

FULL TEXT OF FACULTY SENATE RESOLUTIONS

January 2006 – December 2009

Resolution #06-01

Approved by the Faculty Senate: January 31, 2006

Approved by the Chancellor: February 6, 2006

Curriculum matters contained in the minutes of the December 8, 2005, and January 12, 2006, University Curriculum Committee meetings.

Resolution #06-02

Approved by the Faculty Senate: January 31, 2006

Approved by the Chancellor: February 6, 2006

New Academic University Environment Committee.

Resolution #06-03

Approved by the Faculty Senate: January 31, 2006

Approved by the Chancellor: February 6, 2006

Resolution on Health Insurance as follows:

Whereas, North Carolina's state health plan compares poorly with many universities' health plans across the country; and

Whereas, North Carolina state health plan's current management process is cumbersome and unresponsive; and

Whereas, an affordable and effective health plan is one of the primary incentives for recruiting and retaining current faculty and staff members; and

Whereas, an affordable and effective health plan should promote health and wellness for its members; and

Whereas, the cost of health insurance coverage continues to increase without increasing benefits for its members, thereby decreasing the affordability and dollar value of this coverage; and

Whereas, the existing system does not provide incentives to East Carolina University faculty and staff members to better utilize its regional medical resources (e.g., ECU Physicians) for their health needs; and

Whereas, 158 East Carolina University faculty and staff members have opted out of the university's *free* coverage because of the current plan's costly deductible and limited coverage.

Therefore Be It Resolved that, the Faculty Senate strongly recommends that Chancellor Ballard request University of North Carolina President Bowles make an affordable and effective health plan a top priority on his North Carolina state legislative agenda; and

Therefore Be It Further Resolved that the Faculty Senate strongly recommends that Chancellor Ballard contact University of North Carolina President Bowles to emphasize the need to implement the pilot study of more effective health coverage for University of North Carolina employees.

Resolution #06-04

Approved by the Faculty Senate: January 31, 2006

Approved by the Chancellor: February 6, 2006

Resolution on Practical Measures to Reduce the Class Days Missed Due to Athletic Competition as follows:

Whereas, the Conference USA Mission states that the conference is to: (1) support the primary education mission of member institutions and (2) protect and promote the welfare of student-athletes. (p 129)

Whereas, the Conference USA Guiding Principles state that the conference “places its highest value upon high academic achievement. The student first, the athlete second.”

Whereas, Conference USA institutions are so geographically dispersed that travel to competitions within the conference may negatively impact the student-athlete’s academic performance.

Whereas, the 2005 Conference USA Women’s Soccer Championship required the East Carolina University student athletes to be absent from classes for an entire week during the middle of the academic semester.

Whereas, the student athletes competing on the ECU men’s basketball missed an average of 14 class days due to CUSA games during the 2001 to 2004 seasons.

Whereas, the student athletes competing on the ECU volleyball missed an average of 8 class days due to CUSA games during the 2001 to 2004 seasons.

Therefore, Be It Resolved that the East Carolina Faculty Senate requests that the Athletic Director and Chancellor work with other Conference USA members to take all practical measures to reduce the class days missed due to athletic competition. These measures should include but not be limited to:

- The timely completion of a study that applies standardized measures to determine the extent of the problem across the conference.
 - Establishing specific policies resulting in a 25% reduction in missed class days over a two-year period.
 - Eliminating scheduling of mid-week conference contests whenever practical.
 - Creating conference tournament schedules that do not conflict with the primary academic mission of the conference members.
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Resolution #06-05

Approved by the Faculty Senate: January 31, 2006

Approved by the Chancellor: February 6, 2006

Revision to the *ECU Undergraduate Catalog*, Section 5. Academic Regulations, relating to Class Attendance and Participation Regulations

Replace Section 5: Class Attendance and Participation Regulations with the following:

“CLASS ATTENDANCE AND PARTICIPATION REGULATIONS

Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus. Absences are counted from the first class meeting, and, at the discretion of the instructor, absences because of late registration may not be automatically excused.

Each instructor shall determine the class attendance policy for each of his or her courses, as long as the instructor's policy does not conflict with university policy as described herein. The instructor's attendance policy, along with other course requirements, will be presented to the class, preferably in writing, at the first class meeting. Faculty may include class attendance as criteria in determining a student's final grade in the course. If class attendance is to affect a student's grade, then a written statement to that effect must be part of the course syllabus.

Excused absences should not lower a student's course grade, provided that the student, in a manner determined by the instructor, is able to make up the work that has been missed and is maintaining satisfactory progress in the course. If a student anticipates that he or she may miss more than 10% of class meeting time as a result of university-excused absences, the student is required to discuss this matter with the instructor at the beginning of the semester.

Instructors are expected to honor valid University excuses for student absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Student experiences that cannot be made up should be discussed at the onset of the courses to ensure that continued enrollment is feasible while there is still the opportunity to drop the course within the schedule change period. Instructors may require that students provide reasonable advanced notice of a university-excused absence, when possible. It is the student's responsibility to obtain verification of a university-excused absence by contacting the Office of the Provost or his or her designee. Requests for university-excused absences should be submitted, whenever possible, to the Office of the Provost or his or her designee at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

The death of an immediate family member or student participation in religious holidays may be considered an excused absence under university policy. Should such a circumstance occur, and the faculty member desires verification, the student should contact the Office of the Provost or his or her designee for a university-excused absence and provide documentation of the particulars.

The Student Health Service does not issue official written excuses for illness or injury except in the case of a final examination when a grade of incomplete (I) is requested by the student. Upon student request, however, the Student Health Service will confirm that the student has received medical care.

The Office of the Provost or his or her designee may authorize university excused absences for the following activities:

1. Participation in authorized activities as an official representative of the university (i.e., sporting events, delegate to regional or national meetings or conferences, participation in and necessary travel to and from university-sponsored performances);
2. Participation in other activities deemed by the Office of the Provost or his or her designee to warrant an excused absence.

Any student who feels that he or she has been treated unfairly concerning absences or has been misinformed by the faculty member regarding that instructor's absence policy shall have the right to appeal through the appropriate Dean."

Resolution #06-06

Approved by the Faculty Senate: February 21, 2006

Approved by the Chancellor: March 1, 2006

Curriculum matters contained in the University Curriculum Committee minutes of the January 26, 2006, Committee meeting.

Resolution #06-07

Approved by the Faculty Senate: February 21, 2006

Approved by the Chancellor: March 1, 2006

Move all teaching and research award material submission deadlines to November 1 of each year

Board of Governors Award for Excellence in Teaching

Revise the text under #2 to read:

*"Nominated faculty who wish to pursue the award must have their portfolios in the Center for Faculty Development Office, Ragsdale 124, no later than 5 p.m. on ~~December 4~~ **November 1.**"*

Board of Governors Distinguished Professor for Teaching

Revise the text under #3 to read:

*"Nominated faculty must have their portfolios in the Center for Faculty Development Office, Ragsdale 124, no later than 5 p.m. on ~~December 4~~ **November 1.**"*

Max Ray Joyner Award for Faculty Service Through Continuing Education

Revise the text under #3 to read:

*"Nominated faculty who wish to pursue the award shall submit the portfolio of all evaluative materials to the Faculty Senate office no later than ~~December 4~~ **November 1** of each year."*

University Award and Robert L. Jones Award for Outstanding Teaching

Revise the text under #4 to read:

*"Nominated faculty who wish to pursue the award should submit the portfolio of all evaluative materials to the Faculty Senate office no later than ~~December 4~~ **November 1** of each year."*

Annual Lifetime and Five-Year University Research/Creative Activity Awards

Revise the text Research Procedures to read:

*"The nominating letter, the nominee's complete curriculum vitae, and three letters from outside referees must be submitted to the Academic Awards Committee on or before ~~December 1st~~ **November 1** of each year."*

Resolution #06-08

Approved by the Faculty Senate: February 21, 2006

Approved by the Chancellor: March 1, 2006

Revised *ECU Faculty Manual*, Part XII. Personnel Action Dossier.

Resolution #06-09

Approved by the Faculty Senate: February 21, 2006

Approved by the Chancellor: March 1, 2006

New *ECU Faculty Manual*, Part XIII. Promotion and Tenure Timeline.

Resolution #06-10

Approved by the Faculty Senate: March 21, 2006

Approved by the Chancellor: April 18, 2006

Spring 2006 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

Resolution #06-11

Approved by the Faculty Senate: March 21, 2006

Approved by the Chancellor: May 5, 2006

Approved by the Board of Trustees: July 25, 2006

Revised *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of ECU.

Resolution #06-12

Approved by the Faculty Senate: March 21, 2006

Approved by the Chancellor: April 18, 2006

Curriculum matters contained in the February 9, 2006, and February 23, 2006, University Curriculum Committee minutes.

Resolution #06-13

Approved by the Faculty Senate: March 21, 2006

Approved by the Chancellor: April 18, 2006

2007-2008 University Calendar.

Resolution #06-14

Approved by the Faculty Senate: March 21, 2006

Approved by the Chancellor: April 18, 2006

Policy for making up missed class days as follows:

Partial missed days should not be made up. Entire missed days should be made up (in keeping with the 750 minutes per credit hour requirement set by the UNC General Administration)

Designated make-up days for Fall Semester

Make-up days should be used in the following order:

Reading Days at the end of the semester; Tuesday of Fall Break; Monday of Fall Break; Wednesday before Thanksgiving.

Designated make-up days for Spring Semester

Make-up days should be used in the following order:

Reading Days at the end of the semester; Good Friday.

If additional make-up days are needed, the Executive Council in conjunction with the Calendar Committee will decide how to make them up.

Suggestions on how to make up missed time

By meeting at the usual class time on the designated make-up days (avoid giving tests on these days) or by some activity relevant to the class (outside the usual class time, but not necessarily on the designated make-up days, as decided by the instructor following whatever procedures have been adopted by the unit).

Resolution #06-15

Approved by the Faculty Senate: March 21, 2006

Approved by the Chancellor: April 18, 2006

Approved by the Board of Trustees: May 5, 2006

Revised *ECU Faculty Manual*, Part VII. Section II. Patent Procedures.

Resolution #06-16

Approved by the Faculty Senate: March 21, 2006

Approved by the Chancellor: April 18, 2006

Revised College of Business Unit Code of Operation and revised School of Art and Design Unit Code of Operation

Resolution #06-17

Approved by the Faculty Senate: April 18, 2006

Approved by the Chancellor: May 5, 2006

Addition to the Undergraduate Catalog, Section 4: Academic Advisement, Progression, and Support in order to clarify the policy that entering ECU with credit for 1100 & 1200 does not affect the requirement that students must complete 12 s.h. of writing intensive classes in order to graduate from ECU.

The new text would read as follows (additions underlined>):

“Writing Intensive Requirement

Students enrolling at East Carolina University must fulfill the writing across the curriculum requirement prior to graduation. To do so, each student must complete a minimum of 12 s.h. of writing intensive courses, including ENGL 1100, 1200; at least one 3 s.h. writing intensive course in the major; and any other 3 s.h. writing intensive course of the student’s choice. Students entering ECU with transfer credit for ENGL 1200 have satisfied the General Education requirement in the area of English. Such students are still required to complete a total of 12 hours of credit in Writing Intensive courses. All second degree students will be required to complete at least 3 s.h. of writing intensive course work in the major. Writing intensive courses/sections of courses are identified each semester in the course schedule listing and will be designated WI on the student’s transcript. A complete listing of courses approved as writing intensive may be found at the University Writing Program web site, www.ecu.edu/writing. A course will transfer into ECU as WI under two conditions. The course must either be a writing intensive course in a writing across the curriculum program at the university or college where it was taken and/or the course must have the words “writing” or “communication” (e.g., “Writing for Business and Industry” or “Business Communications”) in the course title. Courses meeting either of these two criteria will be accepted as WI and count as writing intensive for ECU degree requirements.”

Resolution #06-18

Approved by the Faculty Senate: April 18, 2006

Approved by the Chancellor: May 5, 2006

Curriculum matters contained in the minutes of the March 9, 2006, and April 13, 2006, University Curriculum Committee Meetings.

Resolution #06-19

Approved by the Faculty Senate: April 18, 2006

Approved by the Chancellor: May 5, 2006

Approved by the Board of Trustees: July 25, 2006

Approved by the Senior Vice President for Academic Affairs/General Counsel: 12-06

Approved by the President of UNC System: January 9, 2007

Revised *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures of East Carolina University.

Resolution #06-20

Approved by the Faculty Senate: April 18, 2006

Approved by the Chancellor: May 5, 2006

Interpretation of the *ECU Faculty Manual*, Appendix D. clarifying that the numbers of faculty votes either yea or nay or abstaining in secret ballot voting can not be shared with administrators.

(A list of all manual interpretations are available online at:

<http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/interpretations.htm>)

Resolution #06-21

Approved by the Faculty Senate: September 12, 2006

Approved by the Chancellor: September 25, 2006

Separation of the Department of Nutrition and Hospitality Management, within the College of Human Ecology, into two departments, the Department of Hospitality Management and the Department of Nutrition and Dietetics.

Resolution #06-22

Approved by the Faculty Senate: October 10, 2006

Approved by the Chancellor: not applicable

The Faculty Senate supports the findings in the Preliminary Report of the Provost's Committee on a Child Care Facility.

Resolution #06-23

Approved by the Faculty Senate: October 10, 2006

Approved by the Chancellor: not applicable

Guidelines for 2007/08 Research/Creative Activity Grants

Resolution #06-24

Approved by the Faculty Senate: October 10, 2006

Approved by the Chancellor: October 19, 2006

Curriculum matters contained in the September 28, 2006, University Curriculum Committee minutes.

Resolution #06-25

Approved by the Faculty Senate: October 10, 2006

Approved by the Chancellor: October 19, 2006

Resolution on Crime Within Our Community and Neighborhoods as follows:

- Whereas, faculty, staff, and students at ECU are an essential part of the Greenville community, and
- Whereas, the faculty recognizes the importance of safety and peace of mind not only for our ECU students, staff and faculty but also for non-ECU affiliated Greenville residents, and
- Whereas, there is growing concern and a sense of alarm as reports of crimes and attacks against students are reported with increasing frequency in local media, and
- Whereas, a report of a crime allegedly committed against an ECU faculty member has recently been made public, and
- Whereas, we acknowledge and appreciate the efforts of the Greenville City Police, the Pitt County Sheriff's Office and the ECU Campus Police to prevent, deter and solve crime, and
- Whereas, the complexity of the issues demands that all local law enforcement, city, and county government officials join hands to help solve these problems.

Therefore Be It Resolved, that the Chancellor work with the City of Greenville to revitalize efforts to work in full partnership with the ECU Community to address the issue of crime within our community and in our neighborhoods.

Resolution #06-26

Approved by the Faculty Senate: November 7, 2006

Approved by the Chancellor: not applicable

The Chair of the Faculty will appoint an ad hoc committee of four to six faculty members with expertise in graduate issues to review the Yardley Research Group Report and issue a report on their

findings to the Faculty Senate.

(Those appointed were Professors Edson Justiniano (Physics), Martha Alligood (Nursing), Dan Schisler (Business), Charles Coddington (Computer Science and Technology), Nancy Zeller (Education) and Tom Huener (Music).)

Resolution #06-27

Approved by the Faculty Senate: November 7, 2006

Approved by the Chancellor: December 13, 2006

Approval of the Fall 2006 Graduation Roster, including honors program graduates, subject to completion of degree requirements.

Resolution #06-28

Approved by the Faculty Senate: November 7, 2006

Approved by the Chancellor: December 13, 2006

The Student Opinion of Instruction Survey (SOIS) for all courses will be changed to an Internet-based survey delivered in a manner similar to the surveys currently administered to students in Distance Education courses.

Resolution #06-29

Approved by the Faculty Senate: November 7, 2006

Approved by the Chancellor: not applicable

Revised Academic Research/Creative Activity Grants Committee charge.

Resolution #06-30

Approved by the Faculty Senate: November 7, 2006

Approved by the Chancellor: December 13, 2006

Curriculum matters contained in the minutes of the October 12, 2006, and October 26, 2006, Committee meetings.

Resolution #06-31

Approved by the Faculty Senate: December 5, 2006

Approved by the Chancellor: December 15, 2006

Grant SECS 1000, offered by the Department of Political Science, Social Science Foundation Credit.

Resolution #06-32

Approved by the Faculty Senate: December 5, 2006

Approved by the Chancellor: not applicable

2007-2008 Faculty Senate and Agenda Committee meeting dates as follows:

Agenda Committee will meet:

Faculty Senate will meet:

August 28, 2007	September 11, 2007
September 25, 2007	October 9, 2007
October 23, 2007	November 6, 2007
November 20, 2007	December 4, 2007
January 15, 2008	January 29, 2008
February 5, 2008	February 19, 2008
March 4, 2008	March 18, 2008
April 8, 2008	April 22, 2008
	April 29, 2008
	Organizational Meeting

Resolution #06-33

Approved by the Faculty Senate: December 5, 2006

Approved by the Chancellor: December 15, 2006

Curriculum matters contained in the minutes of the November 9, 2006, Committee meeting.

Resolution #06-34

Approved by the Faculty Senate: December 5, 2006

Approved by the Chancellor: not applicable

The use of the Liaison Model as a regular part of the University Curriculum Committee protocol, with the option to bring curriculum matters before the committee without the involvement of a liaison.

Resolution #07-01

Approved by the Faculty Senate: January 30, 2007

Approved by the Chancellor: March 1, 2007

Revised *ECU Faculty Manual*, Part XII. Personnel Action Dossier.

Resolution #07-02

Approved by the Faculty Senate: February 20, 2007

Approved by the Chancellor: March 13, 2007

Commendation for Catherine Rigsby, Past Chair of the Faculty as follows:

WHEREAS, Professor Catherine Rigsby served with honor as Chair of the Faculty for the academic years of 2004-2005 and 2005-2006; and

WHEREAS, Professor Catherine Rigsby has dedicated her time and much effort to activities that benefit all faculty of East Caroling University, upholding the principles of academic freedom and shared faculty governance; and

WHEREAS, with Professor Catherine Rigsby's oversight, revisions to at least 7 parts of the Faculty Manual were successfully implemented and changes to at least ten unit codes of operation were approved and implemented; and

WHEREAS, Professor Catherine Rigsby helped to design and promoted the approval of more than 9 significant changes to Appendices A, C, D, and L of the Faculty Manual; and

WHEREAS, Professor Catherine Rigsby assisted in gaining approval for more than 10 sets of recommended curriculum changes across the institution; and

WHEREAS, Professor Catherine Rigsby promoted and gained approval for revised General Education Goals and Objectives; and

WHEREAS, Professor Catherine Rigsby assisted in the approval of and implementation of the Serious Illness and Disability Policy; and

WHEREAS, Professor Catherine Rigsby was instrumental in the formation of the standing Academic University Environment Committee that oversees issues of environmental concerns for the entire campus community.

THEREFORE BE IT RESOLVED that Professor Catherine Rigsby has served the faculty of East Carolina University extremely well during her tenure as Chair of the Faculty, setting high standards for future chairs of the Faculty to remain vigilant on important matters related to the welfare of the faculty.

BE IT FURTHER RESOLVED that the Faculty Senate commends Professor Catherine Rigsby for her outstanding perseverance, professionalism, and energy devoted to serving the faculty throughout her tenure as Chair of the Faculty.

BE IT FURTHER RESOLVED that due to Professor Catherine Rigsby's hard and work dedication to the University, faculty at East Carolina may feel confident that their concerns and issues were well represented to the ECU Community, including the University administration, Board of Trustees, UNC Faculty Assembly, and UNC General Administration.

BE IT FURTHER RESOLVED that the Faculty Senate commends Professor Catherine Rigsby for her achievements and exemplary leadership during her tenure as Chair of the Faculty of East Carolina University.

Resolution #07-03

Approved by the Faculty Senate: February 20, 2007

Approved by the Chancellor: October 25, 2007 with following amendment:

The effective implementation date for the use of the "+/-" grading system will be Fall 2012. All students will move to the new grading system at that time.

Revisions to the *ECU Undergraduate Catalog*, Section 5. Academic Regulations, relating to Grade Points and Grade Point Average, Grade Replacement Policy, Warning and Probation, and Special Readmission (Forgiveness) Policy.

1. Propose to replace the current text in the Undergraduate Catalog to read as follows: (Additions are noted in **bold print** and deletions are noted in ~~striketrough.~~)

"GRADE POINTS AND GRADE POINT AVERAGE

A grade (quality) point system based on all hours attempted at East Carolina University is used to calculate student scholarship.

The following grade symbols are currently in use for undergraduate courses:

Grade	Meaning
A	Excellent Achievement substantially exceeds basic course expectations
A-	
B+	
B	Above Average Achievement exceeds basic course expectations
B-	
C+	
C	Average Achievement adequately meets basic course expectations
C-	
D+	
D	Unsatisfactory Achievement falls below basic course expectations
D-	
F	Failure-no credit given for course Failure - achievement does not justify credit for course
I	Incomplete (granted for deficiency in quantity, not quality, of work)
N	Audited

Grade points for a course are computed by multiplying the number of semester-hour credits by the numerical values assigned to the letter grade received. Numerical values

for letter grades are as follows:

Letter Grade	Numerical Value
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0*

*Although no grade points are given for a grade of F, the hours attempted are recorded for each attempt of a given course. (See Grade Replacement Policy, below.) The GPA is then obtained by dividing the total number of grade points earned by the total number of semester **hour credits** ~~hours attempted.~~"

~~The following grade symbols are currently in use for all undergraduate courses: A-excellent, B-good, C-average, D-barely passed, F-failed (Course must be repeated to secure credit.), I-incomplete, N-audited. A grade of I is given for a deficiency in quantity, not quality, of work. Grade points are computed by multiplying the number of semester-hour credits by four for courses in which a grade of A is earned, by three for a grade of B, by two for a grade of C, by one for a grade of D. No grade points are given for a grade of F, but hours attempted are recorded for each attempt of a given course. (See Grade Replacement Policy, below.) The GPA is obtained by dividing the total number of grade points earned by the total number of semester hours attempted.~~

2. Propose to replace the current text in the Undergraduate Catalog to read as follows: (Additions are noted in **bold print** and deletions are noted in ~~strikethrough.~~)

"GRADE REPLACEMENT POLICY

A student is permitted to use the Grade Replacement Policy a maximum of three times for courses below 3000 in which he or she has earned a grade of **C-, D+, D, D-,** or F.

For example, a student may replace a grade in three different courses or may replace a single course grade a maximum of three times or a combination thereof not to exceed the limits of the policy. Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material, for example, a course in the same academic discipline for which the repeated course is a

prerequisite.

To replace a grade, the student should request a grade replacement on the grade replacement form, register for the course during the registration period, and submit the form to the Office of the Registrar.

For the student to implement the policy, the form should be submitted no later than the last day of classes of the semester in which the student retakes the course. Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for consideration for honors.

The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. **In the event that the original grade was a D+, D, or D-, no additional credit hours will be awarded.** ~~In the event that the original grade was a D, no additional credit hours will be awarded.~~

3. Propose to replace the current text in the Undergraduate Catalog to read as follows:(Addition is noted in **bold print** and deletion is noted in ~~strikethrough~~.)

"WARNING AND PROBATION

A student will be placed on academic warning if his or her cumulative GPA is less than **2.0** ~~2.00~~ but meets the minimum GPA required for his or her retention period. A student will be placed on academic probation if he or she does not meet the current academic eligibility standards. Students on probation are required to meet with their advisor and attend an academic review session conducted by the Academic Advising and Support Center or his or her academic unit prior to registration for the next academic term (fall or spring). A student will remain on academic warning or probation until the required GPA is obtained or the student is suspended."

4. Propose to replace the current text in the Undergraduate Catalog to read as follows:(Addition is noted in **bold print** and deletion is noted in ~~strikethrough~~.)

"Special Readmission (Forgiveness) Policy

East Carolina University students who have been out of school for a minimum of three consecutive academic years (six semesters, summer sessions excluded) may request special readmission. Such requests must be submitted in writing according to application deadline dates as specified above.

Students who have been enrolled at another college or university since their last enrollment at East Carolina University must submit to the Office of Admissions official transcripts indicating that a minimum cumulative C average (2.0 on a 4.0 scale) has been earned in all transferable courses attempted. No transfer credit will be awarded for courses taken at any institution of higher education during the initial three consecutive academic years. For courses taken in subsequent years, only those in which the student received a grade of C or better will be accepted for transfer credit at ECU. The sole exception is that students may attend ECU during summer sessions for credit.

Subsequent GPAs of students readmitted under this policy will be computed without inclusion of previous course work in which a grade

below **C-** was received; credit toward graduation will not be allowed for such course work. However, this work will be included in calculations for consideration for degrees with distinction.

A student may be readmitted under the Forgiveness Policy only one time. Those readmitted under this policy are on academic probation for the first 19 s.h. of attempted course work. At the end of the term in which the nineteenth semester hour is attempted, a minimum cumulative C average must have been earned at East Carolina University on all course work attempted since readmission under forgiveness. Failure to meet this stipulation will result in the student's being ineligible, except for summer school, until such time as the C average is obtained."

Resolution #07-04

Approved by the Faculty Senate: February 20, 2007

Rejected by the Chancellor: October 22, 2008 (link to [response](#))

Revisions to the *ECU Faculty Manual*, Part VI.I.J. Salary Policies.

(Additions are noted in **bold print** and deletions are noted in ~~strikethrough~~.)

J. Salary Policies

1. General Information

Faculty annual salaries are paid semimonthly. ~~New employees receive the first check on the last work day of September. Checks are distributed to each department by special messenger in the morning on the 15th and last day of each calendar month.~~ When the 15th or last day of a month falls on a nonwork day for the business office, **pay** distribution of checks will be made on the last work day prior to that day. ~~Arrangements may also be made with the payroll office to have checks deposited in a local bank to the faculty's account.~~ Salaries for summer term teaching are paid **at after** the close of each term. **Faculty are responsible for providing the Human Resources office with up-to-date tax withholding information.**

~~Federal income tax is withheld on the basis of information furnished to the payroll office on US Treasury Department Form W-4. It is the responsibility of the employee to furnish the payroll office with a revised Form W-4 if the number of withholding exemptions is changed due to deaths, births, or other reasons. Since withholding exemptions are applied to the regular salary of the individual, the withholding tax on supplemental salaries for summer term, extension teaching, etc., must be calculated without benefit of exemptions. In January of each year, each employee will receive from the payroll office receipts, US Treasury Department Form W-2 and NC Department of Revenue Form NC-2 for income taxes withheld for the previous calendar year.~~

~~State income tax is withheld on the basis of information furnished to the payroll office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the payroll office with a revised Form NC-4 if the number of~~

~~withholding exemptions is changed due to deaths, birth, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.~~

2. Supplemental Pay

The UNC Board of Governors has implemented a supplemental pay policy (UNC Policy # 300.2.13). Supplemental pay is not a bonus for performance.

For a full-time member of the faculty, the salary approved by the Chancellor is the full compensation to be expected during the period of employment, regardless of the funding source. The period of employment is as stated in the individual contract and includes all formal holidays and interludes during which no classes are scheduled during the contract period. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed.

Supplemental pay is not provided for service on university committees.

Criteria for Supplemental Pay: Except as allowed by this Policy, total compensation paid cannot exceed the salary amount authorized for the appointment period. Pursuant to the approval process outlined below, requests for supplemental pay must be reviewed and approved by the appropriate vice chancellor *prior to* the faculty member commencing the activity that will generate the additional compensation.

- Total Compensation: A faculty member's total annual salary compensation from all university sources (including overloads, summer school, one-time payments, distance learning, etc.) may not exceed $\frac{4}{3}$ or $133\frac{1}{3}\%$ of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period. For nine-month faculty, the period begins with the start of fall term and ends the day before the start of the next fall term. For twelve-month faculty, the period starts July 1 and ends June 30.

Variable supplements awarded as part of the Clinical Faculty Compensation Plan are excluded from the calculation of total annual salary compensation in the determination of the above amounts.

- Less Than Full-time Employees: Upon appropriate approvals, faculty with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of a faculty member exceed full-time commitment

unless specifically approved in advance by the appropriate vice chancellor; additional compensation may not exceed full-time equivalency.

- **Research/Creative Activity:** Normally, sponsored program activity occurring during the regular academic year does not constitute extraordinary or exceptional effort that qualifies for consideration of supplemental salary payment. It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Exceptions should be coordinated with the faculty member's vice chancellor and the Vice Chancellor for Research & Graduate Studies.
- **Overloads:** Overloads should be limited. Compensation for overloads will be computed based on the annual nine-month salary rate.

Full-time faculty members may teach courses in distance education programs as a part of their regular load. However, if instead they teach such courses on an overload basis, they shall be limited to no more than one additional course per semester in addition to their regular full-time, on-campus teaching load (*UNC Policy # 400.1.1.1[R] G.4.c*). Prior to requesting overload compensation, units must ensure that overloads are necessary and should reduce assignments for non-instructional purposes if at all possible.

- **Summer Compensation:** No overloads will be permitted during summer sessions. Regardless of the salary source, total compensation received during the summer may not exceed three-ninths of the previous year's nine-month annual salary base rate.
- **Work for ECU outside the Home Unit:** Prior approval from all involved administrative levels is required to teach or perform other duties outside the faculty member's home unit.
- **Special or Temporary Administrative Assignments:** Each special or temporary administrative assignment should be reviewed and approved annually by the appropriate vice chancellor.
- **External Professional Activities for Pay:** In accordance with the **UNC Board of Governors' policy on Conflicts of Interest and Commitment Affecting Faculty and Non-Faculty EPA Employees (*UNC Policy # 300.2.2*)**, sometimes faculty may engage in compensated activities that are not a part of University employment. The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI section V of the Faculty Manual. Individuals are expected to comply with these policies that include seeking administrative permission prior to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year.

The External Professional Activities for Pay forms are available at *UNC Policy #300.2.2.1[R]*.

- **Dual State Employment:** Employment of a University employee by another North Carolina state agency or institution is considered “dual employment”. The University Comptroller is the coordinator for “dual employment”. Guidelines may be found in the ECU Business Manual under Human Resources, Policy Statements 2, Dual Employment.

Approval Request Process: Requests for additional compensation must be approved in writing prior to the time the faculty member is to begin performing the additional duties.

The following steps must be completed and documented before supplemental pay can be authorized:

- a. The faculty member must submit a written request stating the justification for supplemental pay in advance of the start of the special assignment. The statement must clearly identify the activities covered, the relationship of the activities to the employee's regularly assigned job responsibilities, the expected duration, and the basis for determining the one-time or periodic supplemental payment.
- b. The written request must be approved by the faculty member's immediate supervisor and then by the department head/chair. If the request is for not more than 4/3 or 133 1/3% of the annual nine-month base salary, the department head/chair's approval is sufficient.
- c. If the request is for more than 4/3 or 133 1/3 % of the annual nine-month base salary or for any employee on a 12-month contract, it must be forwarded to each of the next highest administrators until it reaches the appropriate vice chancellor.
- d. If approved by the appropriate vice chancellor, the request must be forwarded to EPA Personnel Administration in the Department of Human Resources for final review and processing.
- e. Documentation of supplemental compensation payments must be retained in the faculty member's personnel file as maintained by the approving vice chancellor.
- f. Exceptions to this policy must be approved by the faculty member's immediate supervisor, each of the next highest administrators, and the appropriate vice chancellor *in advance.*”

~~For a full time member of the faculty or EPA 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 academic salary increase document, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor

~~Total Compensation: An individual's total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor. Bonus amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not be included in the calculation of total annual salary compensation in the determination of the above amounts.~~

~~Less Than Full-time Employees: Upon appropriate approvals, individuals with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved 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 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: Effective August 1, 2002, overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate; i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve credit hour per semester full-time basis.~~

~~As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.~~

~~Summer Overloads: No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. 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 Holding Twelve-month Appointments: The salary of a faculty~~

member holding a twelve-month appointment will be converted back to a nine-month faculty salary at the rate of 9/11ths of his/her twelve-month base salary. Exceptions to this pattern may occur based on individual based negotiations depending on the level of the position, experience, and other factors. The approval of the Chancellor is required for such conversions to occur.

~~External Activities for Pay: The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at www.aa.ecu.edu/forms. (Faculty Senate Resolution #03-14, March 2003)~~

Resolution #07-05

Approved by the Faculty Senate: February 20, 2007

Approved by the Chancellor: March 13, 2007

Revised College of Health and Human Performance Unit Code of Operation and

Department of Geology Unit Code of Operation.

Resolution #07-06

Approved by the Faculty Senate: February 20, 2007

Approved by the Chancellor: March 13, 2007

Curriculum matters contained in the minutes of the December 14, 2006, January 11, 2007, January 25, 2007, and February 8, 2007, University Curriculum Committee meetings.

Resolution #07-07

Approved by the Faculty Senate: February 20, 2007

Approved by the Chancellor: March 13, 2007

Revisions to the *ECU Faculty Manual*, Part XIII. Promotion and Tenure Timeline.

Resolution #07-08

Approved by the Faculty Senate: March 20, 2007

Approved by the Chancellor: April 24, 2007

Approved by the Board of Trustees: May 2007

Spring 2007 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

Resolution #07-09

Approved by the Faculty Senate: March 20, 2007

Approved by the Chancellor: April 24, 2007

Summer 2008 – Spring 2009 University Calendars.

Resolution #07-10

Approved by the Faculty Senate: March 20, 2007

Approved by the Chancellor: April 24, 2007

Revised School of Nursing Unit Code of Operation.

Resolution #07-11

Approved by the Faculty Senate: March 20, 2007

Approved by the Chancellor: April 24, 2007

Curriculum matters contained in the minutes of the February 22, 2007, and March 8, 2007 meetings of the University Curriculum Committee.

Resolution #07-12

Approved by the Faculty Senate: March 20, 2007

Approved by the Chancellor: April 24, 2007

Resolution commending the ECU Women's Basketball Team that read as follows:

WHEREAS, the East Carolina University women's basketball team won the Conference-USA tournament with an impressive 79-70 victory over Rice University after having been behind by as many as twelve points in the second half; and

WHEREAS, the East Carolina University Lady Pirates advanced to compete in the NCAA postseason tournament for the first time in twenty-five years; and

WHEREAS, the tournament championship featured the young women of this basketball team and their dedicated coaches winning three games in three days, including a very hard fought game on Saturday evening against a second-seeded University of Alabama-Birmingham team that had earlier in the season defeated ECU in Greenville and then danced on the Pirate logo; and

WHEREAS, since that February 1st loss to UAB the Lady Pirates did not lose another game, compiling a ten game winning streak that included a win over Conference USA regular season champion Tulane University at Minges Coliseum on February 18 by a 76-68 score; and

WHEREAS, that February win streak led the Lady Pirates to a third place finish in Conference USA regular season competition, in spite of a very tough early season schedule that saw them lose four of their first five games; and

WHEREAS, due to that very difficult early season schedule, and losses to a number of teams with long records of success in women's basketball, the youthful Lady Pirates faced what could have been a very demoralizing situation; and

WHEREAS, at several points during the season, once during the December holidays and again after the February 1st loss to UAB which brought their record to 9 wins and 13 losses, this team experienced moments of frustration and disappointment that would have effectively ended the season for many teams of comparable age and experience; and

WHEREAS, even with their impressive seven game winning streak to finish the regular season, the Lady Pirates entered the Conference USA tournament on March 1st, knowing they would have to win the tournament in order to make it into the NCAA tournament; and

WHEREAS, fully realizing what those pressures meant, and how long it had been since an ECU team had played in the NCAA tournament, the players and coaches of this sophomore-dominated team trusted in one another and in their common goal, and for seventy-two hours and through three grueling games performed in a manner that made the citizens of Greenville and Pirates everywhere proud of them and of this university.

THEREFORE, BE IT RESOLVED, That Head Coach Sharon Baldwin-Tener, Assistant Coaches Chrissy Roberts, Melissa Kolbe, and Samantha Young, and Director of Basketball Operations Bett Shelby, plus all the players, managers, and trainers of the Lady Pirates basketball team, be extended the heartfelt thanks and congratulations of this Faculty Senate; and

BE IT FURTHER RESOLVED, that this Faculty Senate strongly encourages the Chancellor of East Carolina University extend to Sharon Baldwin-Tener and her staff, and to the women's basketball program, commensurate recognition and rewards as would be given to any other major sports team achieving comparable glory and representing ECU in such a positive manner.

Resolution #07-13

Approved by the Faculty Senate: April 17, 2007

Approved by the Chancellor: June 4, 2007

Policy on Disruptive Academic Behavior as follows:

East Carolina University is committed to providing each student with a rich, distinctive educational experience. To this end, students who do not follow reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of “drop” according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.

Disruptive academic behavior is any behavior likely to substantially or repeatedly interfere with the normal conduct of instructional activities, including meetings with instructors outside of class. Examples of such behavior include, but are not limited to, making loud or distracting noises; using cell phones and other electronic devices without prior approval; repeatedly speaking without being recognized; frequently arriving late to class; and making threats or personal insults. A verbal expression of a disagreement with the instructor or other students on an academic subject matter discussed within the course, during times when the instructor permits discussion, is not in itself disruptive academic behavior.

The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class. A student who does not follow reasonable standards of academic decorum should receive a private verbal warning from the faculty member. The instructor should describe the behavior of concern to the student, explain that it is inappropriate, and ask the student to stop the behavior. If the behavior continues, the instructor should give the student a written warning indicating that the student will be removed from the course if the behavior does not cease. If the behavior persists, the instructor should discuss the situation with his/her department chair. If it is decided to remove the student from the course then the instructor should schedule a meeting with his/her department chair and the student to inform the student that s/he is being removed from the course. This decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. The department chair must promptly communicate the decision in writing to the Office of the Registrar so that the student’s schedule will be adjusted accordingly.

If the behavior is threatening in nature or is likely to result in immediate harm, the faculty member should contact the East Carolina University Police Department for assistance.

The student may appeal the decision of the instructor and department chair to the academic dean of the college in which the course is located. The appeal must be received by the dean, in writing, within three working days of the date of the decision to remove the student from the course. The dean or dean’s designee will review the appeal and the documentation, will discuss the appeal with the faculty member and, after discussion with the student and instructor, can affirm, reverse or modify the decision made by the instructor and department chair. The student, instructor and department chair will be notified of the appeal decision no later than three working days after receiving the appeal. The dean will provide written notification of the appeal decision to the Office of Student Rights and Responsibilities, and also, if the original decision is overturned, to the Registrar’s Office. If the decision is made that the student is to return to the course then the student will be allowed to immediately return to the classroom without academic penalty and the chair will work with the student and instructor to facilitate the completion of any missed work. The dean’s decision is final.

This policy does not restrict the instructor's prerogative to ask a disruptive student to leave an individual class session where appropriate or to refer the student to the Office of Student Rights and Responsibilities for violation of the Student Code of Conduct.

(Once approved, this new policy will be added to the *ECU Faculty Manual*, Part V. Academic Information, Section I.Y.)

Resolution #07-14

Approved by the Faculty Senate: April 17, 2007

Approved by the Chancellor: June 4, 2007

Addition of Policy on Disruptive Academic Behavior to the official undergraduate catalog, Section 5. Academic Regulations, immediately after the "Class Attendance and Participation Regulations" subsection. to read as follows:

"Policy on Disruptive Academic Behavior

East Carolina University is committed to providing each student with a rich, distinctive educational experience. To this end, students who do not follow reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of "drop" according to university policy and are eligible for tuition refund as specified in the current tuition refund policy. "

Resolution #07-15

Approved by the Faculty Senate: April 17, 2007

Approved by the Chancellor: June 4, 2007

Revision to the *ECU Faculty Manual*, Part VI.I.I.2.a.(8) in reference to parking privileges for retired faculty, to read as follows:

"8) Fully retired faculty may request a free B parking permit and may also park in spaces designated "Retired Faculty." Faculty in phased retirement and retired faculty who are re-employed by the university may request a free B parking permit and may upgrade the B permit to an A permit (by paying the price difference between an A and a B permit) while bypassing the wait-list, but may not park in spaces designated "Retired Faculty."

Resolution #07-16

Approved by the Faculty Senate: April 17, 2007

Approved by the Chancellor: June 4, 2007

Curriculum matters contained in the minutes of the April 12, 2007, University Curriculum Committee meeting.

Resolution #07-17

Approved by the Faculty Senate: April 24, 2007

Approved by the Chancellor: not applicable

Commendation for Professor Henry Ferrell as follows:

Whereas, Professor Henry Ferrell served with distinction as a Faculty Senator for 10 years; and

Whereas, Professor Henry Ferrell served two terms representing ECU on the UNC Faculty Assembly; and

Whereas, Professor Henry Ferrell has invested his time and much effort to activities that benefit all faculty at East Carolina University, possessing an outstanding record of service on Faculty Senate committees including Faculty Governance, Committee on Committees, University Budget, Faculty Grievance, Research/Creative Activity Grants, General Education, Agenda, Calendar, Libraries, Due Process, and Parking and Transportation; and

Whereas, Professor Henry Ferrell has served with dedication as University Historian, ably documenting the history of the institution and its many contributions to Eastern North Carolina in his two studies, *No Time for Ivy: East Carolina University 1907-2007* and *Promises Kept: East Carolina University, 1980-2007*.

Therefore Be It Resolved, that Professor Henry Ferrell has served the faculty of East Carolina University extremely well, exemplifying the institution's motto *Servire* during his 40 plus years at the University.

Be It Further Resolved, that the Faculty Senate commends Professor Henry Ferrell for his leadership and professionalism, and for upholding the principles of academic freedom and shared governance.

Resolution #07-18

Approved by the Faculty Senate: April 24, 2007

Approved by the Chancellor: not applicable

Request report from Major Frank Knight and others about proposed physical improvements being added throughout campus over the summer to aid in campus safety.

Resolution #07-19

Approved by the Faculty Senate: September 11, 2007

Approved by the Chancellor: October 10, 2007

Change the School of Nursing and School of Allied Health Sciences designations to Colleges.

Resolution #07-20

Approved by the Faculty Senate: September 11, 2007

Approved by the Chancellor: October 10, 2007

Revision to the School of Medicine's Unit Code of Operation.

Resolution #07-21

Approved by the Faculty Senate: October 9, 2007

Approved by the Chancellor: November 27, 2007

(excerpt from Chancellor's 11-27-07 letter: "While I will forward Resolution 07-21 to the Board of Governors for their consideration, I believe that no further action is required at this time because new, compromise language has recently emerged from meetings between the General Administration and the Faculty Assembly.")

Whereas, academic freedom and tenure are core values of the American academic system and thus are of significant concern to faculty; and

Whereas, the UNC system, as the oldest public university in the nation, has been and should continue to be a leader in best practices in academic; and

Whereas, the UNC Faculty Assembly has pointed out significant problems with key aspects of the revisions proposed by the "Code 603/604 Committee" (as of July 17, 2007), particularly those relating to institutional guarantees of tenure, grounds for discharge, utilization of post tenure review for discharge, and rights of "special faculty"; and

Whereas, the UNC Faculty Assembly has noted that there are areas in which the language of the proposed changes needs to be clarified in order to avoid possible future confusion and has developed alternative language to address its concerns with the "Code 603/604 Committee" proposal; and

Whereas, it is the view of both the UNC Faculty Assembly and the ECU faculty that the Code Review Committee's work exceeded its charge insofar as it included recommendations regarding post-tenure review processes that are inconsistent with policies reviewed and supported by the Assembly in late Spring 2007, as reported to the Board of Governors Committee on Personnel and Tenure in June 2007; and

Whereas, the UNC Faculty Assembly has sought additional review from faculty from the constituent UNC campuses.

Therefore Be It Resolved, that the ECU faculty affirms its support for UNC Faculty Assembly's criticisms of the changes proposed by the "Code 603/604 Committee" in its July 2007 draft.

Be It Further Resolved, that the ECU faculty requests that submittal of the "Code 603/604 Committee" recommendations be deferred so that appropriate Faculty Senate committees might have adequate

time to evaluate both the implications of the proposed changes for the status of academic tenure and the implications for administrating such changes within the academic units at this institution and respectfully invites the administration of ECU to join us with the request.

Resolution #07-22

Approved by the Faculty Senate: October 9, 2007

Approved by the Chancellor: not applicable

Revisions to the UNC Faculty Assembly Charter to read as follows:

1. Representation in the Assembly shall be apportioned among the constituent institutions of The University of North Carolina with regard to the number of full-time faculty and professional staff members in the service of each institution. Each institution shall select the number of delegates based on the percent that their full-time faculty comprise of the full system-wide faculty according to the following cut-offs: <2%, two (2) delegates; >2 and <5%, three (3) delegates; >5% and <10%, four (4) delegates; and >10%, five (5) delegates. At any time that the number of full-time faculty and professional staff members of an institution changes as to entitle it to a larger or smaller number of delegates under the foregoing formula, the number of its delegates forthwith shall be changed accordingly. An exception to this will be made at the time of change to the charter (spring '07 date) such that no institution will decrease its number of delegates in the year of the change to the formula. Every delegate to the Assembly shall be a full-time faculty or professional staff member of the institution he seeks to represent. The manner of selection of delegates shall be determined by the faculties of the respective institutions consistent with their institutional practices. It is highly recommended, however, that one of the delegates from each institution be the Chair of the faculty senate (faculty council) for that institution. Terms and rotation of delegates shall be specified in the bylaws.
2. The Assembly shall have a Chair and other such officers, who shall be chosen in such manner and for such terms, as the Assembly may provide its bylaws.
3. Each institutional delegation to the Assembly shall make available to the faculty of its institution the official minutes of the proceedings of the Assembly, together with the written report of the delegation.

Resolution #07-23

Approved by the Faculty Senate: October 9, 2007

Approved by the Chancellor: November 27, 2007

Request for discontinuance of the Early Childhood Certificate Program in the Department of Child Development and Family Relations, College of Human Ecology, Request to offer existing MAEd in B-K Education Online and a Request for Authorization to Establish Doctor of Audiology (AuD) Program, in the Department of Communication Sciences and Disorders, College of Allied Health Sciences.

Resolution #07-24

Approved by the Faculty Senate: October 9, 2007

Approved by the Chancellor: November 27, 2007

(excerpt from Chancellor's 11-27-07 letter: "This will be addressed by the Board of Trustees, as they reported early in this academic year. This is a personnel matter and, as such, the Board has authority over it.")

The Faculty Senate endorses the following principles on administrator evaluations and moves to have these principles transmitted, along with the latest draft of the instrument being proposed by the Faculty Governance Committee, to Chancellor Ballard and members of the Task Force on Administrator Evaluation.

- The Chancellor or his representatives is responsible for reviewing the administrative performance of the academic officers.
- The evaluation of administrators should be drawing on all informed sectors of the university community.
- The evaluation needs to be done periodically.
- The evaluation should be a collaborative endeavor involving the faculty, the administration and other campus constituencies.
- The evaluation must be constructive and developmental; its ultimate purpose should be to offer guidance on improving performance.
- There should be a commitment of all parties to a generally understood and agreed-upon procedure to carrying the review.
- According to the nature of the administrative post, there should be a distinction of the appropriate level of faculty involvement.
- The voice of the faculty is to be weightiest at the departmental and decanal level, and more diluted by the necessary presence of other institutional constituencies in the review of administrators above the level of dean.
- Faculty need to have reason to believe that their participation in the review has been meaningfully taken into consideration in the outcome.

Report on faculty input to the Chancellor
and his/her representatives in the evaluation of administrators

1. Introduction

The East Carolina University community believes every university employee deserves regular evaluation of his or her performance of professional duties as they relate to a formal job description and the university's needs. This process should be honest, open, and forthright; including an acknowledgment of the employee's achievements, as well as an assessment of his or her ability to match the university's expectations, and a determination of areas needing improvement.

The evaluation of ECU's administrators is the responsibility of the Board of Trustees, the Chancellor, or his/her representatives. In the evaluation of the academic officers, the input of the faculty is of primary consideration, although input from a variety of other groups is also necessary and must be received. In the evaluation of the Chancellor, the views of constituencies other than the faculty are as important as those of the faculty.

The procedures described in this policy are designed to serve the following purposes:

- to enable the faculty to provide input to academic administrators charged by the Board of Trustees or the Chancellor to conduct administrator evaluations;
- to provide information to administrators for the purpose of self-evaluation and improvement of performance;
- to facilitate communication between faculty and administration by providing procedures that stimulate faculty members to express their views of administrative performance;
- to provide faculty input to the appropriate appointing officer concerning the performance of the academic administrators;
- to facilitate shared governance.

2. Criteria to be used by members of the faculty in providing input in the administrative evaluation process, where applicable.

- a. Leadership - Promotes high standards in the areas of teaching, research/creative activity, and service; communicates priorities, standards, and administrative procedures effectively; articulates a vision for the future; communicates ideas in a clear and timely fashion to faculty, staff, and other University administrators; demonstrates listening skills; provides national and statewide visibility and recognition for the constituency; contributes to the leadership of the University and effectively advocates for all relevant constituencies.
- b. Shared Governance – Supports the principles of shared governance; adheres to the policies of the *ECU Faculty Manual* and other established governance documents.
- c. Planning - Works effectively with faculty and staff in identifying appropriate short-term and long-term goals, in setting priorities, and in focusing resources across all constituencies.
- d. Administration and Management - Oversees the recruitment and appointment of highly qualified faculty and staff; provides support for the successful recruitment and retention of administrators, faculty and staff; manages the administrative office effectively; seeks input and accepts responsibility for decisions; provides for effective budget management; works effectively with other administrative officers; makes decisions in a timely fashion.
- e. Diversity - Encourages diversity and implements mechanisms for attracting and retaining underrepresented groups; is responsive to cultural, ethnic, and gender diversity; demonstrates and encourages respect for all persons in the constituency and the University.
- f. Teaching – Supports and fosters a climate that promotes excellence in teaching.
- g. Research/Creative Activity – Supports and fosters a climate that promotes excellence in research/creative activities.
- h. Patient Care – Supports and fosters a climate that promotes an excellence in patient care.
- i. Service – Participates and encourages service activities related to the fulfillment of the University's mission.
- j. Development - Within the context of the administrative office, works to identify and pursue philanthropic support for the constituency; develops public and constituency support for the University.
- k. Personnel Development - Supports and defends academic freedom; provides guidance, support and resources for faculty and staff development, particularly in promotion, tenure and evaluation; demonstrates equitable judgment and action.
- l. Assessment - Effectively evaluates or assesses the units under his/her administration, acknowledges areas of excellence, and recommends areas where improvement is needed.

3. Timeframe

The reviewing officer shall inform the constituent faculty of the need for a Review committee at least 5 months prior to the faculty vote on the effectiveness of the administrator. The committee will present its final report to the reviewing officer before the vote occurs. In accordance with part F of Appendix L, the faculty vote on the effectiveness of the administrator shall occur by the end of March.

4. Appointment of faculty representation to a Review Committee for Administrator Evaluations

The East Carolina University faculty believe that it is important for the review of academic administrators to be conducted so as to include as many as possible of the faculty constituencies with whom an administrator works. The involvement of faculty in substantive ways is critical to an effective evaluation.

Faculty involvement in the review of administrators shall be initiated by the administrator charged by the Board of Trustees, the Chancellor, or his/her representatives to conduct the review (hereafter to

be named the reviewing officer). The review of the Chancellor shall be initiated by the Board of Trustees.-In September, the reviewing officer will notify the Chair of the Faculty to begin the faculty portion of the review process.

To be eligible to serve on a Review Committee, a faculty member must meet the definition of voting faculty as noted above in Section A of this appendix.

For the evaluation of the Chancellor, the faculty members of the Review Committee will be selected in the following way:

- a. The Committee on Committees, in consultation with the reviewing officer, will provide a slate of candidates for the Review Committee.
- b. The Faculty Senate will elect 7 voting faculty members to the Review Committee during the November Faculty Senate meeting every fourth year concurrently with the Board of Trustees' evaluation schedule.

For the evaluation of the Provost/Vice Chancellor for Academic Affairs and Student Affairs, Vice Chancellor for Health Sciences and Vice Chancellor for Research and Graduate Studies, seven faculty members of the Review Committee will be selected in the following way:

- a. The Committee on Committees, in consultation with the reviewing officer, will provide a slate of faculty candidates for each Review Committee representing the appropriate constituencies for the administrator being reviewed.
- b. The Faculty Senate will elect 4 voting faculty members to each Review Committee during the November Faculty Senate meeting.
- c. The Chancellor or his representative will appoint 3 members for each Review Committee.

For the review of Deans, Associate Deans, Directors of Academic Library Services and the Health Sciences Library, the faculty members of the Review Committee will be selected in the following way:

- a. The officer will designate a committee of at least 3 persons and no more than 7.
- b. At least two-thirds of this committee will be voting faculty members belonging to the entire constituency of the office whose administrator is under review, appointed by the Chair of the Faculty in consultation with the constituency and the reviewing officer, and voting at a meeting called for that purpose by the reviewing officer.
- c. The remainder of the committee (no more than one-third) will be chosen from other constituencies in a manner designated by the reviewing officer.

For the review of Chairs and Directors of Professional Schools, Centers, and Institutes with academic programs, the faculty members of the Review Committee will be selected in the following way:

- a. The officer will designate a committee of at least 3 persons and no more than 7.
- b. At least two-thirds of this committee will be voting faculty members belonging to the entire constituency of the office whose administrator is under review, elected by secret ballot by a majority of the voting faculty members of that constituency present, and voting at a meeting called for that purpose by the reviewing officer.
- c. The remainder of the committee (no more than one-third) will be chosen from other constituencies in a manner designated by the reviewing officer.

The reviewing officer may request that the officer under review suggest potential members of the Review Committee. Administrators should not be appointed to Review Committees when they are themselves undergoing review.

6. Procedures

The Review Committee is responsible for conducting its evaluation in accordance with the criteria established in Section 2. Criteria to be used by members of the faculty in providing input in the administrative evaluation process. The Review Committee is also responsible for the following procedural aspects of the review:

- a. Meet with the reviewing officer to whom it reports to receive advice regarding specific areas for review and persons to consult, and to determine a proper timeline for the review to assure that the faculty evaluation material is ready in time to be included in the entire evaluation document.
- b. Meet with the officer under review. At this time, the officer under review will submit the administrative performance portfolio (attachment), and may also suggest additional persons to consult. There should be no bar to further oral or written communication after this meeting.
- c. The committee may gather other information as suggested by the reviewing officer, the officer under review or at its own discretion; including, if appropriate, reviews by professionals outside the constituency regarding the performance of the officer under review in representing the officer's unit externally.
- d. The committee will determine a method of operation that allows maximum participation in a consistent way. The committee will submit that method to the entire constituent faculty as a public document. This document should:
 - i. State clearly how the review information will be sought.
 - ii. Specify the timeframe for written or oral evaluations of the performance of the officer under review by faculty.
 - iii. Specify procedures to address confidentiality in information supplied to the committee and to allow for anonymous input to the committee.
 - iv. Identify persons or groups with whom the committee wishes to speak.
 - v. Indicate openness to meetings with reasonable time limits with any individual or group that seeks access.

7. Review Reporting

Before the final faculty report is given to the reviewing officer, a draft of the report will be given to the administrator under review. It is appropriate to invite the administrator under review for an informal discussion of the findings. He or she shall be invited to prepare a written response. If he or she should choose to do so then any such response should be included with the final written report.

The Review Committee shall present a written report to the reviewing officer.

For Deans, Directors of Academic Centers and Institutes, and unit code administrators, the final written report should be available to voting faculty, upon permission of the administrator under review, prior to the faculty's vote on administrator's effectiveness. The final written report shall be forwarded to the reviewing officer at the same time as the report of the results of the unit faculty's vote on the administrator's effectiveness.

The faculty report should:

- a. Describe the main premises governing the report.
- b. State clearly what information was used, and the sources of this information in assessing performance in relation to the standards of evaluation.
- c. Give fair treatment both to the strengths and the weaknesses of administrator.
- d. Clearly state whether:
 - i. The review is positive.
 - ii. The Review Committee has areas of concern, in which case

recommendations for improvement should be provided.

iii. The review is negative.

The committee shall continue its work until it receives information on how the officer under review responds to constructive feedback and/or a final decision is made.

After meeting with the officer under review the Review Committee will provide its report to the reviewing officer.

8. After the review

The reviewing officer shall review the Review Committee's report and inform the officer under review, the Review Committee and the faculty of the unit of his or her conclusions. A negative review shall constitute a recommendation from the committee that the administrator be removed.

A decision to terminate an administrative officer's appointment ultimately rests with the Chancellor, although the recommendation is generally made by the appointing officer. If the administrative officer under review is the Chancellor, the decision to terminate shall be made by the Board of Trustees.

The reviewing officer will forward the report and his/her recommendation to the Chancellor. The reviewing officer or Board of Trustees shall publish a summary of the review, including a statement of actions taken as a result of the review. The summary shall include the principles, procedures, and criteria used in the review, but shall exclude any legally confidential information. (For a list of specific information that is appropriate to disclose see NC General Statutes #126-23.

Attachment

The administrative portfolio is prepared by the officer under review and documents his or her performance during the review period.

The administrative portfolio for the Review Committee shall include the following documents and statements:

1. Documents

- a. Cumulative Report for Reappointment, Promotion, and Tenure Form (see Part XII. of the ECU Faculty Manual);
- b. unit strategic planning progress reports during the review period;
- c. annual reports for the unit during the review period;
- d. administrator's annual report during the review period;
- e. annual faculty evaluation survey results during the review period (if such surveys are conducted for the officer under review);
- f. annual personnel evaluations by the supervisor of the officer under review performed during the review period.

2. Statements

The administrative portfolio shall include a reflective statement describing the officer-under-review's:

- a. administrative philosophy, strategies, and methodologies;
- b. attempted innovations and assessment of their effectiveness;
- c. a statement of objectives for the future of the administrative unit;
- d. a written summary statement prepared by the officer under review that documents his or her performance during the review period. The summary statement shall address the evaluation standards referenced in Section H.2. above.

Upon permission of the administrator under review, the above documents and statements shall be forwarded to the voting faculty a minimum of five working days prior to their vote. If permission is denied, an abridged administrative portfolio, which shall include at least the following documents and statements, will be forwarded to the voting faculty a minimum of five working days prior to their vote.

The abridged administrative portfolio for voting faculty review shall include at least the following documents and statements:

1. Documents

- a. Cumulative Report for Reappointment, Promotion, and Tenure Form (see Part XII. of the ECU Faculty Manual);
- b. unit strategic planning progress reports during the review period;
- c. annual reports for the unit during the review period.

2. Statements

The administrative portfolio shall include a reflective statement describing the officer-under-review's:

- a. administrative philosophy, strategies, and methodologies;
- b. attempted innovations and assessment of their effectiveness;
- c. a statement of objectives for the future of the administrative unit;
- d. a written summary statement prepared by the officer under review that documents his or her performance during the review period. The summary statement shall address the evaluation standards referenced in Section H.2. above.

Resolution #07-25

Approved by the Faculty Senate: November 6, 2007

Approved by the Chancellor: December 7, 2007

Fall 2007 Graduation Roster, including honors program graduates.

Resolution #07-26

Approved by the Faculty Senate: November 6, 2007

Approved by the Chancellor: December 7, 2007

with an amendment (noted in ~~strikethrough~~ and **bold**) to Part VI. Section I.2.b.

Revisions to the *ECU Faculty Manual*, Part VI. relating to emeritus status, as follows:

Delete the following, noted by ~~strikethrough~~, in Part VI. Section I.I.1. because it does not relate to insurance and conflicts with text currently in Appendix C. Section I.D.4.

Part VI. Section I.I.1.

"I. Retirement

1. Insurance

~~Upon receiving written confirmation of intent to retire by a tenured faculty member with ten or more years of full-time service to East Carolina University, the unit head shall notify the unit personnel committee which, in turn, may recommend granting the retiree emeritus status. Its decision shall then be forwarded to the unit head and other appropriate administrative officers in the same manner as other personnel recommendations for their concurrence or~~

~~nonconcurrency.~~ All full-time employees of the university with a permanent appointment must participate in the North Carolina Teachers' and State Employees' Retirement System with the exception that employees who hold faculty rank are eligible to choose between the North Carolina Teachers' and State Employees' Retirement System (TSERS) or the Optional Retirement Program (ORP). When first employed or when given a permanent appointment, all employees should contact the department of Human Resources to be enrolled in the retirement system. Once the eligible employee has made a choice and enrolled in the system he or she selects, the decision will be irrevocable. It is not possible to change from one program to the other during employment in an eligible position. All members of TSERS or ORP will contribute 6 percent of their earnings, including summer session salaries. All retirement contributions to either TSERS or to ORP are tax sheltered from federal and state withholding taxes. For those who teach a regular nine-month school term and who are active members of TSERS, one year of creditable service is allowed for retirement purposes. The employee in TSERS should apply for retirement benefits at least thirty days but not more than ninety days prior to the effective date. Arrangements for retirement should be made at the university department of Human Resources. For those in ORP, individual guidance from the ORP representatives is always available. A few months before retirement age, the employee will receive information and specific figures for options in regard to retirement benefits from ORP."

Add the following, noted in **bold print** to Part VI. Section I.2.b. to provide clarity.

Part VI. Section I.2.b.

"b. Upon the recommendation of the unit personnel committee, unit head, ~~and~~ appropriate dean, ~~and the~~ appropriate vice chancellor, **the chancellor** may grant the faculty retiree emeritus status (**as defined in Appendix C.**) which includes the items listed above under Section I.1.2.a. and, in addition, the following privileges:

- 1) Access to recreational facilities under the same conditions as active faculty.
- 2) Continuance of eligibility to march, wearing appropriate regalia, in University commencement exercised and other University formal processions, as active faculty.

(Faculty Senate Resolution #98-25, October 1998)"

Resolution #07-27

Approved by the Faculty Senate: November 6, 2007

Approved by the Chancellor: December 7, 2007

Curriculum matters contained in the minutes of the [October 11, 2007](#), University Curriculum Committee meeting.

Resolution #07-28

Approved by the Faculty Senate: November 6, 2007

Approved by the Chancellor: not applicable

Resolution on ECU SPA Employees that reads as follows:

Whereas, the University has adopted several new computer applications in the last several years (including CommonSpot, the PeopleAdmin system, Banner Student, Banner Finance, Banner HR, and Sedona).

Therefore Be It Resolved, that the Faculty Senate expresses its sincere praise and appreciation for the diligent hard work put forth by ECU SPA employees to overcome the difficulties associated with each of these transitions.

Be It Further Resolved that the Faculty Senate recognizes that the University could not operate without these important members of the ECU team.

Resolution #07-29

Approved by the Faculty Senate: November 6, 2007

Approved by the Chancellor: not applicable

Resolution on James LeRoy Smith that reads as follows:

- Whereas, James LeRoy Smith has been a champion of shared governance as a faculty member, Chair of the Faculty, Faculty Assembly representative, and in various administrative capacities; and
- Whereas, James LeRoy Smith has been a beacon of integrity, reasoned discourse, and receptiveness to faculty input and dialogue within our administration; and
- Whereas, James LeRoy Smith has been an anchor for ECU during periods of turbulence and transition; and
- Whereas, James LeRoy Smith's dedication to teaching is well known; and
- Whereas, throughout his career, his unflagging and tireless dedication to East Carolina University, the region of Eastern North Carolina and the people of this state have demonstrated James LeRoy Smith to be the personification of ECU's motto "*Servire*".

Therefore, Be It Resolved, that the membership of the Faculty Senate of East Carolina University expresses its profound respect for and gratitude to Professor James LeRoy Smith, and wishes him well on his return to full-time teaching and research.

Resolution #07-30

Approved by the Faculty Senate: December 4, 2007

Accepted by the Chancellor: January 28, 2008 ([link to actual letter](#))

UNC Faculty Assembly Resolution that reads:

- Whereas, the UNC Tomorrow initiative is of crucial importance to the State of North Carolina, the University System, and East Carolina University; and
- Whereas, more than 1000 faculty members from throughout the System have recently attended faculty listening forums and have followed the progress of the UNC Tomorrow Commission and the Scholars Council in other ways; and
- Whereas, the Faculty Assembly has requested each campus to have substantial faculty involvement in the next stage of the UNC Tomorrow initiative effective.

THEREFORE, BE IT RESOLVED, that

1. The Faculty Senate requests Chancellor Ballard to constitute campus UNC Tomorrow Response Teams so as to include at least 50% of their membership drawn from the non-administrative faculty. At least half of the faculty serving in this capacity will be appointed by the Faculty Senate.
2. The Faculty Senate will address key issues raised by the UNC Tomorrow initiative at the January 2008 meeting.
3. The Faculty Senate will work with the Faculty Assembly in its efforts to move forward with key initiatives related to UNC Tomorrow.
4. The Faculty Senate will devote time and attention supporting the Faculty Assembly in its efforts to address key focal areas during spring semester 2008.

Resolution #07-31

Approved by the Faculty Senate: December 4, 2007

Approved by the Chancellor: not applicable

2008-2009 Faculty Senate and Agenda Committee Meeting Dates, as follows:

Agenda Committee will meet:	Faculty Senate will meet:
August 26, 2008	September 9, 2008
September 23, 2008	October 7, 2008
October 21, 2008	November 4, 2008
November 18, 2008	December 2, 2008
January 13, 2009	January 27, 2009
February 10, 2009	February 24, 2009
March 17, 2009	March 31, 2009
April 7, 2009	April 21, 2009
	April 28, 2009
	Organizational Meeting

Resolution #07-32

Approved by the Faculty Senate: December 4, 2007

Approved by the Chancellor: January 28, 2008

Request to establish minors in Clinical Microbiology, Clinical Chemistry and Hematology, Hematology and Immunohematology, and Clinical Laboratory Science Generalist, Department of Clinical Laboratory Science, College of Allied Health Sciences.

Resolution #07-33

Approved by the Faculty Senate: December 4, 2007

Approved by the Chancellor: January 28, 2008

Approved by the Board of Trustees: February 15, 2008

Revision to the *ECU Faculty Manual*, Appendix C. relating to emeritus status, as follows:

Add the following, noted in **bold print** to Appendix C. Section I.D.4. to provide additional clarity.

Appendix C. Section I.D.4.

"4. Emeritus status

The titles "emeritus" and "emerita" ~~will~~ **may** be conferred upon those retired faculty **with ten or more years of service to East Carolina University**, including those on Phased Retirement, who have made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.

Resolution #07-34

Approved by the Faculty Senate: December 4, 2007

Approved by the Chancellor: January 28, 2008

Revision to the *ECU Faculty Manual*, Part VI.H. Phased Retirement, as follows:

Replace the current text with the new text noted below to allow for ongoing updates of this program.

"H. Phased Retirement

Participation in East Carolina University's Phased Retirement Program is available to tenured faculty who meet University of North Carolina Program eligibility criteria. Information on the Program, including policies, guidelines, and applicable forms are available on the office of academic affairs personnel forms web page and from the offices of the academic deans, the provost/vice chancellor for academic and student affairs, and the vice chancellor for health sciences."

Resolution #07-35

Approved by the Faculty Senate: December 4, 2007

Approved by the Chancellor: January 28, 2008

Curriculum matters contained in the minutes of the [October 25, 2007](#), Committee meeting.

Resolution #08-01

Approved by the Faculty Senate: January 29, 2008

Approved by the Chancellor: February 20, 2008

Request to establish photography as an area of concentration within the Master of Fine Arts degree, School of Art and Design; Notice of Intent to Plan Bachelor of Science in Applied Atmospheric Science and Bachelor of Science in Geographic Information Science and Technology, Department of Geography; Notice of Intent to Plan Master of Science in Security Studies, Department of Political

Science; Certificate title change - Department of English, Graduate Certificate in Multicultural Literatures to Graduate Certificate in Multicultural and Transnational Literatures; Degree program department title change – Department of Pharmacology to Department of Pharmacology and Toxicology; Degree program title change - Department of Recreation and Leisure Studies, Management of Recreation Facilities and Services (MRFS) to Recreation and Park Management (RPM).

Resolution #08-02

Approved by the Faculty Senate: January 29, 2008

Approved by the Chancellor: February 8, 2008

Curriculum matters contained in the minutes of the [November 8, 2007](#) and [December 13, 2007](#), Committee meetings.

Resolution #08-03

Approved by the Faculty Senate: January 29, 2008

Approved by the Chancellor: February 20, 2008

Proposed new [Department of Nutrition and Dietetics'](#) Unit Code of Operation and revised [College of Nursing's](#) Unit Code of Operation

Resolution #08-04

Approved by the Faculty Senate: February 19, 2008

Approved by the Chancellor: **accepted with note**

Department of Economics' request for intent to plan a Ph.D. program, Department of History's request to add a new concentration in Atlantic World history to the department's MA in History, Department of Geography's request to add a Graduate Certificate in Geographic Information Science and Technology, and College of Arts and Sciences' request for an Interdisciplinary Minor in Leadership Studies.

Resolution #08-05

Approved by the Faculty Senate: February 19, 2008

Approved by the Chancellor: **approved with exception to Sections VI.C. and VI.D.**

Revised [Health Sciences Library Unit Code of Operation](#).

Resolution #08-06

Approved by the Faculty Senate: February 19, 2008

Approved by the Chancellor: April 3, 2008

Curriculum matters contained in the minutes of the [January 24, 2008](#), Committee meeting

Resolution #08-07

Approved by the Faculty Senate: February 19, 2008

DENIED by the Chancellor: February 22, 2008 (link to [response](#))

Resolution on faculty participation in administrative task forces charged with *ECU Faculty Manual* evaluation and revision that reads as follows:

Whereas, it has been recognized that faculty must play a critical role in the implementation of academic policies and procedures, and therefore must also be intimately involved in the preparation of those policies and procedures, and

Whereas, such procedures and policies are being developed by administrative task forces across campus, and

Whereas, if these policies and procedures are to succeed it is critical that they be developed and approved via the established mechanisms of shared governance.

Therefore be it resolved, that the Faculty Senate calls upon the ECU administration to work within our established shared governance structure to involve faculty, Faculty Senate committees, and the Faculty Senate in task forces that are charged with evaluating and revising polices currently included in the *ECU Faculty Manual*.

Be it further resolved, that to ensure such involvement, the Faculty Senate requests that 50% of the membership of the task forces be non-administrative faculty, and that the appointment of faculty members to task forces be at the discretion of the Faculty Senate.

Resolution #08-08

Approved by the Faculty Senate: February 19, 2008

Approved by the Chancellor: April 3, 2008

Because of a series of transitional problems, the Faculty Senate believes that the Student Opinion of Instruction Survey (SOIS) results for Fall 2007 may show greater variability than data from other semesters and should be used with caution taking into account factors such as response rates for individual sections and a careful comparison with other indicators of teaching performance.

Resolution #08-09

Approved by the Faculty Senate: March 18, 2008

Approved by the Chancellor: April 24, 2008

Approved by the Board of Trustees: April 18, 2008

Spring 2008 Graduation Roster, including honors program graduates, subject to the complete of degree requirements.

Resolution #08-10

Approved by the Faculty Senate: March 18, 2008

Approved by the Chancellor: April 24, 2008

Foundation Curriculum Credit for ETHN 3501: Selected Topics in Ethnic Studies, Social Science and ETHN 3502: Selected Topics in Ethnic Studies, Humanities.

Resolution #08-11

Approved by the Faculty Senate: March 18, 2008

Approved by the Chancellor: April 24, 2008

Summer 2009-Spring 2010 [University Calendars](#).

Resolution #08-12 **LATER RESUBMITTED WITH REVISIONS
as #09-19 and #10-83**

Approved by the Faculty Senate: March 18, 2008

Edited by the Chancellor: September 30, 2008 (link to [response](#))

Rescinded by the Chancellor: November 3, 2008 (link to [response](#))

Revisions to the *ECU Faculty Manual*, [Appendix C](#). Personnel Policies and Procedures for the Faculty of ECU.

Resolution #08-13

Approved by the Faculty Senate: March 18, 2008

Approved by the Chancellor: not applicable

Revised 2008/2009 [Teaching Grant Application](#) Process.

Resolution #08-14

Approved by the Faculty Senate: March 18, 2008

Approved by the Chancellor: May 21, 2008 ([with exceptions](#))

(Refer to later Resolution #08-38, September 2008)

Revised [Psychology Unit Code](#) of Operation.

Resolution #08-15

Approved by the Faculty Senate: March 18, 2008

Approved by the Chancellor: April 24, 2008

Curriculum matters contained in the minutes of the [February 14, 2008](#) and [February 28, 2008](#), meetings.

Resolution #08-16

Approved by the Faculty Senate: March 18, 2008

Approved by the Chancellor: not applicable

Revised University Curriculum Committee's Banking Form and Course Proposal Form.

Resolution #08-17

Approved by the Faculty Senate: April 22, 2008

DENIED by the Chancellor: August 13, 2008 (link to [response](#))

WHEREAS, faculty input has been widely recognized as necessary for the success of UNC Tomorrow.

THEREFORE BE IT RESOLVED, that ECU's Response to the UNC Tomorrow Report be provided to the Faculty Senate prior to May 1, 2008.

BE IT FURTHER RESOLVED, that the Chair of the Faculty solicit a reaction to the campus' response to the UNC Tomorrow Final Report from the faculty of the institution and submit it to Faculty Assembly by May 30, 2008.

BE IT FURTHER RESOLVED, that ECU's Response and Faculty Senate's response be posted on ECU's Faculty Senate website and the Faculty Assembly website.

BE IT FURTHER RESOLVED, that the UNC General Administration actively involve the UNC Faculty Assembly Executive Committee as it reviews and acts on these reports.

Resolution #08-18

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: May 21, 2008

Academic Awards Committee's response to the UNC Tomorrow Report, as follows:

As requested by the Chair of the Faculty, the Academic Awards Committee at our meeting on March 6, 2008, discussed the UNC Tomorrow Report and formulated this response to the areas of the report that were related to our charge.

Our discussion centered on recommendation 5.3:

"UNC should lead the campuses in a refinement and adjustment of the tenure, promotion, and incentive system to place greater value on faculty involvement and engagement in applied research and outreach that will enhance the state's competitiveness without decreasing support for teaching, basic research and scholarship."

Viewing our committee as part of the incentive system for faculty, we had a discussion of how the scholarship of teaching, learning, and engagement is evaluated in the existing awards.

The committee agreed that the creation of a new award(s) for scholarship of engagement (in the sense of applied research and teaching) should be pursued in order to give faculty incentive to be productive in this area. However, in order to preserve support for basic research and scholarship, the committee felt that existing criteria for research awards should remain as they are.

Resolution #08-19

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: not applicable

Referred the proposed revisions to the *ECU Faculty Manual*, Appendix C. Section III. Evaluation in reference to the Student Opinion of Instruction Survey to the Academic Standards Committee and Faculty Governance Committee for further consideration.

Resolution #08-20

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: August 13, 2008

Proposal for faculty access to Student Opinion of Instruction Survey information on the Web, as follows:

In an effort toward conservation and to facilitate reporting the results of the SOIS, IPRE would like to implement online access to SOIS data for faculty members. This would allow a more secure way of handling this sensitive information and provide easy access for faculty to review the results for all their courses in one location and ultimately across numerous semesters. Providing online access to the results would also allow for a quicker turn-around time thus enabling faculty to utilize the feedback in a more timely fashion.

The most important issue is safeguarding access to the results. For Fall 2008, the instructor reports (and comments) would be available for access online so that instructors can see their own results and comments. The supervisor would be enabled to access the instructor reports only (but not the

comments). In the future summary reports would also be accessible online to the appropriate administrator with comparable security safeguards in place.

Resolution #08-21

Approved by the Faculty Senate: April 22, 2008

ACCEPTED by the Chancellor as **NON-BINDING**: August 13, 2008 (link to [response](#))

[Guidelines for Outcome Assessment of Foundations Courses](#)

Resolution #08-22

Approved by the Faculty Senate: April 22, 2008

DENIED by the Chancellor: August 1, 2008 (link to [response](#))

[Resolution on Undergraduate Retention](#)

Resolution #08-23

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: July 25, 2008

forwarded to Vice Chancellor Deirdre Mageean for inclusion in the on-going deliberations of the ECU Response Team to UNC Tomorrow (Phase II)

Continuing and Career Education Committee's response to the UNC Tomorrow Report, as follows:

According to its charge, the Continuing and Career Education Committee addresses issues relating to 4.1 (Global readiness), 4.2 (Citizen access to higher education), and 4.3 (Improving public education) of the UNC Tomorrow document.

This statement specifically addresses the following points:

4.2.1 (Citizen access to higher education)

The Continuing and Career Education Committee takes pride in East Carolina University's standing as the largest provider of distance education in the UNC system. ECU is committed to continuing as the model for comprehensive Continuing and Career Education delivery. We will continue to maintain and expand online distance learning in Eastern North Carolina regions. ECU dedicates significant resources to outreach to the military community in NC. We must continue to advocate for firm legislative support for comprehensive broadband availability to all persons.

4.2.3 (UNC as a model for accommodating persons with disabilities)

East Carolina University has much to offer children and adults with disabilities in Eastern North Carolina. The University has policies and practices that ensure that websites, online programs, and content where appropriate are ADA compliant.

4.3 (Improving public education)

ECU's Office of Teacher Education has established the Walter and Daisy Carson Latham Clinical Schools Network. This is a partnership between East Carolina University and 31 public school systems in eastern North Carolina which provides access to quality clinical settings for teacher education as well as opportunities for professional development. ECU continues to work through bureaucratic impediments to increase the effectiveness of collaborative programs and to develop additional partnerships.

Resolution #08-24

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: May 21, 2008

Request for a new Concentration Area in Theatre for Youth, School of Theatre and Dance, College of Fine Arts and Communication; Request for a Name Change of the Minor being offered, from "Management of Recreation and Facilities Services" (MRFS) to "Recreation and Park Management" (RPM), Department of Recreation and Leisure Studies, College of Health and Human Performance; Notification of an Intent to Plan a Master of Science in Sustainable Tourism, North Carolina Center for Sustainable Tourism, Division of Research and Graduate Studies; Request to add Graduate Certificate programs in Health Care Administration and Health Informatics within the Department of Health Services & Information Management's, College of Allied Health Sciences; Request to add new certificates in Global Understanding and Global Understanding with Distinction within International Studies', College of Arts and Sciences; Request to change the title of the Ph.D. in Bioenergetics to Bioenergetics and Exercise Science within the Department of Exercise and Sports Science, College of Health and Human Performance; Request to add a Graduate Certificate in Deaf-Blindness within the Department of Curriculum and Instruction, College of Education; Request to establish new M.A. concentrations in English Studies, Creative Writing, Linguistics, Literature, Multicultural and Transnational Literatures, Rhetoric and composition, Teaching English to Speakers of Other Languages [TESOL], and Technical and Professional Communication within the Department of English, College of Arts and Sciences; Request to establish new minors in Architectural Design Technology and Mechanical Design Technology within the Department of Technology Systems, College of Technology and Computer Science; Request to establish a minor in Recreational Therapy within the Department of Recreation and Leisure Studies, College of Health and Human Performance.

Resolution #08-25

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: July 25, 2008

forwarded to Vice Chancellor Deirdre Mageean for inclusion in the on-going deliberations of the ECU Response Team to UNC Tomorrow (Phase II)

Educational Policies and Planning Committee's response to the UNC Tomorrow Report, as follows:

The Educational Policies and Planning Committee (EPPC) considers relevant to our charge part 5.2 of the UNC Tomorrow Report, which states the need to "streamline the academic planning process", "eliminate unnecessary duplication", and create seamless UNC articulation or "integration" of course credit.

The EPPC believes that curriculum and program development is a faculty responsibility. Any system-wide changes to the planning process must reflect that principle. In addition, if programs are to be reviewed for elimination on grounds of productivity or duplication, the EPPC will need to draft formal guidelines on what criteria other than productivity statistics will be used to draft our recommendation to the chancellor on such matters. Furthermore, any articulation of course credit or degree requirements must be achieved through faculty committees, respecting each institution's mission and the strengths and goals of individual academic units.

Resolution #08-26

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: July 25, 2008

forwarded to Vice Chancellor Deirdre Mageean for inclusion in the on-going deliberations of the ECU Response Team to UNC Tomorrow (Phase II)

Faculty Governance Committee's response to the UNC Tomorrow Report, as follows:

We have determined the extent of our involvement in response to the *UNC Tomorrow Report* according to the timeline that we received when asked to write the present document. It should be noted that according to that timeline, Faculty Governance should be/have been involved in the following:

Phase I

- Preliminary Information for Development of a 10-Year Enrollment Plan—Due February 2008
- Final Draft on 10-Year Enrollment Plan—Due March 2008
- Report on Plans to Respond to Outreach and Engagement Recommendations—Due May 2008
- Report on Proposed Changes to Internal Policies and Processes—Due May 2008

Phase II

- Report on Faculty and Staff Recruitment and Retention—Due December 2008
- Report on Review of Tenure and Rewards Systems—Due December 2008

Impact on Faculty Governance Committee Charge

The *UNC Tomorrow Report* does not affect our charge. However, it will have an impact on the management of the committee's responsibilities and workload.

The tight timelines established for Phases I and II for responses to the report clearly indicate that there will be short reaction/action times. In order for Faculty Governance to respond adequately to the request from General Administration and our own campus, the following will be necessary:

1. Involvement of Faculty Governance in all the stages of the creation of the different reports. However, as indicated below, Faculty Governance has not been involved in any of the activities that ECU has conducted to regarding Stage I. If this is not resolved, then it will not be possible to fulfill step number 2.
2. Timely response from Faculty Governance in the drafting of policies. If Faculty Governance does not respond in a timely manner policies could be developed or implemented without Faculty Governance, or even without seeking Faculty Senate approval.

Faculty Governance Committee and Phase I

•10-Year enrollment plan

While the Faculty Governance Committee, per se has not been involved in the Strategic Enrollment Management Task Force, the Chair of the Faculty and multiple other faculty members have been involved and are expected to provide the appropriate linkage and communication with the Faculty Governance Committee. As this Task Force proceeds, matters related to faculty workload; retention

and recruitment of faculty; promotion and tenure; and balance of fixed term and tenure-track faculty will be of concern to the Faculty Governance Committee.

- UNC Tomorrow Report on Outreach and Engagement Recommendations

Vice Chancellor Mageean informed Faculty Governance of the need for our committee to work on this during the Fall of 2007. While this happened regarding the “Engaged University” Carnegie classification, the work will be the same. We need to study what changes, if any, may be necessary to Appendices C and D of the *ECU Faculty Manual* to assure that the outreach and engagement activities of faculty are appropriately rewarded in annual evaluations, in advancement in title for fixed-term faculty, and in tenure and promotion of tenured and tenure-track faculty. ECU’s Academic Council is aware that this is the top priority issue for Faculty Governance next academic year.

- Proposed changes to Internal Policies and Processes

We anticipate that the Faculty Governance Committee will be contacted very soon and will be involved in any aspects of this report. The Chair of the Faculty and multiple other faculty members have been involved and are expected to provide the appropriate linkage and communication with the Faculty Governance Committee. We are aware of the existence of a Task Force on University Policies and Procedures, but we have not been asked to cooperate with it. The future involvement of Faculty Governance in this issue was detailed in the February 18 Joint statement by Chancellor Ballard and Chair of the Faculty Taggart. Point 3.a. reads: “We share a commitment that faculty leaders, the Governance Committee, and top administrators will work together expeditiously to develop a University Policies and Procedures manual that will provide clear guidance on areas in which policies are needed to ensure that the ECU operates effectively and transparently.” Point 3.b reads: “The Governance committee will participate in development of campus policies that are pertinent to faculty responsibilities.” Our involvement was further reaffirmed in the Faculty Senate meeting of March 19, 2008 when Chair Taggart, with the consent of Chancellor Ballard, clarified that all policies pertinent to faculty responsibilities would go to Faculty Governance and then to Faculty Senate for approval. We expect that Chancellor Ballard (or his representative) will provide us with a timeline and a list of duties in the near future.

Faculty Governance Committee and Phase II

- Faculty and staff recruitment and retention

The Faculty Governance Committee will be involved in generating this report. Faculty Governance has already addressed the following areas:

Recruitment and Retention of Faculty

Faculty Governance has actively participated in the past in workshops and information sessions regarding recruitment and retention of faculty, and we will continue to do so. We, together with the Chief Diversity Officer, are in the early stages of planning a workshop(s) for hiring diverse faculty. While participation in these workshops is not part of our charge, we view it as essential in maintaining one of the basics tenets of shared governance: hiring of faculty is a faculty responsibility.

Joint Appointments

Potentially, revisions to the *ECU Faculty Manual* regarding joint appointments could have an impact on faculty recruitment and retention. Faculty Governance has been working on this since Spring of 2006. In Fall of 2007 we formed a sub-committee to study the matter. Due to our heavy agenda, the sub-committee has not been able to report This academic year, but joint appointments remain in our agenda for next academic year.

•Report on Review of Tenure and Reward Systems

Please see Outreach and Engagement Recommendations in Phase I regarding this issue and Faculty Governance. This semester we added to our agenda for the Fall 2008 revisions to the *ECU Faculty Manual* regarding post-tenure review.

Conclusion

The UNC Report will have no effect on our charge, but underlines the need to speed our work regarding the Tenure and Reward Systems, especially regarding Outreach and Engagement. The committee accepts this responsibility and looks forward to active participation.

Resolution #08-27

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: May 21, 2008

Revisions to *ECU Faculty Manual*, Part XII.B.2.a. and Part XII.B.3.a. to read as follows:

(addition noted in **bold** print, deletion noted in ~~striketrough~~):

“The Personnel Action Dossier shall include the following items:

A.

B. Recommendations

1. For reappointment:

.....

2. For tenure:

a. **One cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Tenure Committee. A draft of this cumulative evaluation, to be completed after the candidate turns in the PAD, should be available for discussion by the entire Tenure committee before the vote.**

~~A cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Tenure Committee.~~

b. A cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit administrator.

c. Unit Tenure Committee's recommendation, signature of the chair of the unit Personnel Committee, and date

d. Unit administrator's recommendation, signature, and date

e. Dean's recommendation, signature, and date

f. Provost/Vice Chancellor's recommendation, signature, date

3. For promotion:

a. **One cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Promotion Committee. A draft of this cumulative evaluation, to be completed after the candidate turns in the PAD, should be available for discussion by the entire Promotion committee before the vote.**

~~A cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Promotion Committee.~~

b.

Resolution #08-28

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: May 21, 2008

Revised [School of Communication](#) and [School of Medicine](#) Unit Codes of Operation and new [Department of Hospitality Management](#) Unit Code of Operation.

Resolution #08-29

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: May 21, 2008

Revised [Health Sciences Library](#) Unit Code of Operation.

Resolution #08-30

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: May 21, 2008

Revised [General Guidelines for Writing and Revising A Unit Code of Operation](#).

Resolution #08-31

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: July 25, 2008

forwarded to Vice Chancellor Deirdre Mageean for inclusion in the on-going deliberations of the ECU Response Team to UNC Tomorrow (Phase II)

University Budget Committee's response to the UNC Tomorrow Report, as follows:

WHEREAS, the Scholarship of Engagement is a key component of the University of North Carolina Tomorrow; and

WHEREAS, East Carolina University has always been historically engaged with its local, regional, state, a nation and international constituents.

THEREFORE BE IT RESOLVED, that the Faculty Senate request that the Chancellor and the Board of Trustees develop an adequate funding and reward model for the Scholarship of Engagement.

BE IT FURTHER RESOLVED, that the Faculty Senate encourages the Chancellor and the Board of Trustees to allocate an initial funding of \$300,000 annually for Seed Grants for Engagement (\$30K to 10 faculty).

BE IT FURTHER RESOLVED, that the Faculty Senate, in cooperation with the Chancellor and the Board of Trustees, develop a reward model for those who participate in the Scholarship of Engagement (with emphasis on tenure, promotion and merit as the primary reward mechanism).

BE IT FURTHER RESOLVED, that the Faculty Senate request the Chancellor and the Board of Trustees develop a better tracking model so that East Carolina University can showcase current and future examples of the Scholarship of Engagement.

Resolution #08-32

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: not applicable

WHEREAS, the so-called "BD-119" has provided EPA employees of East Carolina University with important salary information; and

WHEREAS, this information is a public record; and

WHEREAS, this was made available in the past to EPA employees; and

WHEREAS, this information has not yet been provided on a stable platform for the academic year 2007-2008; and

WHEREAS, this information for 2007-2008 was made briefly available to some staff and not other the week of March 17th, 2008; and

WHEREAS, a key component of confidence in an administration is transparency of information.

THEREFORE BE IT RESOLVED, that the Faculty Senate, through its delegates to the University of North Carolina Faculty Assembly, urge the President of the University of North Carolina to request the Chancellors of the 17 constituent institutions of the University of North Carolina make available to their EPA employees the salary information that was formerly released in the so-called "BD-119" in a timely and transparent manner. It is requested that the President should also note that such timely and transparent release is a key component of confidence in the administration.

Resolution #08-33

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: May 21, 2008

Curriculum matters contained in the minutes of the [March 27, 2008](#) and [April 10, 2008](#), committee meetings.

Resolution #08-34

Approved by the Faculty Senate: April 22, 2008

Approved by the Chancellor: July 25, 2008

forwarded to Vice Chancellor Deirdre Mageean for inclusion in the on-going deliberations of the ECU Response Team to UNC Tomorrow (Phase II)

University Curriculum Committee's response to the UNC Tomorrow Report, as follows:

There are a number of items in the UNC Tomorrow Report which relate to the structure and development of curricula in the programs of East Carolina University, in accord with the stated objectives of the *UNC Tomorrow* program.

Our review of the items designated as curriculum committee matters finds them worthy of the efforts of our faculties and administration, including the University Curriculum Committee as colleagues and agents of both, but finds that these items regard the structure and development of ECU curricula from a perspective rather different from those viewpoints from which we have been accustomed to considering curricular change.

The University Curriculum Committee of East Carolina University, as constituted and charged, has been accustomed to seeing proposed changes in ECU curricula originating from the 'bottom' up. That is, from faculty members by way of their departments, colleges or schools. Our oversight of, and input to, the process has been related to ensuring consistency and coherence of new curricular proposals with that of existing curricular structures and the representation thereof in University course catalogs. We seek to avoid unnecessary duplication, to reward collaborative interactions, to facilitate modernization with student futures foremost in mind, and to maximize the teaching and learning experience in our course offerings for both students and faculty. We ask faculty to frame requested changes in terms of motivation and anticipated outcome(s) so that we are in the best position to respond to and support their proposed curricular offerings.

A group might be created with the responsibility for catalyzing by suggestion and practical support the kinds of curricular changes suggested in the *UNC Tomorrow report*. However, it will remain the responsibility for faculties to know how best to advance the teaching of their respective disciplines, and to evaluate any related suggestions that might come from such a group. Those are the duties in performance of which we claim academic freedom.

We would consider it worthy and consistent with our best purposes to include in our considerations, i.e. to ask faculty to include in their justifications, some information about how their various proposals address these stated objectives of the *UNC Tomorrow Initiative* (when in their final form they may be elevated to the level of University policy).

In recent years, an important feature of the University Curriculum Committee's operations has been the establishment of our Liaison Program, whereby each academic unit has a Liaison trained to optimize proposals for curriculum changes and to facilitate their passage through the Committee. It occurs to us that, in support of these objectives, we could inculcate an appreciation for these long-term objectives in the training of the liaisons, and incorporate an opportunity for a statement of having considered those objectives in the justification requested of the faculty.

In addition, the UCC has been working alongside the GCC and the Office of Academic Programs to provide regular curriculum development workshops for interested faculty. These workshops might also be a place where additional training and focus could be given to the *UNC Tomorrow Initiative*.

By working with the liaisons and continuing in the development of the workshops, the development of curriculum at ECU can continue in a "bottom up" manner while reinforcing the goals of the *UNC Tomorrow Initiative*.

Resolution #08-35

Approved by the Faculty Senate: April 22, 2008

DENIED by the Chancellor: August 1, 2008 (link to [response](#))

University Environment Committee's response to the UNC Tomorrow Report, as follows:

The University Environment Committee recommends that ECU pursue the following initiatives, which accord with the recommendations of the *UNC Tomorrow Report*, pp. 32-34, § 4.6 to 4.6.3 "Our Environment":

1. Approve and distribute to students, faculty, and staff the sustainability and conservation survey created by Dr. Shereif Sheta and Dr. Robert Chin.
2. Develop a website detailing sustainability practices and initiatives at ECU and feature this site prominently on the ECU homepage.

3. Create an Office of Campus Sustainability under the direction of Facilities Services and hire a full-time sustainability coordinator with administrative staff to publicize existing practices and coordinate new initiatives. This Office should perform the following:
 - promote energy and natural resource conservation, as well as energy efficiency projects
 - promote public awareness of conservation issues, along with campus conservation initiatives
 - serve as a liaison with the City of Greenville and other government agencies regarding conservation and the environment
 - help plan and design energy-efficient buildings and transportation links
 - promote recycling across campus
 - educate the university community about how to reduce energy and resource consumption
 - relay student staff and faculty suggestions to university departments that can implement changes
 - periodically report on conservation, energy efficiency improvement efforts, recycling efforts, and other sustainability efforts to the university and the public
 - maintain a sustainability website to educate the university community about sustainability
4. Establish a Sustainability Committee to focus on education and research. This committee should promote the inclusion of sustainability issues in the curriculum, as well as faculty research in areas related to sustainability. The committee should monitor efforts in both areas and report progress to the university.
5. Continue to replace old windows, doors, etc. and to insulate campus buildings to decrease campus energy consumption.
6. Construct all new buildings to at least LEED-silver standards.
7. Purchase more hybrid buses and hybrid or electric maintenance/parking vehicles.
8. Work with Greenville Utilities to install wind and solar power generation on campus in order to supply the relatively small amounts of electricity needed to heat water and operate lights.
9. Preserve existing mature trees by designating a list of significant trees across the ECU Campus, thereby ensuring that they will not be removed or destroyed in future construction projects.
10. Encourage Aramark and ECU Dining Services to purchase local, Eastern North Carolina produce and meat in order to ensure the freshest food possible for students and to support the regional economy. Mandate this practice in the next food service contract.
11. Include plans for expansion of sidewalks, bike lanes, and greenways in the upcoming ECU Campus Master Plan. ECU planners should maintain contact with the City of Greenville to ensure that ECU Campus sidewalks and bike lanes conform to the 2004 Greenville Greenway Master Plan. Funding of such facilities should be negotiated in partnership with the City, so that costs can be shared.
12. Set up more recycling bins around campus to encourage recycling.
13. Explore the possibility of recycling water from sinks into toilets to conserve water, at least in new buildings that will be constructed.
14. Launch a campus-wide initiative to reduce use and waste of plastic bottles.

Resolution #08-36

Accepted by the Faculty Senate: September 9, 2008

(Refer to Resolution #08-40)

Request for Authorization to Establish [PhD Program in Curriculum and Instruction](#) in the College of Education.

Resolution #08-37

Approved by the Faculty Senate: September 9, 2008

Approved by the Chancellor: October 22, 2008 (referred to UNC Tomorrow Task Force)

Faculty Welfare Committee's response to the UNC Tomorrow Report, as follows:

Impact of Enrollment Growth on Faculty Welfare

The UNC Tomorrow report mandates enrollment growth across the constituent campuses of the UNC System. In response to this report, East Carolina University is contemplating an acceleration of the enrollment growth that has marked the last two decades of its existence. Based on past experience, we know that enrollment growth has far reaching effects that touch on all aspects of university life including faculty welfare. We are further aware that the outcome of these effects, whether positive or negative, will largely be determined by external and internal allocation of resources. Can we anticipate the likely impact of enrollment growth on issues related to faculty welfare and chart a course destined to improve the welfare of the university and its faculty? A thorough understanding of the issues we face as we contemplate the effects of unprecedented enrollment growth at ECU seems prudent and a necessary antecedent to future planning.

Faculty welfare is intrinsic to the quality of the university. The issues that affect faculty welfare are broad ranging and are inextricably interwoven with issues that affect our students and the quality of education. There is a serious concern among the faculty at ECU that our long history of underfunding, particularly in terms of funds allocated per student enrolled, will be further exacerbated by increased enrollment. This single factor could have a chilling effect on faculty welfare through depletion of already scarce resources and could significantly undermine the future development of our university. The continued scarcity of financial support commensurate with university size and growth will be detrimental to the construction of offices, classrooms, laboratories and other physical facilities that are used by faculty and students. It will have adverse consequences for the recruitment, retention and professional development of faculty and it will limit the opportunity to develop programs that expand the connections between the university and the citizens and region we serve.

While a diminished financial base will impact all areas of university development, enrollment growth will affect other aspects of university life that are viewed as central to faculty welfare. Physical space is at a premium at ECU. The immediate manifestation of this lack of space is a general shortage of offices, classrooms and laboratories. The existing level of crowding at ECU is already a matter of concern and without significant investment in 'bricks and mortar' will certainly be exacerbated by projected enrollment increases. Crowding generates inevitable deterioration of indoor and outdoor environments, contributes to stress and can have adverse health consequences, all of which are issues related to faculty welfare. Consider the perennial nightmare of parking, which is a surrogate for all the problems associated with crowding. Unfortunately, ECU's past successes in garnering resources for the construction of buildings and acquisition of green space is poor, as exemplified by the serious existing level of crowding.

We are also concerned that increased enrollment will impact the student to faculty ratio in a negative way. A decline in the number of faculty per student puts added strain on faculty members who are intent on maintaining a tradition of close interaction with students. ECU has historically prided itself in its 'small university' feel, much of which derives from the commitment of faculty to a high level of interaction with students. An increasing student to faculty ratio seriously threatens our commitment to our students and will very likely create a less congenial atmosphere, one with an impersonal feel in which student-faculty relations become more distant and strained.

Thus, one of the core issues for today and tomorrow is a careful assessment of the best means to deliver high quality education, whether faculty and students are located at a distance or on campus. The question is, during a time of burgeoning technology and increasing student enrollment, how do we grow and maintain a vibrant, engaged faculty and student population who contribute to the university's goals? The issue involves effective connection with ECU's learning community as well as the quality and sustainability of that learning.

In particular, Distance Education (DE) faculty and students cannot be merely 'add-ons'. They must be intelligently incorporated into the mainstream of campus learning and campus life. Current full-time faculty need to be engaged and involved in developing a learning model that works for all students. Yet evidence of erosion in our 'small university' feel is already manifesting, particularly among faculty who participate in distance education programs. ECU has already stepped beyond its physical campus boundaries and is recognized as a major provider of online education. While 88% of the students taking only DE courses reside outside Pitt County and never come to campus, having DE only faculty who never come to campus is not the solution to the increased campus crowding associated with increasing enrollment. ECU must carefully examine the role and function of DE faculty. For example, some of our current DE faculty are physically removed from campus and therefore disassociated and, in part, disenfranchised from university life. In many cases, these faculty and others who are primarily non-tenure track are hired for reduced salaries and without benefits. They are viewed as 'filling the gap' to make up for a deficit in faculty numbers. Their lower salaries, lack of benefits and reduced level of interaction with their faculty peers, and with students, relegate them to second class citizen status. This is demoralizing for them personally and for an institution that should pride itself on fair and equitable treatment of employees.

Enrollment increases without attendant financial resources also place a burden on administrators who will be faced with decisions concerning whether to allocate limited resources to faculty salaries or benefits. We already suffer from marginal health care and retirement benefits and we have witnessed a system-wide decline in support for these programs. A further decrease in these benefits threatens to create an atmosphere of discord that is contrary to a high-quality working environment and presents risks in retention of faculty as well as increased difficulty in recruitment of new faculty. As ECU looks toward a brighter future, we can ill afford a policy of rapid enrollment growth uncoupled from a commensurate level of financial support.

Resolution #08-38

Approved by the Faculty Senate: September 9, 2008

Denied by the Chancellor: October 22, 2008 (link to [response](#))

Revised Department of [Psychology Unit Code of Operation](#).

Resolution #08-39

Approved by the Faculty Senate: September 9, 2008

Approved by the Chancellor: not applicable

Resolution on transparency (as follows) was referred to the Faculty Governance Committee for their discussion and consideration.

To make the procedures involved in voting on the conferral of tenure, promotion in rank, and contract renewal of faculty members at ECU more transparent and consistent with due process.

WHEREAS, it has long been a tradition and procedure at ECU to conduct votes relating to the conferral of tenure, the promotion in rank of tenured and tenure-track faculty, and the contract renewal of probationary faculty, under a veil of secrecy by voting to enter into executive session; and,

WHEREAS, the purpose of going into executive session is in order to allow for an open and honest discussion of the reasons why a faculty member should or should not be conferred permanent tenure, a higher rank, or continued employment as a member of the faculty, while protecting the anonymity of the voting members of the committee especially with respect to any negative opinions they may have about the person under consideration; and,

WHEREAS, the inevitable consequence of such procedure is that committee members are shielded in the expression of attitudes that are sometimes based upon personal malice or hearsay impressions, and in some instances those expressions may constitute lies or misrepresentations of what is true; and,

WHEREAS, the conferral of permanent tenure is a property right even if it is less than fully developed during the tenure track period; and,

WHEREAS, the right to receive promotion and contract renewal as provided for by the ECU Faculty Code, and in accordance with the conditions set forth in that Code, are property rights possessed by the faculty members from the time they enter into employment contracts with the university; and,

WHEREAS, even beyond the fact that the aforementioned property rights exist, the experience of receiving a negative tenure vote, or a negative vote on promotion or contract extension, has a potentially devastating effect on the professional reputation and prospects of future employment of the affected faculty member.

THEREFORE BE IT RESOLVED, that the ECU Faculty Senate will undertake an in-depth and public conversation regarding the methods and procedures by which the consideration of ECU faculty members for the conferral of permanent tenure, the award of promotion in rank, and contract renewal, with the goal of creating more transparent procedures which are consistent with the constitutions of the United States and the State of North Carolina, and the operating codes of the University of North Carolina and East Carolina University. By passing this resolution the Senate also urges the Chair of the Faculty to appoint a committee to begin this process.

Resolution #08-40

Approved by the Faculty Senate: October 7, 2008

Approved by the Chancellor: December 1, 2008

Request for Authorization to Establish a [PhD Program in Curriculum and Instruction](#) in the College of Education.

Resolution #08-41

Approved by the Faculty Senate: October 7, 2008

Approved by the Chancellor: November 3, 2008

[Guidelines](#) for Preparing a Cumulative Evaluation.

Resolution #08-42 **LATER RESUBMITTED WITH REVISIONS as #09-33**

Approved by the Faculty Senate: October 7, 2008

Approved by the Chancellor: November 3, 2008

Approved by the Board of Trustees: November 21, 2008

Approved by UNC General Administration: August 13, 2010

Revisions to the *ECU Faculty Manual*, [Appendix B](#). Policy for the Cumulative Review of Permanently Tenured Faculty of ECU.

Resolution #08-43

Approved by the Faculty Senate: October 7, 2008

Approved by the Chancellor: not applicable

The Faculty Senate supports the degree of transparency embodied by the Faculty Governance Committee's policy on the Review of Administrators.

Resolution #08-44

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 3, 2008

Fall 2008 Graduation Roster, including honors program graduates.

Resolution #08-45

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

Service Learning criteria, request to have the "SL" designation included in the University Undergraduate Catalog for all courses approved by the Administrative Service Learning Committee, and a SL designation form in the Service Learning Course Submission Process.

Service Learning Criteria

A service learning course should meet the following criteria or guidelines:

- 1) Integrate the service with course content. The service component should support the academic focus of the course.
- 2) Involve students in service that meets community needs. The Volunteer & Service Learning Center can help you find community placements for students.
- 3) Provide structured opportunities for reflection such as writing assignments, discussions, presentations, or journals.
- 4) Provide a clear explanation (in the syllabus) of both academic and service expectations and how the performance in the course will be graded.
- 5) Clarify that while service is an integral part of the course academic credit is for demonstrated learning.

"SL" Designation

The purpose of the "SL" designation, to be included in the University Undergraduate Catalog for all courses approved by the Administrative Service Learning Committee, is to ensure that students are advised that extra time is required of the "SL" course and not sign up for more than one if they feel they do not have the time to invest in more than one "SL" course per semester.

SL Designation Form

EAST CAROLINA UNIVERSITY SERVICE LEARNING COURSE SUBMISSION FORM

Check one: New Course Renewal

College, Department or Program(s) _____

Course Number _____ Section # _____ Credit Hours _____

Course Title _____

Will all sections of this course have service learning? Yes No

Instructor _____ Email _____

Semester(s) Offered _____

Anticipated Enrollment _____

Please include the following information and documentation when submitting a proposed course:

1. A course syllabus and comprehensive list of readings
2. A brief description of the course, learning objectives, and how learning will be assessed and how the course meets the five criteria for service learning
3. A list of proposed service learning activities
4. Please inform your department chair.

Faculty Signature _____ Date _____

SERVICE LEARNING COURSE SUBMISSION PROCESS

Faculty members interested in obtaining a service learning designation for their courses are invited to submit a service learning course proposal form and syllabus for review by the University Service Learning Advisory Committee. Courses approved for the "SL" designation will be listed as such in the catalog.

Why get a SL Designation?

- 1) Many students consider service learning a transformative way to learn and grow while others may want the credits to satisfy requirements proposed for the Leadership and Service certificate or portfolio, or the honors program. Students find that this documentation also helps when they seek employment and/or apply to graduate school. The SL designation will be recorded on student transcripts.
- 2) Faculty members who are familiar with service learning serve as a peer review committee for service learning course submissions. The committee reviews proposals and syllabi to ensure they meet the five criteria listed below, and also offers suggestions and constructive input as needed to make the service-learning experience a positive one for all involved.
- 3) The SL designation helps ECU collect information, report, and recognize the important contributions that our faculty make to the community.

Support for Faculty Who Incorporate Service Learning:

- 1) The Volunteer and Service Learning Center is available to assist faculty with identifying community partners and projects, and then maintaining positive partner relationships. The Center works with several non-profit agencies and maintains a database of current community needs and requests.
- 2) Orientation sessions for your students at the beginning of each semester to introduce your students to service learning and to answer their questions about community partners, logistics, and safety.
- 3) Free liability insurance for your students. This insurance provides liability insurance if students damage people or property while performing service at the agency. The policy also provides limited coverage for motor-vehicle accidents and personal injury. Students must complete a registration form to be eligible for insurance coverage.
- 4) The Volunteer and Service Learning Center also offers workshops and a conference on service learning. The Center arranges for faculty with experience and expertise to offer workshops and to serve as mentors, and also hosts nationally recognized experts in the field of service learning.
- 5) Assessment opportunities for the service learning component of your course by the Volunteer and Service Learning Center. The Center provides you a summary of the data collected from your students. This provides valuable information about what worked and what did not and how you can introduce changes you think will be beneficial. These assessments also help the Center better serve ECU service learning courses.

How to Apply for a SL Designation: Submit the SL Course Proposal Form with your syllabus to the University Service Learning Committee by the appropriate deadline (listed below). The form should be sent to: Linner Griffin, Associate Vice Chancellor for Academic Programs. The committee will review your proposal/syllabus/assignments to make sure they meet the criteria listed below. The criteria have been adapted from the national standards that have been established by Campus Compact.

WHAT IS SERVICE LEARNING? ECU'S DEFINITION

Service learning is a method of instruction that has the benefit of meeting academic course objectives and helping students develop a sense of engagement and social responsibility. All volunteer hours and service hours are not service learning. Service learning courses should meet the following broad guidelines:

- 1) service learning is structured within a course and has a formal, academic curriculum that is rooted in the discipline in which the course is being offered;
- 2) the course contains a set of organized community-based learning activities through which students directly serve a constituency as a means to address an identified community need;

- 3) the course provides structured opportunities for students to formally connect their service activities to the course curriculum and to broader social issues through reflective methods.

THE FIVE CRITERIA FOR A SERVICE LEARNING COURSE

A service learning course should meet the following criteria or guidelines:

- 1) Integrate the service with course content. The service component should support the academic focus of the course.
- 2) Involve students in service that meets community needs. The Volunteer & Service Learning Center can help you find community placements for students.
- 3) Provide structured opportunities for reflection such as writing assignments, discussions, presentations, or journals.
- 4) Provide a clear explanation (in the syllabus) of both academic and service expectations and how the performance in the course will be graded.
- 5) Clarify that while service is an integral part of the course academic credit is for demonstrated learning.

SERVICE LEARNING INTENDED OUTCOMES

While each course will have learning objectives, through the service experience students will gain one or all of the following:

- 1) Awareness of community & social issues
- 2) Respect for people and diversity in all its forms
- 3) Greater self leadership which includes understanding critical issues and different perspectives, developing empathy, developing critical thinking, and personal development

It is recommended that service learning courses be assessed at the end of the semester using the service learning survey forms provided, compiled and reported by the Volunteer and Service Learning Center. These forms are not designed for academic assessment, but they evaluate the service learning and community-based experience aspect of a service learning course.

Resolution #08-46

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

College of Education's Request for Unit Reorganization, as follows:

When Library Science was administratively relocated to the College of Education it was combined with Instructional Technology program to create the current department of Library Science and Instructional Technology. The Library Science program is actively seeking accreditation from the American Library Association (ALA) for its program. For more than ten years, faculty members, department administrators, and administrators have worked to align the program to ALA standards, upgrade the curriculum, and hire faculty members to achieve that objective.

The College of Education has long supported in its strategic plan the goal of achieving ALA accreditation for Library Science. In response to the most recent application for candidacy filed in June 2007, the Committee on Accreditation of ALA provided feedback that the program must obtain autonomy in three focal areas to successfully continue in the accreditation process, including:

- Autonomy sufficient to assure the intellectual content and development of its program and curriculum
- Autonomy sufficient to assure the selection, evaluation, and promotion of its faculty
- Autonomy sufficient to assure the planning, allocation and use of financial/other resources and administrative support in the attainment of MLS degree objectives and goals

Because of the current and inherent College of Education departmental structure, the Library Science program has been unable to provide evidence of autonomy in all three of these focal areas. Thus it

has become clear that the Library Science program should be administratively organized as a separate department within the College of Education in order to meet these requirements.

Given these conditions, during the 2007-2008 academic year members of the LSIT Department met regularly to discuss options for aligning the program to meet the accrediting body's standards. As a body, the faculty members in the department proposed to make the Library Science program a separate department within the College of Education, and seek alignment of the Instructional Technology program with another College of Education department. After much collaborative and open discussion, and with the support of the interim dean of the college and following the provisions of the College of Education Code and Appendix L of the Faculty Manual, the tenured LSIT faculty voted unanimously to seek this realignment (LSIT Faculty Meeting, November 6, 2007, by secret ballot—unanimous with all eligible voting faculty members voting).

Subsequently, the Instructional Technology program coordinator, IT faculty members, plus the interim dean and assistant dean met with Department chairs and faculty members representing each of the following College of Education departments to seek common interest, curriculum connections, and research grant potential for the program and faculty. The purpose was to seek faculty agreement for merging the IT program with an existing COE department.

1. Business and Information Technologies Education
2. Counselor and Adult Education
3. Curriculum and Instruction
4. Mathematics and Science Education

These meetings and discussions were conducted during the period of November 27, 2007 through February 13, 2008. From these discussions and meetings, the IT faculty unanimously agreed to seek merger into the Department of Mathematics and Sciences Education. Subsequently, the chair of the MSED department scheduled several meetings of the faculty in the department including the faculty members from the IT program areas. At those meetings the faculties jointly agreed that the inclusion of the Instructional Technology program into the Department of Math and Science Education could strengthen each of the three program areas: Math Education, Science Education, and Instructional Technology. With the added need to develop quality Math and Science teachers in North Carolina, Instructional Technology faculty can actively participate in this departmental effort. We anticipate that Math Education, Science Education, and Instructional Technology faculty members will collaborate with each other in the development of grant proposals, research projects and curricular innovations. All of these efforts will augment each program area and subsequently this revised department.

On March 5, 2008, the faculties met to officially propose merging the IT faculty members and programs, courses, and proportion of the budgets and resources that support the IT program with the Department of Mathematics and Science Education. It is from these discussions that a formal meeting of the two faculties was held on March 24, 2008. Prior to that meeting; an official proposal to merge the programs into a single department (Mathematics Education Science Education, and Instructional Technology programs) was jointly developed by the faculties on March 8, 2008, discussed and disseminated according to the provisions of Appendix L of the Faculty Manual (March 14, 2008), and on March 24, 2008, a secret ballot was conducted on the proposal. At that time, the tenured Instructional Technology program area faculty and the tenured Math and Science Education faculty voted unanimously to include the Instructional Technology program within the current Department of Math and Science Education.

Following those votes, the proposal to establish the Library Science program as a department within the College of Education and seek merger of the Instructional Technology program with the Department of Mathematics and Science Education was taken to the tenured faculty of the College of

Education for approval. Between the dates of April 17-22, 2008 a majority of the tenured faculty in the College by secret ballot voted approval of the realignment.

Resolution #08-47

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

Request for Authorization to Establish New Distance Education Degree Program for a [MAEd in Family and Consumer Sciences Education](#).

Resolution #08-48

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

Notification of Intent to Plan (Distance Education) [BSBA in Management](#) and a Notification of Intent to Plan (Distance Education) [BSBA in Management Information Systems](#).

Resolution #08-49

Approved by the Faculty Senate: November 4, 2008

Rejected by the Chancellor: December 12, 2008

Rejection Rescinded and now Approved by the Chancellor: February 24, 2009

Approval of ENGL 3920: Film Theory and Criticism as a Foundations Curriculum Course for Humanities.

Resolution #08-50

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: not applicable

Return of the proposed "NR" designation policy to the Academic Standards Committee for consideration of provisions for removal and appeals, similar to the current incompletes policy.

Resolution #08-51

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

[Guidelines for Unit Academic Program Review.](#)

Resolution #08-52

Approved by the Faculty Senate: November 4, 2008

Rejected by the Chancellor: December 12, 2008

[Guidelines for Reviewing Low Productivity/Low Enrollment Programs.](#)

Resolution #08-53

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

[Change in Placement of Military Programs](#), including minors in Professional Officer Course (Air Force) and Military Science (Army) into the College of Health and Human Performance.

Resolution #08-54

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

[Change in Name of the Master's Degree](#) in Speech Language Pathology to Communication Sciences and Disorders.

Resolution #08-55

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: not applicable

Revised [Guidelines](#) for the 2009/2010 Research/Creative Activity Grants.

Resolution #08-56

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

Curriculum matters contained in the [September 11, 2008](#) and [October 9, 2008](#) committee meeting minutes.

Resolution #08-57

Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

Resolution on Green Space and Heritage Trees, as follows:

Whereas, the University Environment Committee has reviewed the [East Campus Green Space Report](#) and [Heritage Tree Report](#), and

Whereas, green spaces and heritage trees constitute sensitive environmental areas on campus which need to be protected to preserve the aesthetics and sustainability of the campus, and

Whereas, faculty expect the campus to grow, and desire that this growth be accomplished while preserving the beauty of the landscape.

Therefore Be It Resolved, that these and future green space and heritage tree protection and preservation recommendations be taken into consideration in future master plans and in the design of all new buildings and parking lots.

Be It Further Resolved, that all planned use of green space areas (i.e., any outdoor events like Barefoot on the Mall, dinner receptions, or music concerts) be coordinated through ECU's Grounds Department to protect and preserve the existing flora and fauna.

Resolution #08-58

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: December 12, 2008

Policy for the use of "NR" (Not Reported) for those courses for which the instructor/faculty member fails to turn in a grade, as follows:

Procedures used with Undergraduate and Graduate Student Courses:

- Once the deadline for the submission of grades has passed, and all attempts at obtaining the grade without a substantial delay to beginning the processing and calculation of GPA and Academic Standing for all students have been exhausted, staff within the Office of the Registrar will assign a grade of "NR" to those students whose grades have not been submitted by the faculty member assigned to the course.
- The faculty, department chair, dean, Senior Executive Director of Enrollment Management, and Provost will be sent a list of the courses and the students who have been assigned the "NR" grade, along with a request to have the grade submitted via the Change of Grade/Removal of Incomplete form, as soon as possible.
- If a "NR" grade is not resolved by the start of the next academic term, a reminder will be sent at both the beginning and the end of drop/add to the faculty member, department chair, dean, Senior Executive Director of Enrollment Management, and Provost.

- If a “NR” grade is not resolved by the end of the next academic term, another reminder will be sent to the faculty member, department chair, dean, Senior Executive Director of Enrollment Management, and Provost.
- A grade of “NR” can remain on the student’s record until the student is ready to graduate. At that time, if the “NR” has still not been resolved, and the student does not need the course to meet graduation requirements, then the student may submit a request to have the course dropped from their transcript without penalty.
- If the student needs the course to complete their graduation requirements, and the faculty member has not submitted the paperwork to remove the “NR” grade, then the student must obtain credit for the course.

Grading System:

- In order to calculate GPA and Academic Standing for students who receive a “NR” grade, the “NR” will be included in the computation of GPA using the same logic as a grade of “I”. “I” grades do not harm or help a student’s GPA; however further implications are listed below.
- A student may not receive academic honors for the semester – Chancellor’s List, Dean’s List, and Honor Roll – with a grade of “NR” on his/her record. Once the grade is submitted, the student, if eligible, will have the honors notation added to their record, and will be notified of the change in academic honor standing. This is the same process as is used with the grade of “I”.
- If a student enrolls in a course in which he or she has a grade of “NR”, the “NR” will be dropped without penalty to the student before the grading period begins for the term in which the student re-enrolls in the course.

Benefits of using the “NR” grade:

- It is an accurate reflection of the work and grade at the time of grading. Since the student may have completed all requirements of the course, it is not an accurate depiction to assign a grade of “I” (Incomplete).
- Tracking of outstanding grades is simplified – using an “I” grade does not provide a way to distinguish between grades not reported and a true use of the “I” grade.
- “NR” will not change to a grade of “F”, if the faculty member does not submit the grade before the deadline as prescribed within the University Calendar.

Timeline for the submission for final grades:

- With the implementation of the Banner system, effective Fall 2007, faculty no longer have a 48-hour deadline (after the exam is given) to submit grades. The Office of the Registrar provides the deadline in the memo sent to ECU Official, and available on their website, www.ecu.edu/registrar, for the deadline that all grades must be submitted.
- Ideally, staff within the Office of the Registrar would begin the multiple programs and processes that must be run at the time of the deadline. However, in an effort to avoid penalizing students when a faculty member has not submitted grades, the deadline is such that there are two to three hours where faculty can be contacted - one last effort to receive the remaining grades before an administrative grade must be assigned to begin running grades and calculating GPA and Academic Standing.

Once all grades processes have run, and Academic Standing is complete, Athletics, Financial Aid, Advising, and various other areas on campus can begin their next step in the process (determining whether or not students are eligible to compete [Athletics], if a student is making Satisfactory Academic Progress and can still receive aid [Financial Aid], if the student needs to grade replace or re-take a course the following term [Advising]). Delays in the processing of final grades can result in these offices not in compliance with the rules that govern them.

Resolution #08-59

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: January 26, 2009

Approval of the following Foundation Curriculum Courses: Humanities: RELI 2693, 2694, 3694, 3700, 3800, 1000, 2695, and 2696 and Basic Science: GEOG 1300 (Weather and Climate).

Resolution #08-60

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: not applicable

2009-10 Faculty Senate and Agenda Committee meeting dates as follows:

Agenda Committee will meet:	Faculty Senate will meet:
September 1, 2009	September 15, 2009
September 29, 2009	October 6, 2009
October 20, 2009	November 3, 2009
November 17, 2009	December 1, 2009
January 12, 2010	January 26, 2010
February 9, 2010	February 23, 2010
March 16, 2010	March 30, 2010
April 6, 2010	April 20, 2010
	April 27, 2010
	Organizational Meeting

Resolution #08-61

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: December 12, 2008

Change in name of the [graduate degree program](#) in the Department of Recreation and Leisure Studies.

Resolution #08-62

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: December 12, 2008

Request for authorization to establish a [MS in Biomedical Sciences](#) in the School of Medicine.

Resolution #08-63

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: December 12, 2008

Request for authorization to establish a [BS in Atmospheric Sciences and Meteorology](#) in the Department of Geography.

Resolution #08-64

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: December 12, 2008

Request for authorization to establish a [BS in Geographic Information Science and Technology](#) in the Department of Geography.

Resolution #08-65

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: December 12, 2008

[Post Master's Certificate in Nursing Leadership](#) in the College of Nursing.

Resolution #08-66 (Later resubmitted with revisions #11- 45)

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: December 12, 2008

Approved by the Board of Trustees: Removed from consideration due to additional revisions made to document

Revisions to the *ECU Faculty Manual*, Appendix L. Section E. Five Year Unit Program Evaluation, as follows (deleting all other text in section E.):

“E. Unit Academic Program Review

1. The unit Academic Program Review will be conducted according to the [Guidelines for Unit Academic Program Review](#) (Faculty Senate Resolution #08-51).
 2. Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate.
 3. The unit Academic Program Review shall be used in the development of the unit's operational and strategic planning.”
-

Resolution #08-67

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor: January 26, 2009

Curriculum matters contained in the minutes of the [October 23, 2008](#) and [November 13, 2008](#) meeting minutes.

Resolution #09-01

Approved by the Faculty Senate: January 27, 2009

Approved by the Chancellor: March 25, 2009

Foundation Curriculum Courses for Humanities, as follows: ASIA 2010/GRBK 2010 Great Books of Modern China, GRBK 2400 Great Books of the Middle Ages and Renaissance, GRBK 2500 Great Books of the Enlightenment, GRBK 2600 Great Books of the 19th and 20th Centuries.

Resolution #09-02

Approved by the Faculty Senate: January 27, 2009

Approved by the Chancellor: not applicable

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies in reference to class roll verification returned to the Admission and Retention Policies Committee for a report again in February.

Resolution #09-03

Approved by the Faculty Senate: January 27, 2009

Rejected by the Chancellor: March 2, 2009 [link to response](#)

Revisions to the *ECU Faculty Manual*, Part VI, Section II. Welfare and Benefits, in reference to hospitalization insurance to read as follows: (Deletions are noted in ~~strikethrough~~)

“A. Hospitalization Insurance

Hospitalization insurance is provided for full-time or half-time permanent employees through a statewide self-insured program known as the State of North Carolina Comprehensive Health Benefit Plan and HMO's as approved for the service area. The university will contribute a set amount governed by the State Legislature for employee's premium for those who have a three-quarters or above permanent appointment. If the cost for individual coverage is higher than what the State Legislature has approved for payment, the employee will pay the difference. However, half-time permanent employees must pay their entire premium through payroll deduction if they wish to be covered. All eligible employees may also insure their dependents by payment of premium through payroll deduction. The employee may enroll or make changes in coverage by visiting the department of Human Resources. The new employee may gain coverage on the first of the month following the date he or she begins work or on the first of any succeeding month. ~~The only exception would be an employee starting in August with a nine-month contract. This employee will receive his/her first paycheck in September and therefore coverage would be effective the first of October. The employee may start coverage September 1st but must pay the full cost.~~ If an employee enrolls when first eligible for coverage, there is no waiting period for basic coverage. The only exception would be if the employee was being rehired within 12 months of separation as a state employee and did not continue health insurance coverage. If the employee terminates employment with the last workday occurring during the first half of the month, hospitalization coverage will cease at the end of that same month. If the employee works as many as half or more of the workdays of a month that termination of employment occurs, hospitalization coverage may be extended through the following month.”

Resolution #09-04

Approved by the Faculty Senate: January 27, 2009

Approved by the Chancellor: March 2, 2009

Request for authorization to establish a new distance education degree program, [MS in Counselor Education](#), within the College of Education; Request for authorization to establish a new distance education degree, [BS in Industrial Distribution and Logistics](#), College of Technology and Computer Science; Request for authorization to establish a new distance education degree program, [BSBA in Management](#), College of Business; Request for authorization to establish a new distance education degree program, [BSBA in Management Information Systems](#), College of Business; and a Request for authorization to establish a new distance education degree program, [BSBA in Marketing, Operations, and Supply Chain Management Concentration](#), College of Business.

Resolution #09-05 (Later resubmitted as #09-30)

Approved by the Faculty Senate: January 27, 2009

Approved by the Chancellor: further study requested ([link to response](#))

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. [Curriculum Development](#).

Resolution #09-06

Approved by the Faculty Senate: January 27, 2009

Approved by the General Faculty: August 24, 2009

Approved by the Chancellor: September 17, 2009

Revisions to the *ECU Faculty Manual*, Appendix A. Faculty Constitution, Section VII. Method of Election of the Faculty Senate to read as follows: (Additions are noted in **bold** print)

“Each senator shall serve a two-year term. Senators may be elected to succeed themselves twice. After a lapse of one year following the expiration of this third term, they will again be eligible for election. The seat of an elected senator who fails to attend more than three consecutively held meetings of the Faculty Senate shall be declared vacated by the Chair of the Faculty. **If a senator is awarded a research or medical leave and an alternate senator attends in his or her place, the three consecutive meeting rule will not be invoked.**”

Resolution #09-07

Approved by the Faculty Senate: February 24, 2009

Approved by the Chancellor: March 25, 2009

Revised *ECU Faculty Manual*, Part V. Academic Information, Section I.D. Class Roll Verification, as follows: (Deletions are noted in ~~strikethrough~~ and additions are noted in **bold** print)

"D. Class and Enrollment Verification ~~Class Roll Verification~~

~~Each semester, the registrar sends class roll verifications to all instructors for each class they teach. The purpose of these forms is to verify the accuracy of the lists of properly registered students. Specific instructions for noting discrepancies and returning the forms accompany the class roll verifications and should be followed carefully.~~

Twice each semester—once near the beginning of the term (prior to census day) and once near the mid-point of the term—the registrar contacts each instructor in order to verify student enrollment in that instructor's classes.

At the beginning of the term, the purpose of the verification is to ensure the accuracy of the lists of properly registered students. At the mid-point of the term, the purpose of the verification is to identify any students who are no longer attending class. In the event that a faculty member teaches a course in which attendance is not regularly taken, he or she should note any students who have ceased participating and submitting work.

Specific instructions for responding to the registrar will accompany the requests for class enrollment verification and should be followed carefully. Due to the significant impact students' enrollment status can have on their financial aid eligibility, the amount of financial aid the university is allowed to disburse, and the amount of financial aid the university is required to return, timely faculty response to class enrollment verification requests is essential."

Resolution #09-08

Approved by the Faculty Senate: February 24, 2009

Approved by the Chancellor: not applicable

Revised Academic University Environment Committee Charge, as follows:

(Additions are noted in **bold** print.)

1. Name: University Environment Committee
2. Membership: 7 elected faculty members. (5 from the Division of Academic Affairs and 2 from the Division of Health Sciences.) Ex-officio members (with vote): The Chancellor or appointed representative, the Provost or appointed representative, the Vice Chancellor for Health Sciences or appointed representative, the Vice Chancellor for Administration and Finance or appointed representative, the Vice Chancellor for Student Life or appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as deemed necessary by the chair.
3. Quorum: 5 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee recommends policies to preserve, improve and advance the general physical environment of the University.
 - B. The committee provides recommendations to mitigate the loss of habitat that includes repairing or replacing landscaping of the university that have been displaced owing to planned or unplanned actions.
 - C. The committee makes recommendations relating to traffic flow patterns, hardened sidewalk designs, speed limits, and parking facilities in and around the University campuses.
 - D. The committee indexes and recommends policies for maintenance of those trees of significant size and type, culturally historic landscape features, and ground covers possessing aesthetic, historic, and/or environmental value.
 - E. The committee reviews potential and actual effect of university projects upon water quality and quantity, runoff, and other physical impacts upon the community.
 - F. The committee shall be familiar with the current East Carolina University master plan and intended placement of buildings and other construction approved by the Board of Trustees. The Committee shall consult with planning officers regarding future land use, changes to the current master plan, and future campus development.
 - G. The committee promotes sustainability efforts on campus, which include energy and resource conservation, recycling, and the reduction of waste.**
 - H. The committee raises the awareness and promotes how sustainability issues are included in the curriculum and in faculty research.**
5. To Whom The Committee Reports:

The committee reports to the Faculty Senate its recommended policies, procedures, and other procedural criteria.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
 7. Power Of The Committee To Act Without Faculty Senate Approval:
The Committee may draft reports, hold hearings, or seek advice as necessary.
 8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Thursday of each month.
-

Resolution #09-09

Approved by the Faculty Senate: February 24, 2009

Approved by the Chancellor: March 25, 2009

Request for authorization to establish a [MS in Sustainable Tourism](#) in the Center for Sustainable Tourism, Division of Research and Graduate Studies

Resolution #09-10

Approved by the Faculty Senate: February 24, 2009

Denied by the Chancellor: March 17, 2009 [link to response](#)

Approved by the Board of Trustees: -----

Revised ECU Faculty Manual, Appendix C. Section III. Evaluation, 1. Teaching, as follows: (Deletions are noted in ~~strike through~~ and additions are noted in **bold print**)

“1. teaching

The quality of teaching must be evaluated using multiple methods chosen from among the following, as determined by the unit code. If not determined in the unit code, the voting faculty (as defined by Appendix L) shall determine the multiple procedures to be followed.

- a. **formal methods of peer review, including direct observation of the classroom teaching of new and tenure-track faculty.**
- b. **review by the unit administrator and/or peers of course materials such as syllabi, reading lists, outlines, examinations, audiovisual materials, student manuals, samples of student’s work on assignments, projects, papers, examples of student achievement, and/or other materials prepared for or relevant to instruction.**
- c. **data from surveys of student opinion when an individual faculty member’s data vary consistently (more than 2 semesters) and significantly (more than 2 standard deviations) from the unit’s median for similar courses.**
- d. **other procedures provided for in unit codes.**

~~1. teaching~~

~~The quality of teaching must be evaluated by means of~~

- a. ~~data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching of faculty members, each unit shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching or utilize the instrument developed by the Teaching Effectiveness Committee to determine student opinion of teaching.~~
- b. ~~formal methods of peer review, including direct observation of the classroom teaching of new and tenure-track faculty.~~
- c. ~~procedures provided for in unit codes;~~

2. research and creative activities;
3. patient care;
4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service to local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patient services and consulting in the private and public sectors; and
5. other responsibilities as may be appropriate to the assignment.

The relative weight given to teaching, research/creative activity, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or research/creative activity. (Faculty Senate Resolution #97-43, December 1997)”

Resolution #09-11 (Later resubmitted as #09-12, #09-20, #09-51)

Approved by the Faculty Senate: February 24, 2009

Approved by the Chancellor: Removed from consideration due to additional revisions made to document

Approved by the Board of Trustees: Removed from consideration due to additional revisions made to document

Approved by the UNC General Administration: Removed from consideration due to additional revisions made to document

[Revised ECU Faculty Manual, Appendix D](#), Section V. Procedure for Review of Notice of Non-Reappointment or Non-Conferral of Permanent Tenure.

Resolution #09-12 (Later resubmitted as #09-20, #09-51)

Approved by the Faculty Senate: February 24, 2009

Approved by the Chancellor: March 25, 2009

Approved by the Board of Trustees: Removed from consideration due to additional revisions made to document

Approved by the UNC General Administration: Removed from consideration due to additional revisions made to document

Revised *ECU Faculty Manual*, Appendix D, Section VI. Due Process Before Discharge or the Imposition of Serious Sanctions, as follows: (Deletions are noted in ~~striketrough~~ and additions are noted in **bold** print)

“VI. Due Process Before Discharge or the Imposition of Serious Sanctions

A. **Sanctions Penalties**

A faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary **sanctions penalties**.

During the period of such guarantees, the faculty member may be discharged **from employment, suspended, or demoted in rank or serious sanctions may be imposed** ~~or suspended from employment or diminished in rank~~ only for reasons of:

1. incompetence, **including significant, sustained unsatisfactory performance after the faculty member has been given the opportunity to remedy such performance and fails to do so within a reasonable time;**
2. neglect of duty, **including sustained failure to meet assigned classes or to perform other significant faculty professional obligations;** or
3. misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, **including violations of professional ethics,**

mistreatment of students or other employees, research misconduct, financial fraud, criminal or other illegal, inappropriate or unethical conduct. To justify serious disciplinary actions, such misconduct should be either: (i) sufficiently related to a faculty member's academic responsibilities as to disqualify the individual from effective performance of university duties, or (ii) sufficiently serious to adversely reflect on the individual's honesty, trustworthiness or fitness to be a faculty member.

These ~~sanctions penalties~~ may be imposed only in accordance with the procedures prescribed in this section. For purposes of **the *Faculty Manual*** these regulations, a faculty member serving a stated term shall be regarded as having tenure until the end of the term. These procedures shall not apply to non-reappointment (Section V) or termination of employment (Section VII).

B. Notice

Written notice of intent to discharge the faculty from **employment or to impose serious sanction, together with a written specification of the reasons** ~~suspend from employment or to diminish in rank~~ (these ~~sanctions penalties~~ hereinafter in Section VI are referred to as "**the sanction**" ~~"the penalty"~~) shall be sent by the vice chancellor with supervisory authority ~~or by the vice chancellor's designee~~ to the faculty member by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. The statement shall include notice of the faculty member's right, upon request, to ~~both written specification of the reasons for the intended penalty and a hearing by the Due Process Committee (Section VI.E.).~~ (Faculty Senate Resolution #99-10)

C. Penalty Without Recourse

If, within **14 calendar** ¹ ~~40 working~~ days after the faculty member receives the notice **and written specification of the reasons** referred to in Section VI.B. above, the faculty member makes no written request for ~~either a specification of reasons or a hearing~~, the faculty member may be **discharged or serious sanction imposed** ~~penalized~~ without recourse to any institutional grievance or appellate procedure.

D. ~~Specification of Reasons and Hearing Request~~

~~If, within 10 working days after the faculty member receives notice referred to in Section VI.B. above, the faculty member makes a written request to the vice chancellor with supervisory authority, method that provides delivery verification and is consistent with UNC Policy 101.3.3, for a specification of reasons, the vice chancellor with supervisory authority or the vice chancellor's designee shall supply such specification in writing by a method that provides delivery verification and is consistent with UNC Policy 101.3.3, within 10 working days after receiving the request.~~

~~A faculty member's- shall timely submit a request for a hearing is to be directed to the vice chancellor with supervisory authority in writing by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. Upon receipt of such a request the vice chancellor with supervisory authority shall, within 10 calendar ten working days, notify the chair of the Due Process Committee of the need to convene a hearing in accordance with Section VI.F.1. If the faculty member makes no written request to the vice chancellor with supervisory authority for a hearing within 10 working days after receiving the specification, the faculty member may be penalized without recourse to any institutional grievance or appellate procedures. (Faculty Senate Resolution #99-10).~~

If the faculty member shall submit a timely request for a hearing, the Chancellor shall ensure a process is in place so that the hearing is timely accorded before the Due Process Committee.

E. Due Process Committee

The Due Process Committee (**hereinafter "Committee"**) shall be composed of five members and five alternates each of whom is a full-time, permanently tenured voting faculty member ~~without administrative appointment~~ **per Appendix D, Section IV**. Members shall be elected in accordance with the procedures for election of appellate committees specified in the Bylaws of the East Carolina University Faculty Senate. Members and alternates shall be elected to three-year terms. A quorum for the committee shall be the five members or their alternates. Upon organization, the members of the ~~Due Process~~ Committee shall elect a chair and a secretary. Should any ~~e~~Committee officer be absent at the beginning of a hearing, the ~~e~~Committee shall elect an alternate officer for the purposes of the hearing.

When the ~~e~~Committee is convened to consider any matter associated with a faculty member's request for a hearing, those ~~e~~Committee members who hold an appointment in the faculty member's academic unit, those who might reasonably expect to be called as witnesses, or those who may have any other conflict of interest should disqualify themselves from participation in the activities of the ~~e~~Committee related to this specific request for a hearing. The faculty member and the vice chancellor with supervisory authority are permitted to challenge ~~e~~Committee members for cause. The other members of the ~~e~~Committee will decide on any potential disqualifications if a ~~e~~Committee member is so challenged but wishes to remain. (Faculty Senate Resolution #99-10)

When membership of the ~~e~~Committee falls below the specified five members and five alternates, the Faculty Senate will elect additional faculty members to the committee. Vacancies on the committee will be filled first by moving alternates to member status and by electing new alternates and/or members as needed to fill the committee roster.

Upon notification by the vice chancellor with supervisory authority ~~or the vice chancellor's designee~~ that a faculty member has requested a hearing, the chair of the ~~e~~Committee shall determine the availability of the elected members and alternates, and shall select from those available one or more alternates, as necessary (see Part XI of the ECU

Faculty Manual, UNC Code, Section 603). The ranking of the available alternates for selection shall be determined by their years of service to the University. That available alternate who is most highly ranked shall attend all sessions of the hearing and shall replace a regular member should that member be unable to attend the entire hearing. (Faculty Senate Resolution #99-10)

The ~~e~~Committee may at any time consult with an attorney in the office of the University Attorney who is not presently nor previously substantively involved in the matter giving rise to the hearing, nor will advise the University administrator(s) following the ~~e~~Committee action(s). (See *Part VIII, Responsibilities of Administrative Officers.*)

F. Procedures for the Hearing

1. Time and Date of Hearing

The ~~Due Process~~ Committee shall set the time, date, and place for the hearing. **The Committee shall accord the faculty member 30 calendar days from the time it receives the faculty member's written request for a hearing to prepare a defense. The Committee may, upon the faculty member's written request and for good cause, postpone the date of the hearing by written notice to the**

~~faculty member. The date for the hearing must be within 30 working calendar days of the time the committee receives the vice chancellor with supervisory authority's notification of the faculty member's written request for a hearing. The eCommittee shall notify the affected faculty member, the vice chancellor with supervisory authority, and the chair of the faculty of the time, date, and place of the hearing. The committee may, upon the faculty member's written request and for good cause, postpone the date of the hearing by written notice to the faculty member. The~~ **Committee will ordinarily endeavor to complete the hearing within 90 calendar days except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts the Committee cannot be assembled.**¹

2. Conduct of Hearing

The hearing shall be on the written specification of reasons for the intended **discharge or imposition of a serious sanction** ~~penalty~~. The chair of the ~~Due Process~~ Committee, or an elected member of the eCommittee if the chair is unavailable, is responsible for conducting the hearing and for maintaining order during the hearing. Except as provided for herein, the hearing shall be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*. Attendance at the hearing is limited to the eCommittee's members and alternates, the faculty member requesting the hearing, counsel for the faculty member, the vice chancellor with supervisory authority, **or his/her designee, and/or** ~~and~~ counsel for the vice chancellor. Other persons (witnesses) providing information to the eCommittee shall not be present throughout the hearing, but shall be available at a convenient location to appear before the eCommittee as appropriate. For any hearing from which an appeal may be taken, a professional court reporter must be used to record and transcribe the hearing. (Faculty Senate Resolution #03-37). **The hearing shall be closed to the public unless both the faculty member and the Committee agree that it may be open.**

The hearing shall begin with an opening statement by the hearing chair limited to explaining the purpose of the hearing and the procedures to be followed during the hearing. Following the opening remarks by the hearing chair, the vice chancellor with supervisory authority, **his/her designee**, or his/her counsel shall present the university's contentions and any supporting witnesses and documentary evidence. The faculty member or the faculty member's counsel may then reply and present any supporting witnesses and documentary evidence. During these presentations, the vice chancellor with supervisory authority, **his/her designee**, or ~~his/her~~ ~~his or her~~ counsel, and the faculty member or ~~his/her~~ ~~his or her~~ counsel, **shall have the right to confront and cross-examine adverse witnesses, and to make argument** ~~may cross-examine opposing witnesses~~. Committee members may question witnesses for purposes of clarification. At the conclusion of the hearing, the faculty member and then the vice chancellor with supervisory authority, **or his/her designee**, will be given the opportunity to provide summary statements. (Faculty Senate Resolution #99-10).

G. Procedures After the Hearing

After the hearing, the eCommittee shall meet in executive session and begin its deliberations or shall adjourn for no more than two **calendar working** days, at which time it shall reconvene in executive session. In reaching its decisions the eCommittee shall consider only the testimony and other materials entered or presented as evidence during the hearing **and such written or oral arguments as the committee, in its discretion, may allow. The University has the burden of proof. In evaluating evidence, the Committee shall use the standard of "clear and convincing"**

evidence in determining whether the institution has met its burden of showing that permissible grounds for serious sanction exist and are the basis for the recommended action.

Within **14 calendar** ~~10 working~~ days of finishing its deliberations **or after the full transcript is received, whichever is later**, the eCommittee shall provide the faculty member¹ and the chancellor with a copy of its report, including materials entered as evidence, and a copy of the court reporter's transcript of the hearing. In its report the eCommittee shall state whether or not it recommends that the intended **sanction** ~~penalty~~ be imposed (Faculty Senate Resolution #03-37).

In reaching a decision, the chancellor shall consider only the written transcript of the hearing and the report of the ~~Due Process~~ Committee. Within 30 ~~calendar~~ **working** days of receiving the report, the chancellor's decision shall be conveyed in writing to the ~~Due Process~~ Committee and the affected faculty member by a method that provides delivery verification and is consistent with UNC Policy 101.3.3.

H. Appeal

If the chancellor concurs in a recommendation of the eCommittee that is favorable to the faculty member, the decision shall be final. If the chancellor rejects a finding, conclusion, or recommendation of the ~~Due Process~~ Committee, the chancellor shall state the reasons for doing so in a written decision. If the chancellor either declines to accept a Committee recommendation that is favorable to the faculty member or concurs in the eCommittee recommendation that is unfavorable to the faculty member, the faculty member may appeal the chancellor's decision to the Board of Trustees.

This appeal shall be transmitted through the chancellor and shall be addressed to the chair of the Board. Notice of appeal shall be **filed** ~~received by the chancellor~~ within **14 calendar** ~~ten working~~ days after the faculty member receives the chancellor's decision. The appeal to the Board of Trustees shall be decided by the full Board of Trustees; however, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members.

The Board of Trustees, or its committee shall consider the appeal on the written transcript of the hearing held by the Due Process Committee, but it may, in its discretion, hear such other evidence as it deems necessary, with the opportunity for rebuttal. The Board of Trustees' decision shall be made **as soon as reasonably possible** ~~within 45 working days~~ after the chancellor has received the faculty member's request for an appeal to the Trustees.

This decision shall be final except that the faculty member may, within **14 calendar** ~~ten~~ days after receiving the trustees' decision, **file a written notice of appeal, by certified mail, return receipt requested, or by another means that provides proof of delivery**, ~~file a written petition for review~~ to the Board of Governors **by alleging** if he or she alleges that one or more specified provisions of the *Code of The University of North Carolina* have been violated. Any such **appeal** ~~petition~~ to the Board of Governors shall be transmitted through the President. ~~and the Board shall, within 45 working days, grant or deny the petition or take such other action as it deems advisable. If it grants the petition for review, the Board's decision shall be made within 45 working days after it notifies the faculty member by a method that provides delivery verification and is consistent with UNC Policy 101.3.3, that it will review the petition.~~

The exercise of the Board of Governors' jurisdiction is refined to insure that primary emphasis remains properly focused on the campus grievance procedures. Requests for appellate review will be screened to determine whether the Board should consider the issues raised in a petitioner's request for review. The following basic standards will guide that screening process:

1. The Board will grant requests to review contentions that the grievance procedures followed by the campus in a particular case did not comport with University requirements that affect the credibility, reliability, and fairness of such inquiries, thereby arguably depriving the grievant of a valid opportunity to establish his or her contentions.
2. The Board will grant requests to review University policy issues implicated by a particular grievance, when the question appears to require intervention by the governing board to clarify the definition, interpretation, or application of such policies.
3. The Board will review questions about the sufficiency of the evidence to sustain the conclusion reached only if (a) the case involves a substantial interest of the grievant, e.g., tenure or reappointment and/or (b) the history of the case reveals disagreement, with respect to the sufficiency of the evidence to sustain the grievant's contentions, among the responsible decision makers, i.e., the due process committee, the chancellor, or the board of trustees ¹; if the responsible decision makers are in accord, normally no such appeal will be entertained by the Board of Governors.

Under the foregoing prescriptions, it is necessary for prospective petitioners to evaluate their circumstances carefully, to understand the purposes of permissible appellate review, and to formulate clearly and concisely their statement of the one or more grounds on which they believe the Board should exercise its appellate jurisdiction. Thus, the first step in any appeal to the Board of Governors will be an evaluation by the Board, through a designated subcommittee, with staff assistance, of the grievant's written statement of grounds for appeal, to determine whether the issues sought to be raised warrant Board attention, as judged by the three basic standards.

I. Suspension During a Period of Intent to Discharge

When a faculty member has been notified of the institution's intention to discharge the faculty member, the chancellor may **reassign the individual to other duties or** suspend the faculty member at any time ~~and continue the suspension~~ until a final decision concerning discharge has been reached by the procedures prescribed herein. ~~Suspension during a period of intent to discharge shall be exceptional and shall be with full pay and benefits."~~

Resolution #09-13

Approved by the Faculty Senate: February 24, 2009

Approved by the Chancellor: April 2, 2009

Curriculum matters contained in the minutes of the [January 22, 2009](#), and [February 12, 2009](#), Committee meetings.

Resolution #09-14

Approved by the Faculty Senate: February 24, 2009

Accepted by the Chancellor: March 18, 2009 [link to response](#)

Faculty Welfare Committee report on the proposed increase in fees for parking permits (see below) and support of the recommendation that the Parking and Transportation Committee and the university's administration reconsider its plans to increase the fees for parking permits for the coming two academic years.

"Prior to his January appearance before the Faculty Senate, Associate Vice Chancellor Koch met with the Faculty Welfare Committee to inform the committee of a proposed policy change to the waiting list for those seeking to purchase an "A" permit and of a proposed increase in fees for parking permits that is scheduled to take place in July 2009.

Since that time, it has become apparent to members of the Faculty Welfare Committee that university employees face the probability of no raises in the coming year, as well as the probability of significant changes in the costs associated with health care: increases in co-payments, deductibles, coinsurance maximums, and costs of medications and medical supplies for all employees; and increases in payment for coverage of dependents for employees insuring others.

Moreover, in his presentation before the Faculty Welfare Committee, Mr. Koch indicated that the fee change was needed in order to increase the money in the Parking Reserves; under a scenario that the fee increase would be implemented over a two-year period (with each year's increase being 50% of the total amount), in the first year (FY 09/10) the amount added to the Reserves would be \$227,851, while \$405,271 would be added in subsequent years. The five-year financial plan presented by Mr. Koch, however, shows a transfer of over \$200,000 in 09/10 for "Police/Admin. Fees"—an expenditure that apparently was initiated for FY 08/09.

The Faculty Welfare Committee is still unclear as to **why** fees from parking permits are now being diverted to "Police/Admin. Fees"; clearly, if those fees were not being re-allocated, the current fee structure would be sufficient to fund most of the projected increase in Parking Reserves for the coming fiscal year.

A possible use of the Parking Reserves that Mr. Koch cited is implementation of planning for a Parking Deck in FY 11/12, with construction beginning in FY12/13. Yet, it is unclear where such a Parking Deck would be located, who would use it, and what the total construction costs would be. Given the severity of the current financial crisis, the Faculty Welfare Committee believes that a Parking Deck should be very low on any prioritized list of needed university construction.

In sum, university employees already face increased health costs in the coming year and no increase in their salaries; yet, the possible uses of funds raised by an increase in fees for parking permits are not well-defined or clearly justified.

Accordingly, the Faculty Welfare Committee strongly recommends that the Parking and Transportation Committee and the university's administration reconsider its plans to increase the fees for parking permits for the coming two academic years."

Resolution #09-15

Approved by the Faculty Senate: February 24, 2009

Approved by the Chancellor: not applicable

Whereas, the faculty of ECU are aware of and concerned about the impact of recent

and pending budgetary decisions on the mission of our University; and

Whereas, faculty and staff salaries at ECU are, on the whole, still significantly below both the campus and the General Administration target levels; and

Whereas, an increase in teaching loads for tenured and tenure-track faculty will have a negative impact on the quality of instruction as well as on the research output of this University.

Therefore, Be It Resolved, that ECU has a major responsibility to act in stewardship of the local economy, therefore preservation of jobs should be a top priority and termination of University employees should be a last resort.

Be It Further Resolved, that there should be more focus on cost cutting measures relating to the over 1/3 of ECU's \$626 million annual budget that is not spent on salaries and benefits.

Be It Further Resolved, that the faculty and SPA staff should not be made to bear a disproportionate share of any cuts to the personnel budget.

Resolution #09-16

Approved by the Faculty Senate: March 31, 2009

Approved by the Chancellor: April 6, 2009

Approved by the Board of Trustees: April 17, 2009

Spring 2009 Graduation Roster, including honors program graduates, subject to the complete of degree requirements.

Resolution #09-17

Approved by the Faculty Senate: March 31, 2009

Approved by the Chancellor: April 30, 2009

[Removal of Foundation Credit "FC" designation](#) from ALL BUT the following School of Theatre and Dance courses: THEA 1000, -1010, -2001, -4066; DNCE 1001, -1002, -1003, - 1011, -1012, -1013, -3014, -3703, -4044, -4045.

Resolution #09-18

Approved by the Faculty Senate: March 31, 2009

Approved by the Chancellor: April 30, 2009

Summer 2010 – Spring 2011 [University Calendars](#).

Resolution #09-19 (Submitted earlier as #08-12 and later as #10-83)

Approved by the Faculty Senate: March 31, 2009

Approved by the Chancellor: May 4, 2011 (link to [response](#))

Rescinded by the Chancellor: May 5, 2011 (link to [response](#))

Revisions to the [ECU Faculty Manual, Appendix C](#). Personnel Policies and Procedures for the Faculty of ECU.

Resolution #09-20 (Earlier submitted as #09-11, #09-12 and later as #09-51)

Approved by the Faculty Senate: March 31, 2009

Approved by the Chancellor: April 9, 2009

Approved by the Board of Trustees: Removed from consideration due to additional revisions made to document

Approved by the UNC General Administration: Removed from consideration due to additional revisions made to document

Addition to *ECU Faculty Manual*, Appendix D, Section V. Procedure for Review of Notice of Non-Reappointment or Non-Conferral of Permanent Tenure, as follows:

V. Procedure for **Review Appeal** of Notice of Non-Reappointment or Non-Conferral of Permanent Tenure.

... .

D. Procedures for the Hearing.

1. Time and Date of Hearing

If the request for a hearing is validated, the committee shall provide a complete copy of the request for a hearing to the individuals named in the request for a hearing. The committee shall set the time, date, and place for the hearing. The date for the hearing must be within ~~30~~ **42 calendar working** days of the notification to the complainant that the request for a hearing was validated, **except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts the hearing committee cannot be assembled.** The committee shall then notify the complainant, the respondents, the chair of the faculty, and the chancellor, of the time, date, and place of the hearing. At least ~~45~~ **21 calendar working** days before the hearing, the complainant shall notify the committee, the respondents, the chair of the faculty, and the chancellor of the identity of the complainant's advisor, if any, and whether or not the advisor is an attorney. ("Attorney" is defined as anyone with a Juris Doctor, or other recognized law degree, regardless of whether or not that person is licensed to practice law in the State of North Carolina and/or whether or not that person is "representing" the employee). **No later than 14 calendar days before the hearing, the complainant and respondent will submit documents and a list of witnesses to be used in the hearing.**

Resolution #09-21 **LATER RESUBMITTED WITH REVISIONS as #09-40, #09-45**

Approved by the Faculty Senate: March 31, 2009

Approved by the Chancellor: returned to committee for additional review

Revised [Department of Psychology](#) Unit Code of Operation, [Department of Geography](#) Unit Code of Operation, and [Department of English](#) Unit Code of Operation.

Resolution #09-22

Approved by the Faculty Senate: March 31, 2009

Approved by the Chancellor: April 30, 2009

Curriculum matters contained in the minutes of the [February 26, 2009](#), meeting.

Resolution #09-23

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: June 3, 2009

[ENGL 3290 Asian American Literatures](#) as a Foundation Curriculum Course for Humanities.

Resolution #09-24

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: June 3, 2009

Revisions to the *ECU Faculty Manual*, Part V.I.K. Office Hours, to read as follows:
(Deletions are noted in ~~strike through~~ and additions are noted in **bold** print)

“K. Office Hours

In addition to teaching, each member of the faculty must maintain office hours five hours **during a work** week to be available to advisees and to **campus and distance education** students who wish to consult with him or her. It is strongly recommended that the adviser be **available daily either on campus or online** ~~in the office~~ at least one hour each day. The office hour **availability** schedule is to be posted on the faculty member's office door **and/or online course website, and included in the syllabus** so that students may make arrangements for **individual consultations** ~~conferences~~. Each unit administrator is to have a complete schedule of the office hours of all faculty of the school or department. Except during assigned instructional hours, faculty members must be available to students during registration, early registration (except when assigned to registration duties elsewhere) and drop-add periods.”

Resolution #09-25

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: June 3, 2009

Discontinuation of [EdS in Counselor and Adult Education](#), College of Education;
[CAS in Library Science](#), College of Education; [BSBE in Marketing Education](#), College of Education; [Master of Music Therapy](#), School of Music.

Resolution #09-26

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: June 3, 2009

[Elimination of BS in Accounting](#), College of Business.

Resolution #09-27

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: June 3, 2009

Renaming of the following programs: [Bachelor of Fine Arts in Dance to Bachelor of Fine Arts in Dance Performance](#), School of Theatre and Dance; [Certificate in Distance Instruction to Certificate in Distance Learning and Administration](#), College of Education; [BSBA in Management Accounting to BSBA in Accounting](#), College of Business.

Resolution #09-28

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: June 3, 2009

[Mechanical Engineering Concentration](#), College of Technology and Computer Science.

Resolution #09-29

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: June 3, 2009

[Certificate in Computer-based Instruction](#), College of Education.

Resolution #09-30 (Earlier submitted as #09-05; Later resubmitted again as #10-03)

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: further revisions requested ([link to response](#))

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. [Curriculum Development](#).

Resolution #09-31

Approved by the Faculty Senate: April 21, 2009

Approved by the Chancellor: June 3, 2009

Curriculum matters contained in the minutes of the [March 26, 2009](#) and [April 9, 2009](#), committee meetings.

Resolution #09-32

Approved by the Faculty Senate: April 28, 2009

Approved by the Chancellor: not applicable

Resolution on Change

Whereas, from this day forward, the communication among the elected Faculty Officers and general faculty must improve and more faculty invited to the process of discussion and

dialogue on all issues relating to the welfare of the faculty and academic mission of the University.

Therefore, Be It Resolved, that the elected Chair of the Faculty return to past practices and respectfully request a monthly meeting with the Chancellor one-on-one to address issues relating to all matters of faculty welfare.

Be It Further Resolved, that the elected Chair of the Faculty provide leadership to the other elected officers by way of briefing them on academic issues as they arise and working collaboratively with them in relation to any proposed policies and procedures discussed, created, revised, and enacted while over the summer and through next year.

Be It Further Resolved that the elected Faculty Officers continue to meet monthly with the Academic Council and Chancellor in order to address ongoing academic matters and work collaboratively.

Be It Further Resolved, that the elected Faculty Officers educate the incoming 2009-2010 Faculty Senate on the parliamentary procedures of making and amending motions, drafting resolutions, presenting reports, etc. and work together with the elected faculty representatives to keep the general faculty involved in all aspects of the decision making process of this University.

Be It Further Resolved, that the elected Faculty Officers work immediately and collaboratively with those serving as Faculty Counselors and Appellate Committee members to finalize the training of appellate committee members (as directed in Appendix D) and provide the final guidelines to the Faculty Governance Committee at their September organizational meeting, prior to reporting to the Faculty Senate and distributing the guidelines to counselors and appellate committee members.

Be It Further Resolved that the elected Faculty Officers provide a monthly email correspondence during the summer months (May, June, July, August) on pending issues relating to the welfare of ECU Faculty, i.e. budget, policies and policies and procedures discussed, created, revised and enacted.

Be It Further Resolved, that the elected Faculty Officers utilize the standing University academic, administrative, Board of Trustee, Student Life, and Student Union committee structure whenever academic issues are discussed and before new task forces, ad hoc committees, etc. are created and the Chair of the Faculty is asked to appoint faculty.

Resolution #09-33 **(submitted earlier as #08-42)**

Approved by the Faculty Senate: September 15, 2009

Approved by the Chancellor: October 15, 2009

Approved by the Board of Trustees: November 20, 2009

Approved by the UNC General Administration: August 13, 2010

[Additional Revisions to the ECU Faculty Manual, Appendix B](#). Policy for the Cumulative Review of Permanently Tenured Faculty of ECU.

Resolution #09-34

Approved by the Faculty Senate: September 15, 2009

Approved by the Chancellor: October 15, 2009

[Revisions to the Procedures](#) for the Lifetime and Five Year Research Awards.

Resolution #09-35

Approved by the Faculty Senate: October 6, 2009

Approved by the Chancellor: October 26, 2009

Reinstatement of Dance 1000 as a Foundation Curriculum course for the Arts.

Resolution #09-36

Approved by the Faculty Senate: October 6, 2009

Approved by the Chancellor: October 26, 2009

Recommendation on the Student Opinion of Instruction Survey (SOIS), as follows:

Any change in instrument or revision of the existing student survey instrument will take time if it is to be done well. In the interim, the committee proposes that the university continue with the current SOIS while the process is under review but with the following recommendations:

1. Administer the current SOIS instrument without item 19.
 2. The Provost's Office should ensure that unit administrators receive training prior to the annual evaluation of faculty in the use of multiple methods of evaluating teaching effectiveness.
 3. IPAR utilize a variety of methods to enhance the rate of student participation. This could include simplifying access to the instrument, such as adding a direct link from Blackboard courseware to the SOIS survey, utilizing campus TVs to increase awareness of completing the survey, and other appropriate means of encouraging students' participation.
-

Resolution #09-37

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: November 24, 2009

Fall 2009 Graduation Roster, including honors program graduates.

Resolution #09-38

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: November 24, 2009

Revisions to the *ECU Faculty Manual*, Part V. Section I.J. [Grade Appeals](#), as follows:

Current Text

"J. Grade Appeals

A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting

a written appeal to the instructor's department chairperson or dean, as appropriate, not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The instructor's department chairperson or dean, as appropriate, shall review the student's request with the faculty member and either concur with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade. (Faculty Senate Resolution #96-1, January, 1996) Faculty are required to retain for one calendar year from the date a grade is posted all course records that substantiate the posted grade. (Faculty Senate Resolution #00-11, March 2000)"

Proposed New Text

"Grade Appeal Policy

Overview and Purpose

The goal of this grade appeal policy is to establish a clear, fair process by which undergraduate students can contest a course grade that they believe has been awarded in a manner inconsistent with university policies or that has resulted from calculation errors on the part of the instructor. Recognizing, however, that the evaluation of student performance is based upon the professional judgment of instructors, and notwithstanding the exceptions noted at the end of this policy, appeals will not be considered unless based upon one or more of the following factors:

- An error was made in grade computation.
- Standards different from those established in written department, school or college policies, if specific policies exist, were used in assigning the grade.
- The instructor departed substantially from his or her previously articulated, written standards, without notifying students, in determining the grade.

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

Appeals Procedure

1. Formal grade appeals must be initiated by the student by the end of the twenty-first calendar day of the semester (not including summer sessions) following the award of the grade.
2. The first step to resolve differences between an instructor and student concerning a grade should be a discussion with the instructor. If the instructor of record will not be available within one semester (not including summer sessions), the department chair or designee may act in lieu of the instructor of record for the purpose of grade appeals.
3. If the instructor and student cannot resolve the appeal, and the student wishes to pursue the matter further, he or she must present to the chair of the department or designee in which the course is offered, a written appeal that includes the following:
 - A statement addressing how the appeal meets one or more of the three criteria necessary for a formal appeal.
 - A description of the outcome of the informal discussion process.
 - Any relevant documents the student would like to be reviewed as part of the appeal process.
 - A copy of the course syllabus and assignment descriptions.

The department chair or designee may request additional materials from the student. After receiving a copy of the appeal materials from the department chair or designee, the instructor has fourteen calendar days to respond in writing to the appeal. The department chair or designee will discuss this response with the faculty member and will provide the student with

written notification of the outcome of this step within seven calendar days after receiving the instructor's response.

4. If there is no mutually agreed upon resolution between the student and the instructor, and the student wishes to pursue the matter further, he or she has seven calendar days to submit his or her written appeal to the college dean or designee. The college dean or designee will review the appeal, provide copies of all appeal materials to the instructor, and discuss the appeal with both the instructor and the student. The instructor has seven days to review the written appeal the student has presented to the Dean and, if desired, prepare an additional written response. The college dean or designee will provide the student with written notification of the result of this step within fourteen calendar days after receipt of the appeal from the student.
5. If step 4 does not lead to a mutually agreeable resolution between the student and the instructor, and the student wishes to pursue the matter further, then a Grade Appeal Committee shall be formed by the college dean within ten calendar days. This committee shall include three faculty members from the college: one selected by the student, one selected by the instructor of record, and one appointed by the college dean. A majority shall prevail in the committee. The Committee shall elect its own chair. The function of the Grade Appeal Committee shall be to evaluate the appeal in terms of the stated grounds for the appeal. The Committee's decision may be to keep the assigned grade or to raise the assigned grade. The Committee shall provide a written justification to the college dean for its decision, including minority opinions when they exist, no later than twenty-one calendar days after the Committee's formation. The college dean shall inform the student and the instructor of the Committee's decision and provide both parties with copies of the Committee report.
6. In the case of a change of grade, if the instructor of record does not implement the change of grade decided upon by the Committee within ten calendar days after learning of the Committee's decision, the dean shall implement the change of grade as determined by the Committee on the student's official transcript through the change of grade procedure. This shall be the last step in the deliberation of the formal grade appeal.
7. The college dean shall forward a written record of the results of all grade appeals to the appropriate Vice Chancellor within fourteen calendar days. College deans shall also provide an annual summary to the Faculty Senate of the number of cases heard and the aggregate result of the process.

Exceptions to the Grade Appeal Policy

The Grade Appeal Policy shall constitute the sole internal administrative remedy for a change in grade, except when the grade being disputed resulted from an alleged academic integrity violation or when a grade dispute involves an Office of Equal Opportunity and Equity discrimination complaint. If a grade dispute arises from an issue that is covered under the university's Academic Integrity Policy, the process for resolution that has been established for appealing academic integrity violations must be followed. If a grade dispute arises from an issue that is covered under the university's Equal Opportunity and Equity policies, the process for resolution that the Office of Equal Opportunity and Equity has established must be completed prior to the use of the University's grade appeal process."

Resolution #09-39

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: November 24, 2009

Request for [Undergraduate Game Development Certificate](#) within the College of Technology and Computer Science, Request for [Realignment of Higher Education Doctoral Concentration](#) within the College of Education, and Request for [Film Studies Interdisciplinary Minor](#) within the Department

of English.

Resolution #09-40 **EARLIER SUBMITTED as #09-21**

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: December 3, 2009

Revised Department of [Geography](#) and Department of [Psychology](#) unit codes of Operation.

Resolution #09-41

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: November 24, 2009

Approval of [Geography 1000](#) for Social Science Foundations Credit.

Resolution #09-42

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: November 24, 2009

Revisions to the *University Undergraduate Catalog*, Section 5: [Academic Regulations](#), as follows:

Proposed additions are noted in **bold** print and deletions are noted in ~~strike through~~.

DROPPING AND ADDING COURSES

“After Schedule Change Period

During the first ~~40~~ **50** percent of the regularly scheduled class meetings of a course (including the meeting for the final examination), a student may, at his or her own option, drop the course. After consultation with his or her advisor, the student secures the signature of the advisor on the schedule change form and takes it to the Office of the Registrar for processing. For regular semester-length courses, the drop period is limited to the first ~~thirty~~ **thirty eight** days of classes of the semester. For five-week block courses or regular summer term courses, the drop period is limited to the first ~~ten~~ **thirteen** days of classes for the semester or summer term. The same ~~40~~ **50** percent drop-period rule applies to block courses of other lengths as well. It is the student’s responsibility to consult official university bulletin boards, documents, and/or the web to determine the appropriate drop period for such block courses. Ordinarily, a student may drop up to four courses or a smaller prorated number in pursuit of a university degree. (See Course Drop Allocations, below.) Extenuating circumstances, however, can warrant consideration for drop by exception, as explained below.

Petitions for drops after the deadline for course drops will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal problems directly affecting the course(s) to be dropped. Course drops for medical problems will be heard by Student Health Services and course drops for psychological problems will be heard by the Center for Counseling and Student Development. The written appeal must contain the rationale for the appeal and documentation of personal, family, or medical problems and how these problems affected the course(s) to be dropped. Students who petitions for drops are denied by Student Health Services, the Center for Counseling and Student Development may appeal the decision to the Student Academic Appellate Committee.

Students may petition the Student Academic Appellate Committee through the Center for Academic Services for drops by exception (drops after the 40 ~~50~~ percent drop period, drops beyond student's allotted number, and drops not counted against the allotted number). Poor performance in course work; missed deadlines; change of major; or a course grade's adverse effect on the student's grade point average, probationary standing, or other eligibility is not in itself a sufficient basis for exception.

Requests for exceptions will not be considered after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been expected. Petitions for drops by exception will typically be granted only for medical or counseling reasons related to the course(s) to be dropped and will be considered by Student Health Services or the Center for Counseling and Student Development, respectively, upon receipt of appropriate documentation.

Students whose petitions for drops by exception are denied by Student Health Services, the Center for Counseling and Student Development, or the Office of the Registrar may appeal the decision to the Student Academic Appellate Committee. The decision of the Student Academic Appellate Committee is final."

GRADING SYSTEM

"Grade Replacement Policy

A student is permitted to use the Grade Replacement Policy a maximum of ~~three~~ **four** times for courses below 3000 in which he or she has earned a grade of D or F. For example, a student may replace a grade in ~~three~~ **four** different courses or may replace a single course grade a maximum of ~~three~~ **four** times or a combination thereof not to exceed the limits of the policy. Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material, for example, a course in the same academic discipline for which the repeated course is a prerequisite.

~~To replace a grade, the student should request a grade replacement on the grade replacement form, register for the course during the registration period, and submit the form to the Office of the Registrar. For the student to implement the policy, the form should be submitted no later than the last day of classes of the semester in which the student retakes the course.~~ **The grade replacements will be automatically processed for courses worth 3 or more semester hours. The student must request a grade replacement for 1 or 2 semester hour courses by completing a grade replacement form and submitting it to the Office of the Registrar. The grade replacement form for 1 or 2 semester hour courses must be submitted to the Office of the Registrar by the last day of classes of the semester in which the student retakes the course in order for the grade replacement(s) to be reflected in the student's GPA and Academic Standing for the current semester.** Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for consideration for honors. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a D, no additional credit hours will be awarded. The grade replacement policy does not apply to courses taken prior to fall 1994."

ACADEMIC ELIGIBILITY STANDARDS

"Retention requirements are based on hours attempted at East Carolina University and/or transfer hours from another institution. The minimum academic requirements to avoid probation and/or suspension are as follows:

1-29 attempted hours and/or transfer hours, ~~4.6~~ **1.8** GPA

30-59 attempted hours and/or transfer hours, ~~4.8~~ **1.9** GPA

60+ attempted hours and/or transfer hours = 2.0 GPA

~~60-74 attempted hours and/or transfer hours, 1.9 GPA~~ 2.0

~~75 or more attempted and/or transfer hours, 2.0 GPA~~

Second undergraduate degree, 2.0 GPA

A student who possesses a baccalaureate degree and who is working toward a second baccalaureate degree must maintain a minimum cumulative GPA of 2.0 on all work attempted on the second baccalaureate degree. Certain academic programs require a GPA greater than 2.0 for admission. (See specific major requirements.) Please note that Academic Eligibility and Satisfactory Academic Progress for Financial Aid are not the same. Please contact Student Financial Aid for more information about Satisfactory Academic Progress for continuation of receipt of student financial aid at East Carolina University (www.ecu.edu/financial/).”

Resolution #09-43

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: December 3, 2009

Request for authorization to establish a [Master of Science in Security Studies](#), within the Department of Political Science and a proposed [Graduate Certificate in Physical Education Clinical Supervision](#), within the College of Health and Human Performance.

Resolution #09-44

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: December 3, 2009

Curriculum matters contained in the [September 10, 2009](#), [September 24, 2009](#) (includes revised course proposal form and signature form for curricular changes), and [October 8, 2009](#) meeting minutes.

Resolution #09-45 **EARLIER SUBMITTED as #09-21**

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: December 3, 2009

Revised Department of [Biology](#) and Department of [English](#) unit codes of Operation.

Resolution #09-46

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: November 24, 2009

Resolution in [Support of the Biosciences Building](#), as follows:

Whereas, the Departments of Biology and Physics, which currently occupy the Howell Science Complex, have grown beyond the capacity of the building with both Departments locating faculty offices and laboratories in other space around campus;

Whereas, the Departments of Biology and Physics have thriving undergraduate and graduate programs in biosciences, which are Science, Technology, Engineering, and Mathematics disciplines;

Whereas, laboratory space and facilities in the Howell Science Complex are outdated and do not meet the needs of the students and faculty in the Departments of Biology and Physics;

Whereas, the Departments of Biology and Physics require more classroom and teaching laboratory space than is available in Howell Science Complex;

Whereas, the Howell Science Complex, which opened in 1969, has extensive problems with the HVAC and other core facilities systems that require a complete renovation of the entire building;

Whereas, ECU Facilities Services has projected potentially "catastrophic" impacts on our core University missions should these decaying systems fail; and

Whereas, temporary relocation of faculty laboratory space for building renovation would interrupt or even halt student and faculty research for multiple and extended periods.

Therefore Be It Resolved That the faculty of East Carolina University support the proposed Biosciences Building that will house the Departments of Biology and Physics and other related programs in a modern facility to promote interdisciplinary teaching and research.

Resolution #09-47

Approved by the Faculty Senate: December 1, 2009

Approved by the Chancellor: January 12, 2010

Approval of Foundation Curriculum Course for Arts, [COMM 2020: Fundamentals of Speech Communication \(FC:FA\)](#) and Approval of Foundation Curriculum Course for Science, [BIOL 2110/2111: Fundamental of Microbiology \(FC:SC\)](#)

Resolution #09-48

Approved by the Faculty Senate: December 1, 2009

Approved by the Chancellor: not applicable

2010-2011 Faculty Senate and Agenda Committee Meeting Dates.

Agenda Committee will meet:	Faculty Senate will meet:
August 31, 2010	September 7, 2010
September 21, 2010	October 5, 2010
October 19, 2010	November 2, 2010
November 16, 2010	December 7, 2010
January 11, 2011	January 25, 2011
February 8, 2011	February 22, 2011
March 15, 2011	March 29, 2011
April 5, 2011	April 19, 2011
	April 26, 2011
	Organizational Meeting

Resolution #09-49

Approved by the Faculty Senate: December 1, 2009

Approved by the Chancellor: January 12, 2010

[Sport and Exercise Psychology Concentration](#) in the Master of Science degree in Exercise and Sport Science within the College of Health and Human Performance; [Risk Management and Insurance Concentration](#) in the BSBA in Finance within the College of Business; [Health Physics Concentration](#) in the Master of Science degree in Physics within the College of Arts and Sciences; Notice of Intent to Plan a [New Baccalaureate Degree in Religion/Religious Studies](#) as a multidisciplinary program within the College of Arts and Sciences.

Resolution #09-50 (Later resubmitted as #10-36)

Approved by the Faculty Senate: December 1, 2009

Approved by the Chancellor: returned to committee for additional review

(links to [Chancellor's response](#) and [suggested revisions](#))

Proposed revisions to the *ECU Faculty Manual*, [Appendix I](#). Policy on Conflicts of Interest and Commitment.

Resolution #09-51 (submitted earlier as #09-11, #09-12, #09-20)

Approved by the Faculty Senate: December 1, 2009

Approved by the Chancellor: January 12, 2010 (link to [Chancellor's response](#))

Approved by the Board of Trustees: February 26, 2010

Approved by General Administration: July 12, 2010

Proposed revisions to the *ECU Faculty Manual*, [Appendix D](#). Tenure and Promotion Policies and Procedures of ECU.

Resolution #09-52

Approved by the Faculty Senate: December 1, 2009

Approved by the Chancellor: January 12, 2010

Curriculum matters contained in the [November 12, 2009](#), University Curriculum Committee minutes.

Revised 5-26-11