faculty newsletter and is available on-line at the following website: [www.ecu.edu/cs-admin/news/poe/poehome.cfm](http://www.ecu.edu/cs-admin/news/poe/poehome.cfm). The student newspaper, “The East Carolinian”(TEC), is available online (<http://www.theeastcarolinian.com/>) and in print at many distribution sites on campus. The college newsletter, *HHP VISIONS*, is generally published twice a year, is e-mailed to all full-time faculty, and is available on the college website (<http://www.ecu.edu/cs-hhp/alumni.cfm>). Faculty and staff may also request a copy from the Dean’s office. Please send a brief email to the department chair and Dean’s Office with specific details of any recent professional achievement that should be publicized.

## **O**ffice Hours

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

## **O**rientation

Orientations for new faculty take place at the department, college, and university level. Faculty can familiarize themselves with College and University guidelines, policies, and procedures by reviewing the *ECU Faculty Manual* (<http://www.ecu.edu/cs-acad/fsonline/manual/facultymanual.cfm>) and the *HHP Code of Operations* (<http://www.ecu.edu/cs-hhp/faculty-resources.cfm>)

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

## **P**arking by Faculty, Students, and Guests

All parking on campus requires a permit 24 hours per day, seven days per week unless otherwise designated. Permits for students and guests are available for a fee from the ECU Parking and Transportation. The fee for a one-day Visitor permit for East campus is \$4.00, or \$10.00 for a one-week Visitor permit (zones B1/B3 and C). Visitor permits are available at the Department of Parking and Transportation Services, 305 E. Tenth Street (<http://www.ecu.edu/parking/>). Weekend visitors arriving after 4:30 when the Parking & Transportation Services is closed may purchase the parking pass from the ECU Police Department (609 E.Tenth Street).

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

## **P**roblem Solving

New faculty are encouraged to seek the guidance of their department chair as they confront issues or problems.

## **P**urchasing/Petty Cash Reimbursement

All work-related purchases for which faculty anticipate requesting reimbursement must first be approved by the department chair. The use of petty cash for minor purchases is not commonplace. In addition, the department handles ordering of supplies that are charged to grants. Recent budgetary restrictions have resulted in additional restrictions on purchasing. Discuss any purchases with your department chair beforehand.

## **R**ecycling

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

## **R**elationships with Students

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

## **R**oom Reservations and Changes

All face-to-face classes are assigned to a classroom by the Registrar’s Office for the entire semester and have priority use of that space. Any desired change in classroom locations requires approval of the department chair and notification of

the departmental secretary. Each department maintains an accurate list of room assignments to ensure that students and faculty can be contacted in case of an emergency. Since classroom assignments are made one semester in advance, faculty should inform the department chair of any special space needs.

Faculty can reserve an unoccupied room in Minges or Ward through the Dean's office (Stephanie Boyd, 328-4630). Belk conference room #3103 can be reserved through the Health Education & Promotion Office (Deborah Wightman, 328-6000). Reservations for space in Christenbury can be made through Mr. Dean Morris (328-5472). The scheduling of conference rooms located in Athletic Training, the Human Performance Laboratory and departmental offices in Belk can be done through those offices. Faculty might consider Marie's Café in Minges or Hudson's in Belk on an informal, space available basis for meetings that do not require a confidential setting.

## Security

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

## 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, college, and university also access the Sedona information to prepare various administrative reports, so maintaining accurate, updated information throughout the year is important. For additional information on working with Sedona, please see the HHP Faculty Resources web page (HHP Sedona Resources: <http://www.ecu.edu/cs-hhp/sedona.cfm>) and the 'Overview' presentation on the Sedona web site.

## Severe Weather

The eastern North Carolina geographical area is periodically affected by severe weather conditions, particularly hurricanes and accompanying tornadoes or an occasional accumulation of ice and snow. Please refer to the ECU Alert! website (<http://www.ecu.edu/alert>) for information and website links about preparing for and responding to severe weather conditions (

[admin/oehs/emergency/severe-weather.cfm](#)). The university also provides recorded announcements concerning any cancellations or schedule changes due to weather conditions or emergencies on the Campus Emergency Information telephone: 252-328-0062.

## Smart Classrooms

Classrooms are equipped with Smart Classroom technology which can also be used with personal laptops. Classrooms in Belk also include document viewers as a component of the system. Chuck Baldwin, HHP instructional technology consultant, ([baldwinc@ecu.edu](mailto:baldwinc@ecu.edu) or 328-2073) or Jerry Childs, ITCS Assistant in Belk, ([childsv@ecu.edu](mailto:childsv@ecu.edu) or 328-9542) can assist with orientation to the Smart Classroom equipment. Due to the expense of projector light bulbs, all faculty are asked to be very conscientious in turning off the projectors after use.

## Supplies

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

## Textbooks

ECU has been very concerned about controlling increasing costs of textbooks by submitting textbook requisitions by specified deadlines. Faculty can submit textbook requisitions for their courses via the ECU Dowdy Student Store online (<http://www.ecu.edu/cs-admin/studentstores/Faculty/Requisitions.cfm>). (Please refer to the 'Textbooks' item in the Teaching section of this handbook.)

Faculty teaching a course can obtain a "desk copy" of the textbook they are using for the course by contacting either the book publisher or Dowdy Student Stores. They may not re-sell any text received as a complimentary or desk copy. Disposal of these complimentary copies of textbooks can occur by returning them to the publisher or giving them to students.

## Travel by Faculty

Due to budgetary restrictions, all travel requires prior approval. It is important to discuss your travel needs with your department chair at the earliest phase of planning.

Faculty who are planning to travel on behalf of the University (such as travel to conferences), must complete and submit a "*Petition to Travel*" form (<http://www.ecu.edu/cs-hhp/hlth/facresources.cfm>) to their department chairs at least two weeks in advance for in-state trips, at least three weeks in advance for out-of-state trips, and at least four weeks for out-of-country trips.

Reimbursement requests for travel should be completed as soon as possible since it must be approved, processed, and received in the university travel office no later than 30 days after completion of travel. Instructions for completing forms,

specific per diem rates, and documentation required for reimbursement are also available on the web site. It is best to establish the habit of keeping all receipts. Boarding passes are critical for reimbursement for air travel. It is imperative that faculty work closely with the department secretary on travel paperwork.

## **U**niversity Logo and Image Policies

The University has established an Image Policy to assure the quality and consistency of ECU printed and electronic publications and materials. All material must adhere to these standards which are detailed at:

[http://www.ecu.edu/cs-admin/univpubs/university\\_image\\_policy.cfm](http://www.ecu.edu/cs-admin/univpubs/university_image_policy.cfm) .

Faculty and staff may use the university logo only for approved purposes and only if they do not alter it in any way. No one may design or use an alternative logo for any academic program or activity. Contact the Department of University Publications for additional information ([http://www.ecu.edu/cs-admin/univpubs/the\\_university\\_image.cfm](http://www.ecu.edu/cs-admin/univpubs/the_university_image.cfm)).

## **W**eb Pages

The college maintains a standard format for faculty web pages on the HHP website ([www.ecu.edu/hhp](http://www.ecu.edu/hhp)) that are accessible through the department home pages. These pages include links to faculty web pages. For faculty web page assistance contact the HHP instructional technology consultant: Chuck Baldwin (328-2073 in Belk).

# T eaching

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## Academic Freedom

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

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

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

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

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

## Academic Integrity

Academic integrity is expected of all ECU students. Academic violations of the Honor Code include actual or attempted cheating, plagiarism, and falsification see the Code of Conduct for definitions of these terms (<http://www.ecu.edu/cs->

[studentlife/policyhub/academic\\_integrity.cfm](http://www.ecu.edu/studentlife/policyhub/academic_integrity.cfm)). See Part IV of the *Faculty Manual* for more detailed information about academic integrity (<http://www.ecu.edu/fsonline/manual/facultymanual.cfm>). In addition, the Office of Student Rights and Responsibilities can provide information on academic integrity and other student conduct policies, many of which are available via their web page ([http://www.ecu.edu/studentlife/osrr/code\\_policies.cfm](http://www.ecu.edu/studentlife/osrr/code_policies.cfm)) as well as the Dean of Students web page (<http://www.ecu.edu/cs-studentlife/dos/policies.cfm>).

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

## **B**lackboard

ECU uses the Blackboard (Bb) web-based environment that faculty access using their PirateID and password on the ECU homepage by clicking on “Bb”. The university automatically creates an empty Blackboard site for every course section. Instructors can request that content from the previous semester be ‘rolled over’ to the new semester site, multiple sections of the same course can be collapsed into one site, or both. Instructors assigned to a course which used Bb previously can check with the Chair 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 that is located in Self Service Banner (accessed via OneStop) will be amended immediately. Blackboard online support is located at <http://supportcenteronline.com/ics/support/default.asp?deptID=557>. Faculty may also contact the Blackboard administrator Matt Long at 328-9074, or LongM@ecu.edu).

## **C**lass Rosters

Instructors can access class rolls (rosters) via Banner as soon as they have a PirateID and a password. If they do not yet have a PirateID or are not listed as the instructor of record, they can ask the department secretary to retrieve a class roll

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

## Collecting Money from Students

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

## Conduct

*Faculty Conduct:* Faculty in the College of 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. If student behaviors pose problems, faculty should consider discussing the problem with their department chair to identify appropriate solutions. Faculty should report continued destructive, harassing, or unruly behavior to the Office of Student Rights and Responsibilities (formerly Conflict Resolution) (328-6824; Mendenhall 210). Specific procedures for dealing with cheating and plagiarism can be found in the *ECU Faculty Manual*, Part IV, Academic Integrity, at [www.ecu.edu/cs-acad/fsonline/manual/facultymanual.cfm](http://www.ecu.edu/cs-acad/fsonline/manual/facultymanual.cfm). Student conduct policies and resources are also available via The Dean of Students web page (<http://www.ecu.edu/cs-studentlife/dos/policies.cfm>) and the Office of Student Rights and Responsibilities web page (<http://www.ecu.edu/studentlife/osrr/>).

## Course Content

Each course has specific objectives and content that were approved when the course was created and endorsed by the department, college, and university. Copies of the original course proposal are held in the department office. The official course description and any prerequisites for the course are found in the current University catalog (<http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>). While course instructors are obligated to address approved course content, they alone determine the depth of the information provided and the teaching methods used.

## Course Packs

Course packs are compilations of course materials (journal articles, handouts, notes) that are sold as a package to students enrolled in the course. These materials typically do not include the text. Instructors should contact the department chair or previous course instructors to determine if there is an existing course pack for their assigned course. Instructors interested in making course packs available to their students can contact ECU's Dowdy Student Stores (<http://www.ecu.edu/studentstores/CoursePacks>) and provide a completed course pack request form and course pack materials by the established deadlines. Dowdy Student Stores will obtain copyright permission, process orders, and calculate and collect royalties at no cost to instructors or their departments. A complimentary copy of the course pack is available to instructors upon request.

## Course Prerequisites

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

## Course Selection

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

## Disability Support Services

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

### **Instructors should include the following statement on every syllabus:**

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

## Evaluation of Teaching

Peer Observation: Tenure track faculty [members](#) are expected to arrange for peer evaluations of their teaching with faculty [members](#) who are trained observers. All faculty [members](#) are encouraged to engage in the peer evaluation orientation program offered through the Center for Faculty Excellence. Go to <http://www.ecu.edu/facdev/> and click on Peer Classroom Observations for further information about the peer evaluation faculty orientation and process.

Student Opinion of Instruction Survey (SOIS): ECU requires that the SOIS be completed each semester, typically during the last full week of classes. As of Fall 2007, the SOIS survey is completed online. The specific version of the SOIS to be completed is based on the type of course (face-to-face, laboratory, or field-based). Instructors can view the SOIS course evaluation forms online at <http://www.ecu.edu/cs-admin/ipre/Surveys.cfm>

The Office of Institutional Planning, Assessment and Research will send each instructor an announcement with specific instructions to review with their classes. Each student will receive an email requesting completion of the SOIS survey for each of their courses and will continue to receive emails until they have completed the survey for each course. Frequent prompting and strong encouragement from the instructor are essential to obtain a representative response on the SOIS.

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

## Examinations

Computer scoring of exams: Instructors can require their students to provide an Opscan sheet (also called a “bubble sheet” or “answer sheet”) for entering and ultimately processing their exam responses. Instructors should announce this requirement at the beginning of the semester and well before any test date. Students can obtain Opscan sheets for a nominal fee from the Student Store on main campus or many cafés on campus, including Marie’s café in Minges Coliseum. Scoring of Opscan sheets that are submitted to Austin 103 on main campus reports an official 24-hour turn-around time but often processes the sheets while the faculty waits. Opscan operation hours during fall and spring semesters are 8:00 to 6:00 Monday – Friday. Visit <http://author.ecu.edu/cs-itcs/opscan.cfm> for further information about Opscan Processing and to print the request form that must accompany requests and a permission memo which is required if anyone will deliver or pick up the score sheet for the instructor. A new permission memo must be completed each semester.

Final exam schedule: Students enrolled in any ECU course must meet during the final exam period in order to satisfy the minimum contact minutes per credit hour. **Adherence to the final exam schedule is required of all HHP faculty.** The department chair must approve any exceptions. The schedule for final exams is not consistent with the course schedule and can be found in the front of the ECU telephone book, and online on the Faculty Senate web page in University

Schedules ([www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm](http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm)). Students can also access the final exam schedule for their courses via Banner. Instructors can review university final exam policies by accessing the ECU undergraduate or graduate catalogs and Part V of the ECU Faculty Manual.

Changes of the published exam schedule are made only for serious individual emergencies only with approval of the instructor, the student's major chairperson, director, or dean. If a serious emergency exists, the department chair, director or dean will forward a written request that includes the nature of the emergency to the Office of the Registrar. Instructors should check the current policy on rescheduling an exam for students who have several exams on one day. The request form to change exam schedule is can be accessed online via <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>.

A student who is absent from the final exam without an acceptable excuse will be given a grade of F. Instructors can assign a grade of I ('incomplete') if the student misses the final exam and has a satisfactory excuse or an official excuse from the Dean of Students Office (328-9170; <http://www.ecu.edu/cs-studentlife/dos/index.cfm>).

## Faculty Absence

If an instructor plans to be absent from class for any reason, he/she must request approval from their department chair ahead of time and notify the unit secretary and chair of the plans to have the class covered.

## Grades

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

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

ECU Grading System: The university recognizes the following grade symbols for undergraduate courses: A= excellent; B= good; C= average; D= barely passed; and F= Failed. Graduate student grade symbols are: A= excellent; B= good; C= passed, F= Failure. Graduate students cannot be assigned a grade of D. A graduate-level course with a grade of less than a B cannot be used to satisfy any part of the minimal credit hours required for a PhD or EdD degree.

Assigning an Incomplete Grade: Assigning an "I" ('incomplete') as a final course grade should be done with great care since it can 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 grade the student must talk first with the instructor assigning the grade. To appeal the instructor's decision, the student must submit a written request to the instructor's department chair before the end of the drop period in the next semester. The chair may request the instructor reconsider the grade, but assigning the grade is the instructor's responsibility.

## **I**nstructional Technology Resource

The HHP instructional technology consultants work full-time with college faculty in the area of instructional technology. Mr. Chuck Baldwin (in Belk; 328-2073) has a particular interest in the area of multimedia production. It is anticipated that the IT consultant to be hired and have an office in Minges will also bring special interests that faculty will find advantageous. See the following website for further information about instructional technology consultants at ECU: <http://www.ecu.edu/cs-acad/facultyorientation/index.cfm>. Tools and services that ECU provides to integrate technology in the learning environment can be viewed at <http://www.ecu.edu/cs-itcs/faculty.cfm>

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

## **R**eserve Course Materials in Library

Instructors of face-to-face classes 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. Reserve materials are purged at the end of each semester unless otherwise requested.

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

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

## **R**etaining Student Assignments

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

## **S**tudent Attendance

Students are expected to attend classes, beginning with the first day of classes. 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.

## **S**tudent and Faculty Research

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

## **S**yllabus

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

Every semester instructors are required to provide an electronic copy of each course syllabus to the department office. Since a syllabus represents a contract with students regarding course requirements and grading, such information must be clearly described in the document.

### **The minimum content for a syllabus includes:**

- Instructor’s name, location, contact information, and office hours
- Prerequisites for the course
- Description of course content
- Course-related behavioral objectives (should be learner centered and measurable)
- Course requirements, including:

- a. textbook(s) (provide full citation(s)) and other required and optional course materials,
- b. assignments (reports, readings, papers, projects, etc.),
- c. quizzes and exams, and
- d. attendance policy
- Weighting of each course requirement (sum must be 100%)
- ADA accommodation statement:
  - East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support Services located in Slay 138. Phone: (252) 737-1016 (Voice/TTY).*
- It is also recommended that the date and time of the final examination be included [The schedule of course-related final exam times can be found under the 'University Calendars' section of the ECU Faculty Senate web page ([www.ecu.edu/fsonline](http://www.ecu.edu/fsonline) or <http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm>.)]

## **T**eaching Assignments

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

## **T**extbooks

Orders: Except in certain circumstances, instructors self-select the textbooks they will use for a course they are teaching and order their selected texts through Dowdy Student Stores (the ECU bookstore) months before the beginning of the semester (mid-March for fall, mid-October for spring, and mid-February for summer). Submitting textbook requisitions by specified deadlines is one way to help control the increasing costs of textbooks. Instructors should submit the textbook requisition for their courses online via <http://www.ecu.edu/cs-admin/studentstores/Faculty/Requisitions.cfm> (or to sign in directly at <http://epos2.sequoiars.com/ePOS?form=faculty.html&store=458>). The departmental office can also provide instructions and assistance. Instructors who wish to change textbooks for a subsequent semester should work through their department office. 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: Contacting the publisher directly is the easiest and fastest way for instructors to obtain a desk copy of the textbooks they have adopted for student use. Thirty or 60-day review copies are often available through publishers to help instructors in their text selection process.

Course packs for purchase by students can be prepared and coordinated with, and sold by the ECU Student Store. Since the bookstore works on resolving copyright issues in advance, the completed course pack must be submitted several weeks in advance. Check with your departmental office regarding course pack pricing policies. (Please refer to the 'Coursepacks' item in this section of the Handbook.)

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

## **U**niversity Excused Absence

Students can request a University excused absence via the Dean of Students Office (328-9170). A faculty member may also arrange for a University excused absence for a group of students who will be involved in an educational experience outside the normal class time. Prior to 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.

# Advising

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## Advising Center

The College Academic Advising Center is located in Belk Annex (328-4645) <http://www.ecu.edu/cs-hhp/advising/index.cfm>. Center staff currently includes three full-time academic advisors, including the center director, and an administrative assistant. Advisors in the Center assist undergraduates who are undeclared majors or transfer students interested in academic programs offered within the College. Once students declare their majors, advising is transferred to a faculty member assigned by the department that houses the major.

## Advising Undergraduate Students

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

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

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

## Advising Graduate Students

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

## **D**rop/Add Period

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

## **R**egistration

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, the student can register for courses in via Banner. If needed, students typically contact the course instructor for special permission. Students are assigned a day and time block to register based on the number of credit hours they have completed. The schedule is posted on OneStop/Banner and in various campus publications. The departmental office or HHP Advising Center may also be helpful resources for the new advisor.

## **S**enior Summary Sheet/Application for Graduation

Senior Summaries (degree evaluation) are initiated via Banner by the advisor in collaboration with the undergraduate student and submitted to the Office of the Registrar for review at least one calendar year prior to the expected date of graduation (or earlier if specified by the academic program). The Senior Summary serves as a 'double-check' to ensure that the student has taken or is scheduled to take all courses required to complete their degree. The student's grades and credits are compared to the university electronic database and degree requirements. Both the student and department chair (or designee) sign the completed Senior Summary form before the student takes it to the Registrar's office. Advisors should keep a copy of the form in the student's academic advising folder.

Students complete and submit an application for graduation at the time of submitting the Senior Summary form to the Registrar. The application is available from the Registrar's Office and is simple to complete (student's identifying data, permanent address, degree, and expected graduation semester).

## **S**pecial Permission to Add a Course

At times, students may request special permission to add a course if they do not meet the pre-requisites for the course or the course enrollment is full. 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 given to majors; the course is not required in the student's program; and it is possible for the student to enroll in the course in a future semester.

# CONTACTS

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## ***COLLEGE:***

### **College of Health & Human Performance (Minges)**

Alison Johnson, Executive Assistant	328-0038
Dr. Glen Gilbert, Dean	328-0038
Dr. Jim Decker, Interim Associate Dean	328-0001
Dr. Susan McGhee, Associate Dean	328-0022
Mr. Bill Cain, Assistant to the Dean	328-1999
Stephanie Boyd, Front Desk, Administrative Support Associate	328-4630
Gloria Batts, Grants & Contracts	328-0037
Kathy Muse, Development & Special Events	328-5555
Chuck Baldwin, Instructional Technology Consultant	328-2073
Duane Grooms, Major Gifts Officer	328-4662

### **Department of Exercise and Sport Science (Minges)**

Joy Coombs, Main Office, Administrative Support Associate	328-4635
Dr. Stacey Altman, Chair	328-2973
Elaine Hughes, Administrative Support Associate	328-4632

### **Department of Health Education & Promotion (Belk)**

Deborah Wightman, Administrative Support Associate	328-6000 or 1551
Dr. Sharon Knight, Acting Chair	328-4637
Wendy Pender, Administrative Support Associate	328-1551
Vicki Best, Administrative Support Associate	328-4434

### **Department of Recreation & Leisure Studies (Belk)**

Mary Olson, Administrative Support Associate	737-1374
Dr. Debra Jordan, Chair	737-2990
Elizabeth Hecker, Administrative Support Associate	328-5458 or 4640

### **Department of Health Education & Promotion (Belk)**

Deborah Wightman, Administrative Support Associate	328-6000 or 1551
Dr. Sharon Knight, Acting Chair	328-4637
Wendy Pender, Administrative Support Associate	328-1551
Vicki Best, Administrative Support Associate	328-4434

### **Human Performance Laboratory (Ward Sports Medicine)**

Wendy Beachum, Administrative Support Associate	737-4688
Joseph Houmard, Director	737-4617

### **HHP Advising Center (Belk Annex)**

Robbin Nelson, Administrative Support Specialist	328-4645
Randy Gilland, Director	328-0023

<b>HHP Facilities &amp; Operations</b> (Minges 96)	
Ray Branch, Equipment Director	328-0003
Dean Morris, Facilities & Operations Director	328-5472
<b>Office of Military Programs</b> (Spilman 214)	
Kim Walters, Executive Assistant	737-1812
Dr. Steve Duncan, Assistant VC for Finance and Administration and Director of Military Programs	328-9094
Lt. Col. Patricia Sergey, Aerospace Studies (US Air Force ROTC) (Wright Annex 306)	
Lt. Col. Steven Delvaux, Military Science (US Army ROTC) (Christenbury)	328-6974

## ***CAMPUS:***

### **Student Issues:**

Dean of Students Office	328-9297
Student Rights & Responsibilities	328-6824
<b>Campus Hotline/Emergency Information</b> (recorded announcements)	328-0062
<b>Center for Faculty Excellence</b>	328-1426
<b>ECU Police</b>	
Emergency (direct to ECU Police)	911
Non-emergency – East Campus	328-6787
<b>Parking and Transportation Services</b>	328-6294 or 6963
<b>Graduate School Office</b>	328- 6012
<b>Institutional Review Board (IRB)</b>	744-2914
<b>IT/Computer Support Services-Help Desk</b>	328-9866
<b>Libraries</b>	
Joyner - Operating Hours Recording	328-4285
Circulation/Reserve	328-6518
Laupus/Health Sciences	744-2219
<b>External Funding Resources</b> (Greenville Centre)	
Office of Sponsored Programs	329-9540
Grants & Contracts	328-9530
<b>University Writing Center</b> (2318 Old Cafeteria)	328-2820