



College of Health and Human Performance

Faculty Orientation Handbook

2011-2012

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The purpose of this Handbook is to provide practical information that 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 committees.

Please refer to the *College of Health and Human Performance Code of Operations* (<http://www.ecu.edu/cs-hhp/upload/HHPCode2007.pdf>) and the *ECU Faculty Manual* (<http://www.ecu.edu/fsonline/customcf/facultymanual/manual.htm>) for detailed and definitive guidance regarding the issues addressed in this Handbook. In addition, the *University Policy Manual* currently under development and available online (<http://www.ecu.edu/ppr>) will serve as a resource for policies, regulations and rules of the University.


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

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 healthier tomorrow.*

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General Information

Academic Calendars

The official academic calendars (<http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm>) provide critical information about registration, fee and application deadlines; class and holiday schedules; and final examination times for each semester. Be aware that the university may declare a 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 6, 2011 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.

Academic Year

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

Annual Report

All faculty submit an annual report to their department chair 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>). 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>) at the beginning of the academic year in order to prepare for completing the annual report. The specific due date for the Annual Report, typically by mid-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. Providing accurate information in a timely manner is essential since the university pulls information from Sedona for various reports. The Annual Conflict of Interest Reporting Form (<http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm>) is required to be 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 the “Tools” tab of ONESTOP using your PirateID and password.

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

Catalogs

The official ECU undergraduate and graduate catalogs are available only on-line (<http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>). Information about the university, including university policies, academic advisement, the university calendar, grading, and many other aspects of university life is available in the first section of the catalog. The catalogs contain academic program descriptions, curricula, and course descriptions. The course descriptions guide the content of all courses taught at the university.

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 HHP 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 once per semester.
- ECU commencement is held on a Friday or Saturday at the end of fall and spring semesters and precedes all school/college recognition events. Each department has established a system to guarantee attendance by at least 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. All HHP faculty are expected to attend. As details for the HHP Recognition Ceremony are established, they are posted at: <http://www.ecu.edu/cs-hhp/commencement.cfm>. Faculty are requested to wear academic regalia if possible. 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, appropriate dark colored professional attire is appropriate. All students are to wear academic regalia in order to participate.
- 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 in April to honor scholarship recipients and donors. Faculty, donors and scholarship recipients and families attend.

Collegiality

As stated in the Harassment and Discrimination item in this Handbook, no form of harassment, intolerance or discrimination is acceptable. Within HHP the 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 we in HHP are 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, college, university, community and profession.

Committee Membership

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

Disruptive Behavior – ECU CARES

In an effort to maintain a safe campus and facilitate assistance for distressed or disruptive students, Student Affairs has created ECU CARES as a resource for faculty and staff to report an individual who is perceived to pose a threat to campus or has displayed significant behavioral issues. 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-studentlife/dos/onlinereporting.cfm>). Reporting a person of concern to the Dean of Students Office can be submitted online (<http://www.ecu.edu/cs-studentlife/dos/onlinereporting.cfm>) or by calling (252-737-5555). Once the information is submitted, the case manager will contact you to obtain additional information. The Deans of Students Office can then coordinate resources from the Center for Counseling and Student Development, Office of Student Rights and Responsibilities, Student Health Services, and Campus Police as needed to address student needs.

Faculty are asked to notify their department chair about students of concern. This is particularly important if considering use of the Disruptive Academic Behavior (See *Faculty Manual*, Part V, 1Y pg 14 at <http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/part5.pdf>).

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

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, privately owned animals are not permitted in buildings on campus.

Emergencies

In the event of an emergency, call 911. If the call is made from a campus telephone, it will automatically be routed to the campus police. 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 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.

Emergency Procedures

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

Endorsement 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, be sure to indicate several sources for those items. Products or materials are not to be sold in the classroom (e.g. disks, score sheets, adhesive tape). Exceptions are allowed only by the Provost's written approval.

Equipment

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 faculty and graduate assistants with obtaining activity equipment for 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 or baldwinc@ecu.edu, the Belk ITCS assistant Jerry Childs at 328-9542 or childsv@ecu.edu or the ITCS Help Desk at 328-9866). For emergency Smart Classroom support, follow the instructions found on the podium or call 328-9830; leave your name, room number, and description of the problem. A technology consultant will be dispatched to your location, ideally within 10 minutes. For training videos on Smart Classroom and other information, please visit: <http://www.ecu.edu/cs-itcs/smartclassroom/training.cfm>.

Faculty 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. For fixed term faculty evaluation weights reflect the terms of their contracts. 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>).

Facility 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:

- The 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 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.

Facility Maintenance

Faculty can initiate 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.

Graduate 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. All tenure track faculty with terminal degrees are automatically eligible for graduate teaching faculty status. Associate graduate faculty status and graduate faculty status may be obtained by completing an electronic application and forwarding it to the department Director of Graduate Studies.

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

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

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

Institutional Review Board (IRB)

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. In the case

of funded research, IRB approval must be received prior to expending any grant funds. The web site (<http://www.ecu.edu/irb>) provides instructions, forms, review dates and helpful tips for submitting a proposal. The East Campus Office is located in the Old Cafeteria.

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

Effective August 1, 2011 for biomedical research and October 1, 2011 for behavioral/social science/education research, all IRB proposals are to be submitted using the **ePIRATE** portal (<http://www.ecu.edu/cs-acad/rgs/irb/ePIRATE.cfm>). Investigators are required to complete a mandatory training on the **ePIRATE** system before their first electronic submission.

Keys/ Locked Out

Faculty should contact their department chairs to request keys for their individual office and their office building. Facility Services will notify the faculty member when the keys are ready for pick up and the faculty member will sign for the keys at Facility Services. All keys must be returned to the department chair when changing offices or leaving employment of the university.

Faculty and staff who are locked out of their offices or classrooms during regular business hours, can contact their departmental office, custodial staff, or Mr. Ray Branch and Mr. Dean Morris in the Minges equipment room for assistance. Faculty and staff who are locked out after normal work hours can contact the department chair 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 and Kathy Muse (musek@ecu.edu) in the Dean’s Office with specific details of any recent or upcoming professional achievement (awards/honors) or events that should be publicized. Major research projects may also be of interest.

Campus news sources include the online ECU News web page (<http://www.ecu.edu/cs-admin/news>), ECU Now blog (<http://blog.ecu.edu/sites/poeight>) and the student newspaper, “The East Carolinian”(TEC), also available online (<http://www.theeastcarolinian.com/>) and in print at many distribution sites on campus. The College newsletter, *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/visions.cfm>). Faculty and staff may also request a copy from the Dean’s Office.

Office Hours

Faculty who are employed at least half-time must post their office 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.

Orientation

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

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

Parking 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. A one-day Visitor permit for East campus is \$5.00, or \$10.00 for a one-week Visitor permit (zones B1/B3 and C). Visitor permits are available at the Department of Parking and Transportation Services, 305 E. Tenth Street (<http://www.ecu.edu/parking/>). Weekend visitors arriving after 4:30 when the Parking and Transportation Services is closed may purchase the parking pass from the ECU Police Department (609 E. Tenth Street).

A special "Courtesy" parking permit may be made available to faculty who occasionally must attend a meeting and park 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. Check with the department office for details.

In addition, departments 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 current ECU parking permit.

Purchasing/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. Do not assume reimbursement can be arranged after the fact.

RAMSeS

Research Administrative Management System and Submission (RAMSeS) is an online electronic program that faculty use to submit, review, and seek approval of research funding proposals. In addition, RAMSeS tracks award data and operates as a database for reporting proposals and awards. When preparing a proposal, be sure to include Gloria Batts (HHP Pre-award,

battsg@ecu.edu) in the Personnel Module of RAMSeS. She is a critical resource for faculty in the proposal budget review process. The portal to log into RAMSeS as well as video tutorials and authorization forms are available via the Sponsored Programs web site (<http://www.ecu.edu/osp/RAMSeS.cfm>).

Recycling

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

Relationships with Students

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

Room Reservations and Changes

Faculty should inform the department chair of any special space needs for assigned courses before the course schedule is posted to Banner. For all face-to-face classes, the Registrar’s Office makes classroom assignments when the course schedule is entered into Banner almost one semester in advance. Classroom assignments span the entire semester and the class has priority use of that space. During the semester, any desired change in classroom location requires approval of the department chair 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.

Faculty can reserve unoccupied rooms in Minges or Ward through the Dean’s office (Stephanie Boyd, 328-4630 or boydste@ecu.edu). Belk conference room #3103 can be reserved through the Health Education & Promotion Office (Deborah Wightman, 328-6000 or wightmand@ecu.edu). Reservations for space in Christenbury can be made through Mr. Dean Morris (328-5472 or morrisw@ecu.edu). Meeting rooms in Belk Annex are scheduled via Robbin Nelson (328-4645). The scheduling of conference rooms located in Athletic Training, the Human Performance Laboratory and departmental offices 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 small meetings that do not require a confidential setting.

Security

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

If you or someone you know is a victim of a crime, please report it to ECU Campus Police (911 for emergency or 328-6787 for non-emergencies). Calls placed to 911 using a *campus* phone (not cell phones) will go directly to the ECU Campus Police. 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 you location. Anyone can use the blue light emergency phones on campus, which connect directly to police telecommunications and indicate the location of the caller. Visit the campus police website (<http://www.ecu.edu/police>) for additional information. For prompt notification of a campus emergency, students, faculty and staff can register cell phones and non-ECU email addresses to receive emergency text messages. (<http://www.ecu.edu/alert/>).

Sedona

This web-based database program (<http://www.ecu.edu/cs-acad/ipar/assessment/Sedona.cfm>) 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 about working with Sedona, please see the Sedona Resources on the HHP Faculty Resources web page (<http://www.ecu.edu/cs-hhp/sedona.cfm>).

Severe Weather

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

Smart Classrooms

Classrooms are equipped with Smart Classroom technology which can also be used with personal laptops. Classrooms in Belk also include document viewers as a component of the system. Basic instructions are attached to the podiums. Chuck Baldwin, HHP instructional technology consultant, (baldwinc@ecu.edu or 328-2073) or Jerry Childs, ITCS Assistant in Belk, (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 each 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.

TracDat

As a component of institutional assessment, all degree programs, minors and certificates assess student learning outcomes. In addition, academic and non-academic units assess administrative outcomes and alignment with ECU mission and strategic directions. TracDat is the software program that houses these outcomes and associated assessment methods, criterion, results and action steps. Assessment is an ongoing process; however, outcomes results are entered at least annually along with evidence of faculty discussion and agreement on actions to be completed and any follow up steps. Typically each degree director or department committee facilitates this and enters the data. Check with your degree director or chair for specific details in your department. The TracDat portal is located at <http://www.ecu.edu/cs-acad/ipar/assessment/TracDat.cfm>

Textbooks

ECU controls the increasing costs of textbooks by submitting all requisitions by specified deadlines. Each faculty member is responsible for submitting textbook requisitions for their

courses via the ECU Dowdy Student Store online (<http://www.ecu.edu/cs-admin/studentstores/Faculty/Requisitions.cfm>). Detailed information is provided in the Teaching section of this Handbook (see ‘Textbooks’ and ‘Course Packs’ items).

T **Travel by Faculty**

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

Faculty who are planning to travel on behalf of the University (such as presenting at conferences), must complete the top half of the *Banner Travel Reimbursement/Authorization Request* form and submit to their department chair at least two weeks in advance for in-state trips, at least three weeks in advance for out-of-state trips, and at least four weeks for out-of-country travel. The travel request form is available online at http://www.ecu.edu/cs-admin/financial_serv/customcf/Travel_Reimburse.xls. In addition, faculty are to complete the Faculty Absence form indicating how on-campus responsibilities will be covered during their absence. Pre-paying registration and airline fees with an ECU Procard card is typical.

Should a faculty member be traveling on University business but is not expecting reimbursement for expenses, the *Banner Travel Reimbursement/Authorization Request* and Faculty Absence form are to be completed. In the event that a faculty member travels for personal reasons while classes are in session, the Faculty Absence form is submitted to the department chair and permission to travel is requested. In case of personal emergencies requiring unplanned absences, an email or message to the department chair is expected.

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 **University Logo and Image Policies**

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

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

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

Web Pages

The college maintains a standard format for faculty web pages on the HHP website (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 (baldwinc@ecu.edu or 328-2073 in Belk).

T eaching

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. Violations of academic integrity include actual or attempted cheating, plagiarism, and falsification. Please refer to the ECU Code of Conduct for definitions of these terms (<http://www.ecu.edu/cs->

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

Faculty members who suspect an academic integrity violation are to inform the student of the charge. They should also document in writing what they observed or evidence of the violation, the names of any witnesses to the violation, and notify the Department Chair of the situation. The student is then called to an interview within 3 class days of the suspected violation. The interview includes the student and may also include a non-participating observer (student or faculty member). The faculty member making the charge is present with a non-participating faculty observer (department chair, associate dean, dean, etc). The faculty member presents the charge and any supporting evidence and the student has an opportunity to respond. The faculty member can then dismiss the charge or find that it is supported. If the violation is supported, the faculty member determines the appropriate action which may include assigning a failing grade for the course or some part of it. The faculty member then reports the action taken to the ECU Office of Student Rights and Responsibilities (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 student has the right to appeal the decision of the faculty member to the Academic Integrity Board. The process is described in Part IV (Academic Integrity) of the *ECU Faculty Manual*.

Blackboard

ECU uses the Blackboard (Bb) web-based environment that faculty access using their PirateID and password on the ECU homepage by clicking on “Bb” (<http://blackboard.ecu.edu>). The university automatically creates an empty Blackboard site for every course section. Instructors can request that content from the previous semester be ‘rolled over’ to the new semester site, multiple sections of 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 located in Self Service Banner (accessed via OneStop) is amended immediately. Be aware that students enrolled in the course cannot see the Bb site until the instructor makes that course available. This is done by entering the Bb site for the course, selecting ‘Control Panel’, then ‘Properties’, clicking ‘yes’ for ‘Set Availability’, and then ‘Submit’.

Typical difficulties are addressed via Blackboard Online Support (<http://ecu.supportcenteronline.com/ics/support/default.asp?deptID=557>) or by contacting the Blackboard administrator, Matt Long (328-9074 or longm@ecu.edu).

Class Rosters

Instructors can access class rolls (rosters) via Banner as soon as they have a PirateID and a password. If they do not yet have a PirateID or are not listed as the instructor of record, the department secretary can retrieve a class roll for them. After the first few weeks of the semester,

the Registrar's Office will request instructors to verify names of all students enrolled in their courses. Instructions to do this are provided via the email.

Collecting Money from Students

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

Conduct

Faculty Conduct: Faculty in the College of 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.edu.edu/cs-studentlife/dos/onlinereporting.cfm>. If student behaviors pose problems, faculty should consider discussing the problem with their department chair to identify appropriate solutions. Faculty should report continued destructive, harassing, or unruly behavior to the Office of Student Rights and Responsibilities (328-6824). If a student is perceived as posing a threat to campus or has displayed significant behavioral issues, the faculty member should report a "person of concern" to the Dean of Students Office either online (<http://www.ecu.edu/cs-studentlife/dos/onlinereporting.cfm>) or by contacting a case manager (737-5555). Specific procedures for dealing with cheating and plagiarism can be found in the *ECU Faculty Manual*, Part IV, Academic Integrity, at www.ecu.edu/cs-acad/fsonline/manual/facultymanual.cfm. Student conduct policies and resources are also available via The Dean of Students web page (<http://www.ecu.edu/cs-studentlife/dos>) and the Office of Student Rights and Responsibilities web page (<http://www.ecu.edu/studentlife/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 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 Information Technology and Computing Services web site (<http://www.ecu.edu/cs-acad/eai/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.

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

Course Content

Each course has specific objectives and content which were approved when the course was created and endorsed by the department, college, and university. Copies of the original course proposal are held in the department office. The official course description and any prerequisites 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 employed.

Course Packs

Course packs are compilations of course materials (journal articles, handouts, notes) that are sold as a package to students enrolled in the course. These materials typically do not include the text. Instructors should contact the department chair or previous course instructors to determine if there is an existing course pack for their assigned course. Procedures and deadlines for creating course packs for sale through ECU's Dowdy Student Stores are on the store's web site (<http://www.ecu.edu/cs-admin/studentstores/CoursePacks/index.cfm>). Request forms and deadlines are provided on the web site. Dowdy Student Stores will obtain copyright permission, process orders, and calculate and collect royalties at no cost to instructors or their departments. A complimentary copy of the course pack is available to instructors upon request.

Course Prerequisites

It is the instructor's responsibility to assure that students have met course prerequisites indicated in the course description in the ECU 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, 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

All instructors teaching a distance education courses during the 2011-2012 academic year must fulfill the DE Professional Development requirement. It is anticipated that a series of DE Professional Development modules will be available from the Center for Teaching Excellence in fall 2011 (http://www.ecu.edu/cs-acad/ofe/DE_workshops.cfm).

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 the academic year **2011-2012**, 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.

Should you have any questions or concerns relative to the DE Professional Development requirement please contact Jim Decker (328-0001, DeckerJ@ecu.edu).

Disability Support Services

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

Instructors should include the following statement on every syllabus:

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

Evaluation of Teaching

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

Peer Observation: 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. The faculty member is responsible for arranging for peer evaluations of their teaching by trained faculty members including a faculty member selected by the department chair. All faculty members are encouraged to engage in the peer evaluation orientation program offered through the Office for Faculty Excellence. Further details on peer evaluation faculty orientation and the observation process and forms are online (<http://www.ecu.edu/cs-acad/ofe/peer.cfm>).

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

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

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

Examinations

Proctoring of online exams: ECU established the Distance Education Proctoring Center to facilitate proctored online exams. The DE Proctoring Center (<http://deproctoring.eai.ecu.edu/>) is an approved site in the UNC Online Proctoring Network and can facilitate assessments at sites throughout North Carolina. 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.

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, including Marie’s Café in Mingos Coliseum. On main campus OpScan sheets are submitted to Austin 103 (328-9557) for scoring. While the official 24-hour turn-around time is publicized, it is not unusual for staff to process the sheets while the faculty waits. OpScan operation hours during fall and spring semesters are 8:00 to 6:00 Monday – Friday and 8:00 – 5:00 in the summer. Visit <http://author.ecu.edu/cs-itcs/opscan.cfm> for further information about OpScan Processing and to print the request form that must accompany requests and a permission memo which is required if anyone will deliver or pick up the score sheet for the instructor. A new permission memo must be completed each semester. Laupus Library provides OpScan services for the Division of Health Sciences (<http://www.ecu.edu/laupuslibrary/services/OpScan.cfm>).

Final exam schedule: Students enrolled in any ECU course must meet during the final exam period in order to satisfy the minimum 750 contact minutes per credit hour. **Adherence to the final exam schedule is required of all HHP faculty.** The department chair must approve any exceptions. The final exam schedule is not consistent with the course schedule and is posted as part of the semester academic calendar on the Faculty Senate web page in University Schedules (www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm) as well as in the front of the ECU telephone book. Students can also access the final exam schedule for their courses via Banner. Instructors can review university final exam policies by accessing the ECU undergraduate or graduate catalogs and Part V of the ECU *Faculty Manual*.

The undergraduate catalog (<http://www.ecu.edu/cs-acad/ugcat/regulations.cfm#quizzes>) states that deviation from the published exam schedule occurs only for serious individual emergencies and only with approval of the instructor, the student’s major chairperson, director, or dean. If a serious emergency exists, the department chair, director or dean will forward a written request that includes the nature of the emergency to the Office of the Registrar. The request form to change an exam schedule can be accessed online via <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>.

A student who is absent from the final exam without an acceptable excuse will be given a grade of F. Instructors can assign a grade of I (‘incomplete’) if the student misses the final exam and has a satisfactory excuse or an official excuse from the Dean of Students Office (328-9170; <http://www.ecu.edu/cs-studentlife/dos/index.cfm>). Within HHP, the dean’s expectation is that re-scheduling of exams should be rare and it is unlikely that an exam would ever be given early.

Faculty Absence

If an instructor plans to be absent from 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. Faculty who anticipate being absent from class should request a 'Faculty Absence' form from the department chair. The form should be completed and submitted for chair approval prior to the actual class absence.

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 with electronic access to their exam grades during the semester.

Final Course Grades: Once the online Student Opinion of Instruction Survey has closed, the Registrar's Office will provide an email explaining the process and deadline for entering final course grades via OneStop/Banner Self Serve (<https://onestop.ecu.edu/onestop/>). Instructions for entering final grades are also available in the 'Faculty & Staff' area of the Registrar's web site (<http://www.ecu.edu/cs-acad/registrar/Faculty-and-Staff.cfm>). Entering final grades in a Blackboard grade book does not submit the grades to the Registrar. Students have immediate access to final course grades once instructors have posted them on Banner Self Serve.

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

Failure to Submit Grades: Failure to submit grades in the required timeframe results may result 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 eligibility 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/>.

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.

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 grade the student must talk first with the instructor assigning the grade. To appeal the instructor's decision, the student must submit a written request to the instructor's department chair before the end of the drop period in the next semester. The chair may request the instructor reconsider the grade, but assigning the grade is the instructor's responsibility.

Instructional Technology Resource

The HHP instructional technology consultants work full-time with college faculty in the area of instructional technology. Mr. Chuck Baldwin (in Belk; baldwinc@ecu.edu or 328-2073) has a particular interest in the area of multimedia production. See the following website for further information about instructional technology consultants at ECU: <http://www.ecu.edu/cs-acad/facultyorientation/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 Office for Faculty Excellence (<http://www.ecu.edu/ofe/>) regularly offers workshops targeting teaching online and use of technology in the classroom.

Library Instructional Resources

Both Joyner Library (east campus) and Laupus Library (Health Sciences campus) will provide an instructional class session for students on any course topic either face to face or distance education format. The sessions can cover library orientation, databases, search strategies, and the library catalog or reference instruction that is assignment specific. In addition, librarians will provide one on one research consultations for faculty and students. For additional information, please see <http://www.ecu.edu/cs-lib/reference/instruction/upload/ECU-Library-Instruction-Announcement.pdf> and <http://www.ecu.edu/cs-lib/reference/facultyservices.cfm> for links to faculty services.

Reserve Course Materials in Library

Instructors can submit hard copies of course materials to Joyner Library to be put on reserve but it is the instructor's responsibility to obtain copyright permission to use the materials in 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 (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>

Retaining Student Assignments

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

Student and Faculty Research

Students who are involved in data collection for their own research studies, course-related experiences, or faculty research projects must complete the “Mandatory Education Requirement” Institutional Review Board training modules (<http://www.ecu.edu/cs-acad/rgs/irb/education-modules.cfm>) via the CITI (Collaborative Institutional Training Initiative) web site (<http://www.citiprogram.org>) prior to engaging in research. 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).

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.

Syllabus

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

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

The minimum content for a syllabus includes:

- Instructor’s name, location, contact information, and office hours
- Prerequisites for the course
- Description of course content
- Course-related behavioral objectives (should be learner centered and measurable)
- Course requirements, including:
 - 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
 - attendance policy
 - instructor’s expectations for civility in the classroom
 - statement on academic integrity
 - grading criteria and weighting of each course requirement (sum must be 100%);

- Continuity of Instruction statement
- 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 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>.)
- Beginning fall, 2011, the Provost has requested that the following information concerning revised retention standards temporarily be included on all undergraduate syllabi:

GPA Hours at ECU (identified in Transcript in Banner Self Service) plus transferred credit hours	“Old” Retention Requirement All courses taken at ECU	New Retention Requirements (Effective with Fall 2011 grades). All courses taken at ECU
1-29 semester hours	1.6 GPA	1.8
30-59 semester hours	1.8 GPA	1.9
60-74 semester hours	1.9 GPA	2.0
75 or more semester hours	2.0 GPA	2.0

Students: Please discuss the retention requirements, entrance to major requirements, and your goals with your academic advisor.

Teaching Assignments

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

Textbooks

Orders: Except in certain circumstances, instructors self-select the textbooks they will use for a course they are teaching and order their selected texts through Dowdy Student Stores (the ECU bookstore) months before the beginning of the semester (March for summer and fall, October for spring). Submitting textbook requisitions by specified deadlines is one way to help control the increasing costs of textbooks. Instructors should submit the textbook requisition for their courses online via <http://www.ecu.edu/cs-admin/studentstores/Faculty/Requisitions.cfm> (or sign in directly at <http://epos2.sequoiars.com/ePOS?form=faculty.html&store=458>). The departmental office can also provide instructions and assistance.

Instructors who wish to change textbooks for a subsequent semester should work through their department office. Digital and 30- or 60-day review copies are often available through publishers to help instructors in the text selection process. Consider that discontinuation of an existing textbook 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/Faculty/index.cfm>. Complimentary or desk copy books cannot be re-sold by faculty. Returning them to the publisher or giving them to students is the correct means of disposing of these complimentary copies of textbooks.

Course packs for purchase by students can be prepared and coordinated with, and sold by the ECU Student Store (<http://www.ecu.edu/cs-admin/studentstores/CoursePacks/index.cfm>). If the

bookstore is to obtain copyright permission, the completed course pack must be submitted eight weeks in advance. Check with the departmental office regarding course pack pricing policies. (Please refer to the 'Coursepacks' item in this section of the Handbook.)

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

University Excused Absence

Students can request a University excused absence via the Dean of Students Office (328-9170). A faculty member may also arrange for a University excused absence for a group of students who will be involved in an educational experience outside the normal class time. No less than one week before the event, the faculty member provides the Dean of Students with the name of the activity, date, location, and hours to be missed along with a list of the students participating. After the event, students go to the Dean of Students Office to obtain documentation of the excused absence. Instructors are expected to provide reasonable and equitable opportunities for students to make up missed assignments due to a university excused absence.

Advising

Advising Center

The HHP College Academic Advising Center is located in Belk Annex (328-4645) and provides a website (<http://www.ecu.edu/cs-hhp/advising/index.cfm>) loaded with helpful instructions, policies, and suggestions related to academic advising, registration, and career exploration. Center staff currently includes five 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. In 2011, the Center began a two year transition into also advising declared majors. During this transition, faculty will assume new mentoring roles as their advisees graduate.

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 (<http://www.ecu.edu/advising/>) by selecting 'Faculty and Staff' above the photo, then 'Advising Resources'.

Advising Graduate Students

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

Advisor Training

The ECU Academic Advising Collaborative is comprised of professional advisors from the unit advising centers and faculty advisors. As a supplement to departmental preparation of faculty advisors, the Academic Advising Collaborative provides training sessions during fall and spring

semesters. Scheduled sessions and topics are available online (<http://www.ecu.edu/advising/trainingresources.cfm>).

Drop/Add Period

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

Registration

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

After the student and advisor have agreed on the course(s) in which the student will enroll and the student has been given a registration code (PIN), the student can register for courses in via Banner. If needed, students 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 university catalog (<http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>), departmental office or HHP Advising Center may also be helpful resources for the new advisor. The HHP Advising Center is very busy several weeks before and after the pre-registration period, so they are able to respond to questions more quickly at other times.

Senior Summary Sheet/Application for Graduation

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

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

The graduation process for graduate students is summarized on the Registrar's website <http://www.ecu.edu/cs-acad/gradschool/graduation.cfm>. Graduate students work with their degree

director to complete and submit comparable degree summaries one semester prior to graduation. Graduate students must also submit an application for graduation as discussed above.

Special Permission to Add a Course

At times, students may request special permission to add a course if they do not meet the prerequisites for the course or the course enrollment is full. The student initiates the request by contacting 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.

CONTACTS

COLLEGE:

College of Health & Human Performance (Minges)

Ms. Mary Olson, Executive Assistant	328-0038
Dr. Glen Gilbert, Dean	328-0038
Dr. Jim Decker, Associate Dean	328-0001
Dr. Susan McGhee, Associate Dean	328-0022
Mr. Bill Cain, Assistant to the Dean	328-1999
Ms. Stephanie Boyd, Front Desk, Administrative Support Associate	328-4630
Ms. Gloria Batts, Grants & Contracts (Pre-Award)	328-0037
Ms. Kathy Muse, Development & Special Events	328-5555
Mr. Chuck Baldwin, Instructional Technology Consultant	328-2073

Department of Exercise and Sport Science (Minges)

Ms. Joy Hahn, Main Office, Administrative Support Associate	328-4635
Dr. Stacey Altman, Chair	328-2973
Ms. Elaine Hughes, Administrative Support Associate	328-4632
Ms. Towanna Rouse, EXSS Grants & Contracts Post Award	737-2125

Department of Health Education & Promotion (Belk)

Ms. Deborah Wightman, Administrative Support Associate	328-6000 or 1551
Dr. Tim Kelley, Chair	737-2225
Ms. Wendy Pender, Administrative Support Associate	328-1551 or 4434

Department of Recreation & Leisure Studies (Belk)

Ms. Vicki Best, Administrative Support Associate	737-1374
Dr. Debra Jordan, Chair	737-2990
Ms. Kellie Guyton, Administrative Support Associate	328-5458 or 4640

Human Performance Laboratory (Ward Sports Medicine)

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

HHP Advising Center (Belk Annex)

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

HHP Facilities & Operations (Minges 96)

Mr. Ray Branch, Equipment Director	328-0003
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