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**EAST CAROLINA UNIVERSITY FACULTY SENATE  
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT**

**2019-2020 Academic Year**

**University Budget**

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Membership (include ex-officio members).

Regular Members: Uduak Akpan, Cindy Elmore, Steven Garrett, Amy Frank, Molly Jacobs, Mark Sanders, Holly Wei.

Ex-officio Members: Stephanie Coleman, Joe Gaddis, Gary Vanderpool, Becky Welch, Sara Thorndike, Susan Chapman, Peter Francia, Colin Johnson

Meeting Dates (include members present).

- a. Sept 19, 2019
  - i. Attending: Uduak Akpan, Cindy Elmore, Steven Garrett, Mark Sanders, Joe Gaddis, Becky Welch, Holly Wei
  - ii. Guests: Jeff Popke, Chair of the Faculty and Lori Lee and Rachel Baker, Faculty Senate office
- b. October 17, 2019
  - i. Attending: Uduak Akpan, Holly Wei, Cindy Elmore, Steven Garrett, Joe Gaddis, Gary Vanderpool, Becky Welch, Sara Thorndike, Susan Chapman, and Peter Francia
  - ii. Guest: Jeff Popke, Chair of the Faculty
- c. January 16, 2020
  - i. Attending: Mark Sanders, Amy Frank, Uduak Akpan, Holly Wei, Cindy Elmore, Steven Garrett, Stephanie Coleman, Gary Vanderpool, Susan Chapman, Peter Francia
  - ii. Guest: Jeff Popke, Chair of the Faculty
- d. February 13, 2020
  - i. Attending: Mark Sanders, Amy Frank, Holly Wei, Cindy Elmore, Joe Gaddis, Becky Welch, Sara Thorndike, Peter Francia
  - ii. Guest: Kevin Carraway, Director of Materials Management
- e. March 5, 2020
  - i. Attending: Amy Frank, Uduak Akpan, Holly Wei, Cindy Elmore, Steven Garrett, Stephanie Coleman, Gary Vanderpool, Becky Welch
  - ii. Guest: Jeff Popke, Chair of the Faculty, Puri Martinez
- f. April 9, 2020

- i. Attending: Holly Wei, Amy Frank, Cindy Elmore, Mark Sanders, Steven Garrett, Joe Gaddis, Uduak Akpan, Peter Francia, Becky Welch, Joe Gaddis, Susan Chapman, Rachel Baker, Stephanie Coleman, Sara Thorndike
- ii. Guest: Jeff Popke, Chair of the Faculty, Puri Martinez, and Marlena Rose

Subcommittees established during the year (include progress and/or completion of work).

Fixed-term advancement in title raises:

Subcommittee members: Jeff Popke, Mark Sanders, Peter Francia,

This subcommittee was established to 1) review the current policies of fixed-term faculty advancement in title raises in different departments and colleges at ECU and other universities, and 2) report findings and provide recommendations.

In April, Faculty Senate Chair Jeff Popke, who chaired a UBC subcommittee on the issue, presented the subcommittee's findings, which had been provided in a written report to the UBC prior to the meeting, and reported the following:

Subcommittee member Peter Francia contacted the deans of ECU's colleges and schools to find out their policies regarding the handling of raises for fixed-term faculty members who advance in rank. In Academic Affairs, most fixed-term faculty hold teaching positions. In Health Sciences, most fixed-term faculty hold clinical positions. Only three of the colleges have formal policies on how such raises are handled; the others do not. A vast range in the raise amounts given to fixed-term faculty for advancement in rank was found, though they are typically far lower than the now-consistent raises given to tenure track and tenured faculty for rank advancement.

Subcommittee member Mark Sanders contacted peer universities to find out their policies and learned that six or seven have policies in place for how fixed-term faculty raises are handled for advancement in rank. Some universities reported that such decisions are left in the hands of individual departments or schools. Most with policies offer consistent percentage raises, rather than fixed-dollar amounts. Many of those contacted said they would like to have a formal policy.

In a typical year, ECU sees about 12 fixed-term faculty advancements in rank, though the numbers have been higher in recent years. Popke believes this might be because units have been asked to include specific language in their codes related to fixed-term advancement. It is not known how many have unsuccessfully sought advancement in rank. Popke predicted that the 12-per-year number would probably go up, particularly if a policy is established, making advancement-in-rank raises automatic. ECU has about 1,000 fixed-term faculty members; an estimated 300-400 do not have the terminal degree.

In general, the subcommittee found more disparity in those colleges and schools that give percentage raises than for those giving set dollar raise amounts. The subcommittee recommends ECU adopt a consistent dollar raise amount, as is done for tenure-track and tenured faculty advancement in rank raises. The subcommittee also recommends no difference in raise amounts between fixed-term advancement in rank raises in Academic Affairs and in Health Sciences. Instead, ECU should have a university-wide policy for the two divisions.

The recommendations were discussed. In answer to a question, Popke agreed that while ECU should have a "floor" amount for such raises, high-demand disciplines can add to the established

raise amounts with their own funds. Popke added that it was only an oversight that the two libraries were not included in the chart. They would not be treated differently under the policy.

Given the current Covid-19 epidemic and its impact on university finances, Popke said it is a difficult time to recommend this policy change on campus. Moreover, the UBC would have to rush to get a policy recommendation to the Faculty Senate before the end of the year. As a result, he recommended pushing the issue ahead to next year and possibly combining it with other related policy changes under consideration by other faculty committees (such as consistent employment contract lengths for fixed-term faculty) so that all of the issues are aligned. It was agreed to move the issue forward to next year.

### Faculty involvement in university budget process.

Subcommittee members: Puri Martinez and Steven Garrett

In March, Dr. Puri Martinez presented her findings and recommendations to improve faculty involvement in the ECU budget process. She has long been interested or involved in the topic and has read numerous books and articles about the issue. She researched the best university practices to facilitate faculty involvement, especially during times of budget cuts. Under best practices, faculty should have “early, careful and meaningful” involvement in the process. Given that ECU is governed by the idea of shared governance, faculty do have a legitimate claim for faculty involvement in the university budget process. Martinez reported that best practices include:

- having well-established priorities, including a vision for where the university is going based on its strategic plan
- having transparency in the process of creating the budget and for the associated deadlines
- having budget requests evaluated according to the explicit and detailed criterion agreed in advance by the affected constituencies
- having budget discussions be a regular part of campus life

Accomplishments during the year. Please include recommendations made to any University agency other than the Faculty Senate.

The Committee effectively carried out its advisory and information-gathering role, receiving information from the administrators listed in the meeting dates above as guests. In particular, the Committee discussed the issues of fixed-term faculty advancement in title raises and ways to improve faculty involvement in the university budget process.

Reports to the Faculty Senate (include dates and resolution numbers).

N/A

Business carried over to next year (list in priority order).

1. Consider ways to increase faculty involvement during the budget decision process at points where its role would be helpful.
2. Discuss suggestions in fixed-term faculty advancement in title raises.

Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).

A. Charge: The charge, advising the chancellor on budget strategies and priorities, sets the foundation that guides the vision and goals of the Committee.

B. Personnel: A diverse group of committee members, which facilitated productive dialogue between the elected faculty members and ex-officio representatives with budget expertise.

C. Attendance: The schedule of our meeting was in conflict with the meeting schedules of the Board of Governors and Board of Trustees. The conflicts limited the attendance of the Vice Chancellor of Admin & Finance, which is contributory to the budget committee. The UBC schedule was modified.

D. Responsibilities: The work of the Committee, including the fixed-term faculty advancement in title raises and the improvement of faculty involvement in the budgetary process, which are consistent with the Committee’s charge, “to advise the chancellor on budget strategies and priorities.”

E. Activities: Committee activities mainly used effective dialogue to receive information and advise faculty on matters related to budget policies and priorities.

Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee.

The Committee suggests that one UBC member will serve as an ex-officio member of the University Tuition and Fees Committee. While this was informally done in the past, the change was made to codify the appointment. A charge was also made to modify the meeting time to reduce the conflicts with the meeting dates of the Board of Governors and Board of Trustees.

The Committee recommends working on strategies to improve faculty involvement in the budgetary process and play a role in advising the chancellor on budget strategies and priorities.

Does the Committee’s organizational meeting next year need to be earlier than the date set this year?

If yes, when do you prefer: \_\_\_N/A\_\_\_\_\_

Signed: Chairperson \_\_\_\_\_Holly Wei\_\_\_\_\_

Vice Chair \_\_\_\_\_Mark Sanders\_\_\_\_\_

Secretary \_\_\_Cindy Elmore\_\_\_\_\_

**Please forward the completed, approved annual report to the Faculty Senate office via email ([facultysenate@ecu.edu](mailto:facultysenate@ecu.edu)) no later than May 15, 2020.**