

EAST CAROLINA UNIVERSITY FACULTY MANUAL

PART XI

General Faculty Employment Guidelines and Benefits

PART XI

GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

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(Text moved from former Part VI)
PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS
SECTION I

Employment Policies
(Text moved from former Part VI)
Revised 3-21

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It is a policy of the University throughout the campus and all its branches, divisions, departments, facilities, and activities, that firm and positive steps be taken by all supervisory and management personnel to prevent any discriminatory employment practices; and that affirmative action will be taken to ensure that applicants for employment will be considered and employed based on actual job requirements; and that all personnel matters pertaining to employment, placement, training, upgrading, promotion, demotion, transfer, layoff, termination, and salary administration will be conducted in a nondiscriminatory way without regard to race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status (including relationship or association with a protected veteran; or Active Duty or National Guard service). Refer to the [Notice of Nondiscrimination and Affirmative Action Policy](#).

The general faculty shall consist of all full-time members of the teaching, research, or administrative staff who hold a professorial rank, including those on special faculty appointment. Adjunct members of the faculty do not receive benefits normally associated with full-time employment, nor does such service count toward the attainment of a tenured position. Teaching fellows are not formal members of the University faculty.

I. Faculty Absence and Leave

Faculty members unable to perform their duties are expected to make arrangements to fulfill their responsibilities in advance with their unit administrators. The unit administrator then determines the acceptability of the absence from duty, and if necessary, will coordinate substitute arrangements with the appropriate administrator (dean or vice chancellor). If the absence from duty is associated with travel, faculty must be in compliance with the East Carolina University [Travel Policy](#) which states that all employees are responsible for obtaining approvals for all University business trips. In the event of an absence from duty caused by an emergency or illness, a faculty member is advised to inform their supervisor at the employee's earliest convenience; normally the notification should be within one business day. Faculty members incurring an illness or emergency for more than three consecutive business days will be notified of their potential entitlements under the Family and Medical Leave Act (FMLA). Refer to the [Faculty Serious Illness and Parental Leave Policy](#) for additional information on

leave and benefits coverage for cases of serious health conditions and/or parental leave.

Faculty members may take a leave of absence for one or more semesters (normally for not more than two academic years or more often than once in three years) or an appropriate period of time for the faculty in the Brody School of Medicine. The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.

Faculty members may retain voting privileges while they are on leave of absence and may attend specified committee meetings, such as personnel, promotion, and tenure committee meetings. Voting privileges are specified in the unit codes (see the [ECU Faculty Manual Part IV, Section II subsection III Academic Units, Codes, and Seven Year Unit Program Evaluation](#)) and in the [ECU Faculty Manual Part IX, Section I, subsection IV Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty](#). Leaves of absence for probationary-term faculty members may, under cases of severe personal exigency or other compelling personal circumstances, include extension of the length of the probationary term. The conditions for, and approval process of, extensions of the probationary term can be found in the [ECU Faculty Manual Part IX, Section I, subsection II Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty](#). Continuation of benefits for faculty members on leave is covered by University and state regulations.

Prior to taking leave, faculty members are encouraged to speak with a [Human Resources Benefits Consultant](#) to determine benefit continuation options. Additional information is available at the [ECU Human Resources](#) website.

Leaves of absence include, but are not limited to the following:

1. Professional Leave (Unpaid)

Leave is granted to give permanently tenured and probationary-term faculty members opportunities for research, advanced study, and/or professional growth. For both permanently tenured and probationary-term faculty members, this type of leave allows faculty members to accept competitive awards for research or advanced study opportunities. Faculty members requesting a professional leave of absence should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the unit Personnel Committee, who will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to their immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will render a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor.

2. Faculty Scholarly Reassignment

Leave is granted for a faculty member to pursue a full-time project involving research or creative (scholarly) activity. Details, including eligibility, terms, and conditions can be found in the [ECU Policy Manual Faculty Scholarly Reassignment](#) policy.

3. Personal leave

In accordance with ECU's [Faculty Serious Illness and Parental Leave Policy](#), a faculty member may request personal leave for purposes such as serious illness or parental leave as

defined by the Family and Medical Leave Act (FMLA). See the [ECU Human Resources website](#) for more information.

4. Public service leave

A faculty member may request a public service leave of absence to run for political office, serve in appointed or elected public office, or serve in an appointed professional office. See [“Political Activities of Employees” of the UNC Policy Manual Chapter 300.5.1](#) for more information about this type of leave.

5. Community Service Leave

Leave is granted under certain circumstance for 12-month faculty volunteers to support schools, communities, citizens, and non-profit charitable corporations. See the [Leave Policy for Twelve-Month Faculty](#) and [the UNC Policy Manual Faculty Community Service Leave Policy Chapter 300.2.10](#) for more information about this type of leave.

6. Military Service Leave.

Leave is granted to fulfill a military obligation, such as a call to active duty for a reservist. See the [UNC Policy Manual Faculty Military Leave Policy Chapter 300.2.8](#) for more information.

II. New Faculty Orientation

New faculty are expected to attend the ECU New Faculty Orientation Program. The program offers a variety of resources, including information about benefits, parking, technology, research, and tenure. Helpful information can be found on the [New Faculty site](#). Additional faculty orientation activities may be required by academic units. As part of the orientation process, new faculty members are informed about the University system of shared governance and invited to serve in shared governance of the University. Orientation of new faculty is continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the University. Ongoing programs, including information on mentoring, are available through the [Office for Faculty Excellence](#). New faculty hire letters note a begin date one week prior to the annual convocation with the expectation that all new faculty will attend the New Faculty Orientation Program.

New faculty are encouraged to attend the annual Faculty Convocation, which is scheduled at the opening of each academic year, for the purpose of becoming acquainted with the Chancellor, Chair of the Faculty, key administrative personnel and their responsibilities, and with the relationship between faculty and administration.

III. Phased Retirement

Participation in East Carolina University's Phased Retirement Program is available to tenured faculty who meet [University of North Carolina Phased Retirement Program](#) eligibility criteria. Application forms can be found in the faculty member's respective Division Human Resources office or on the Academic Affairs [Office of Personnel and Financial Administration](#) website.

IV. Retirement

All full-time faculty of the University with a permanent appointment must participate in the University's retirement program. Information regarding the retirement plans can be found at the links below:

Overview of retirement plan options:

<https://humanresources.ecu.edu/benefits/retirement/>

Statutory provisions for the State Retirement system:

http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter_135.pdf

NC State Treasurer's Retirement home page: <https://www.myncretirement.com/>

Privileges for Retired Faculty

The following University websites provide information about privileges awarded to retired faculty.

1. ECU Retired Faculty Association

The [ECU Retired Faculty Association](#) provides retired faculty with a continuing link to the University and to colleagues and friends through social activities, receptions, and group travel. The website also provides information about the opportunity to give back to the University through an endowment fund.

2. Retired Faculty Parking Permits

Retired faculty are eligible to apply for a free, retired faculty permit to park in designated 'Retired Faculty' (RF) spaces on campus upon submitting an application to the ECU Parking and Transportation office. Upon receipt of the application, the Parking and Transportation Office staff will contact Human Resources to confirm the faculty member's retired status. Phased retirement faculty participants for whom status has been confirmed by Human Resources have the option to upgrade the free retired faculty permit to an A permit for half the price of an A permit if the permit they held at the time they retired was an A permit. Individual faculty may request an application form by directly contacting the [Parking and Transportation Office](#).

3. ECU 1 Card

The ECU 1 Card is the official University photo ID card. Some privileges for retired faculty require presenting an ECU 1 Card (Retiree Version). Procedures for obtaining an ECU 1 Card for retirees can be found on the [ECU 1 Card](#) website.

4. E-mail

Retired faculty may continue to use their ECU e-mail account in accordance with University guidelines. Details can be found at the [ITCS](#) website.

5. Student Recreation Center Membership

Retired faculty may purchase annual, semester, or summer memberships to the Student Recreation Center. They must present their ECU 1 Card when purchasing a membership. Refer to the [Campus Recreation and Wellness](#) website for more information:

6. Joyner Library Access

Retired faculty may apply for borrowing privileges at the Joyner Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the [Joyner Library](#) website.

7. Laupus Library access

Retired faculty may apply for borrowing privileges at the Laupus Library Circulation desk. They

must present their ECU 1 Card to obtain services. Further information may be obtained at the [Laupus Library Circulation Policies](#) website.

8. Web Service

Retired faculty with existing websites may continue to have access to University-hosted web pages to allow retired faculty to continue their scholarly activities. Details can be found at the [ITCS](#) website.

V. Salary Policies

Faculty annual salaries are paid semimonthly. New faculty receive the first payment on the first available payroll date as stated in the individual's appointment letter. When the 15th or last day of a month falls on a non-workday for the business office, distribution of payment will be made on the last workday prior to that day. Arrangements must be made with the payroll office to have all payments deposited in a faculty member's bank account. Salaries for summer teaching are paid in accordance with the faculty member's appointment letter. Nine-month faculty salaries are paid in 24 installments from September 15 to August 31. Any change in appointment that affects this will be included in the individual's appointment letter.

Federal and state income tax withholdings are based on information furnished to the payroll office on the United States Treasury Department Form W-4 and North Carolina Department of Revenue Form NC-4, respectively.

New faculty and non-immigrant visa holders must complete an I-9 form and updated forms when required by Federal law. Criminal background checks will also be conducted on all new faculty per the applicable policy statement.

For a more detailed description on Salary Policies (such as overloads, summer overloads, research/creative activity, less than full time employees, etc.) please refer to the [ECU Policy Manual](#), [Human Resources](#), and [Financial Services \(Payroll Office\)](#).

For a full-time member of the faculty or EHRA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for University duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current appointment letter, except for extraordinary situations that must be approved in advance by the supervisor, department chair or school director, dean or director, and vice chancellor.

Less Than Full-time Employees

Upon appropriate approvals, individuals with appointments of less than 1.0 FTE during an academic year or fiscal year can increase their commitment up to 1.0 FTE with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved by their unit administrator in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.

Research/Creative Activity

It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract “buyouts” if nine-month faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

Overloads

Under extraordinary circumstances, overloads may be approved for faculty to teach additional for-credit courses. This is only allowable if this does not cause a conflict of commitment with other assigned duties, and the faculty member has an appropriate workload prior to consideration of the overload.

Summer Overloads

No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval by the unit administrator. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year’s nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the Office of the Provost.

Work for ECU Outside the Home Unit

Prior approval to teach or perform other duties outside the faculty member’s home unit is required from all involved administrative levels.

Salary Conversion Rate for Faculty

Information regarding salary conversion rates for faculty is detailed in individual appointment letters or the applicable policy is referenced in individual appointment letters.

External Activities for Pay

The policy covering faculty and professional staff income derived from external activities for pay can be found in the [ECU Policy Manual Regulation on Conflicts of Interest, Commitment, and External Professional Activities for Pay](#). Individuals are expected to comply with this policy.

VI. Emeritus Faculty Privileges

Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, in accordance with criteria defined in the unit code, the chancellor may grant the faculty retiree emeritus status (as defined in Personnel Policies and Procedures for the Faculty, [ECU Faculty Manual, Part VIII, Section I](#)) which includes listing in Undergraduate and Graduate Catalogs and continued eligibility to march in University commencement exercises and other formal processions as active faculty, wearing appropriate regalia.

VII. Travel and Expense Allowances

A. Paid Travel

All business-related travel must have written authorization prior to travel. Approval within the online travel system satisfies this requirement. Business related travel may be covered by the University using department funds or through grant funds or other sources. All reimbursement requests shall be filed for approval and payment made within thirty days, whenever possible, after the end of the travel period for which reimbursement is being requested.

For more information on travel approval and reimbursements, refer to the [ECU Policy Manual Travel Approval and Reimbursement](#) website and the [Financial Services Travel Office](#).

B. Unpaid Travel

If a faculty member is traveling for business reasons, but is not going to be reimbursed for travel expenses, the pre-approved travel authorization forms must still be completed. This process is necessary for authorization of workers' compensation should an accident occur during the travel period.

PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION II

Benefits and Leave (Text moved from former Part VI) *Revised 3-21*

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- I. Benefits
 - II. Workers' Compensation
 - III. Disability Insurance
 - IV. Vacation and Sick Leave
 - V. Faculty Serious Illness and Parental Leave Policy
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I. Benefits

A variety of benefits are available to permanent employees of ECU, based on specific eligibility criteria. All benefits are subject to state regulations, University policies and procedures, and individual plan documents. Employee benefits are subject to change and reasonable notice is provided to employees by Human Resources when changes occur. Information about benefits may be obtained from the [ECU Human Resources Office](#). See the [University Policy Manual](#) for more information.

II. Workers' Compensation

All University employees, including paid student workers, are covered by workers' compensation that provides certain benefits in the event there is an on-the-job injury or illness. If and when an on-the-job injury or illness should occur, it should be reported immediately to the supervisor who will notify the appropriate University offices. For additional information about workers' compensation and related forms see the [University Policy Manual](#), [Human Resources](#) website, and the [Office of Environmental Health and Safety](#) website.

III. Disability Insurance

ECU has disability insurance coverage for both short-term (2 to 12 months with the possibility of a 12-month extension) and long-term (greater than 12 months) situations. The specific details of the disability insurance options can be found on the [Human Resources](#) website.

Questions regarding disability coverage should be directed to a [Human Resources Benefits Consultant](#).

IV. Vacation and Sick Leave

Faculty with twelve-month employment contracts may be granted vacation and sick leave as described in the [ECU Policy Manual Leave Policy for Twelve-Month Faculty](#). Teaching faculty with nine-month employment contracts do not earn vacation or sick leave.

V. Faculty Serious Illness and Parental Leave Policy

This policy provides leave with pay for eligible faculty for cases of serious health conditions or parental leave as defined by the Family and Medical Leave Act. Refer to the [Faculty Serious Illness and Parental Leave Policy](#) for more information.

PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION III

Institutional Services Available to Faculty (Text moved from former Part VI)

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- I. Information and Computer Services
 - II. Grants, Contract, and Cooperative Agreements
 - III. Tuition Privileges for Faculty
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I. Information and Computer Services

Information Technology and Computing Services (ITCS) supports employees through the integration of information, technology, and instruction. <http://www.ecu.edu/itcs>
(FS Resolution #10-16, February 2010)

II. Grants, Contracts, and Cooperative Agreements

ECU's Office of Sponsored Programs (OSP) has responsibility for pre-award activities involved in the preparation and submission of proposals on behalf of ECU to external sponsors for support of projects in research, creative activity, training, and public service. OSP must review and approve all proposals for grants, contracts, and cooperative agreements prepared by faculty for submission to outside funding sources before submission to external sponsors.

The Office of Grants and Contracts (OGC) is the University Office responsible for post-award activities related to projects that have been awarded by external sponsors to ECU faculty that support projects/programs in research, creative activity, training, and public service/clinical care. OGC is responsible for ensuring that expenditures are in accordance with sponsor and institutional guidelines. OGC also assists investigators in preparing information for sponsor required financial reporting. (FS Resolution #12-07, February 2012)

III. Tuition Privileges for Faculty

In accordance with North Carolina General Statute, East Carolina University faculty are eligible to take classes at a reduced cost.

See http://www.ecu.edu/cs_admin/financial_serv/cashier/Tuition-Waiver.cfm for more information.
(FS Resolution #10-95, December 2010)

PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION IV

Equal Employment Opportunity/ Affirmative Action Policy and University Commitment to Diversity, Equity and Inclusion (Text moved from former Part VI)

Revised 1-24

I. General Provisions

East Carolina University prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status (including relationship or association with a protected veteran; or Active Duty or National Guard service) (“Protected Class”).

East Carolina University celebrates diversity among its faculty, staff, and students, and is committed to fostering respect for human difference and equal opportunities for all. To that end, the Office for Equity and Diversity develops and implements equal employment opportunity policies and diversity programs. Information about the Office for Equity and Diversity’s programs and policies, the University’s protected classes and related non-discrimination policies and procedures may be found by visiting the Office for Equity and Diversity web site at <https://oed.ecu.edu/policies/>.

II. Professional Development

To foster a supportive environment where all members of the ECU community thrive, all faculty members are encouraged to engage in professional development each academic year related to teaching, scholarship, and service in the faculty member’s academic field that promotes the university mission (student success, regional transformation, or public service).

The University shall provide appropriate equipment, software, and communications access to faculty necessary to provide effective professional development. The University will ensure the availability of continuing faculty education and training-related resources to enhance faculty intercultural competence.

PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION V

Substance Abuse and Weapons Policies (Text moved from former Part VI)

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- I. Substance Abuse Policy
 - II. Weapons Policy *Revised 6-14*
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I. Substance Abuse Policy

The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs or alcohol, referred to in this policy as substance abuse, by members of the university community adversely affects the mission of the university and is prohibited. A substance abuse policy adopted by the East Carolina University Board of Trustees, consistent with the UNC Board of Governors' Policy on Illegal Drugs, is intended to: prevent substance abuse through a strong educational effort; encourage and facilitate the use of counseling services and rehabilitation programs by those members of the university community who require their assistance in stopping illegal or abusive use of drugs or alcohol; and discipline appropriately those members of the university community who engage in illegal drug or alcohol related behaviors.

The UNC Board of Governor's Policy on Illegal Drugs (Chapter 1300.1) is located at <http://www.northcarolina.edu/policy/index.php>.
(FS Resolution #10-97, December 2010)

II. Weapons Policy

The University Weapons policy is contained in the University Regulation Concerning Weapons on Campus. Any faculty member who violates this policy may be subject to serious sanctions imposed by the university in accordance with due process as outlined in the university's tenure and promotion policies and procedures, as well as punishment in accordance with state criminal law. For further details and certain exceptions, see North Carolina General Statute § 14-269.2 located online at: <http://www.ncga.state.nc.us> or the [University Regulation Concerning Weapons on Campus](#). (FS Resolution #11-20, February 2011 and FS Resolution #14-46, May 2014)

Faculty Senate Resolution #03-37, September 2003
Faculty Senate Resolution #10-16, February 2010
Faculty Senate Resolution #10-86, November 2010
Faculty Senate Resolution #10-95, December 2010
Faculty Senate Resolution #10-97, December 2010
Faculty Senate Resolution #11-19, February 2011

Faculty Senate Resolution #11-20, February 2011
Faculty Senate Resolution #11-46, March 2011
Faculty Senate Resolution #11-60, April 2011
Faculty Senate Resolution #11-61, April 2011
Faculty Senate Resolution #11-80, October 2011
Faculty Senate Resolution #12-07, February 2012
Faculty Senate Resolution #12-70, April 2012
Faculty Senate Resolution #13-33, March 2013
Faculty Senate Resolution #13-97, December 2013
Faculty Senate Resolution #14-46, May 2014
Faculty Senate Resolution #20-61, March 2021
Faculty Senate Resolution #21-26, April 2021
Faculty Senate Resolution #23-64, January 2024