# FULL TEXT OF FACULTY SENATE RESOLUTIONS

January 2010 – December 2011

Resolution #10-01

Approved by the Faculty Senate: January 26, 2010
Accepted by the Chancellor:  February 24, 2010

Formal faculty advice on the proposed administrative [Policy on Gifts Affecting Curriculum](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/1001giftsaffectingcurriculum.htm).

Resolution #10-02

Approved by the Faculty Senate: January 26, 2010
Approved by the Chancellor:  February 24, 2010

Request to move [Media Production Program](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa110eppc.pdf) (including faculty, curriculum and students) from the School of Communication to the School of Art and Design.

Resolution #10-03

Approved by the Faculty Senate: January 26, 2010
Approved by the Chancellor: n/a  **(Earlier submitted as #09-05, #09-30; later as #10-06)**

Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. [Curriculum Development](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/1003curriculumdevelopment.htm).

Resolution #10-04

Approved by the Faculty Senate: January 26, 2010
Approved by the Chancellor:  February 24, 2010

Curriculum matters contained in the [December 10, 2009](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum1209.htm) University Curriculum Committee minutes.

Resolution #10-05

Approved by the Faculty Senate: January 26, 2010
Approved by the Chancellor:  February 24, 2010   (with condition that Committee will commit to do the work)

Proposed “[Green Get To ECU Day](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/1005greenevent.htm)” event.

Resolution #10-06    **(Earlier submitted as #09-05 & #09-30 & #10-03 and later #10-94 and 11-38)**

Approved by the Faculty Senate: February 23, 2010
Returned by the Chancellor: March 24, 2010  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/fs210chancelloraction.pdf%22%20%5Ct%20%22_blank)

[Faculty Senate Resolution #10-03](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/1003curriculumdevelopment.htm), Proposed Revisions to the Faculty Manual, Part V. Academic Information, Section III. Curriculum Development passed by the Senate at its January 26, 2010 meeting be removed from the Chancellor’s desk and returned to the Educational Policies and Planning Committee for revision.

Resolution #10-07

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  April 6, 2010

Foundation Curriculum Course for Social Science [HIST 3669](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa210asfoundation.htm) History of the Middle East.

Resolution #10-08 **(Resubmitted later as #10-52, #10-78, #11-16, #11-35, #11-51)**Approved by the Faculty Senate: February 23, 2010
Returned by the Chancellor: March 24, 2010  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/fs210chancelloraction.pdf)

Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies were approved as amended with suggested modifications to subsections K. Office Hours and L. Ordering Textbooks and Collateral Material being returned to the Academic Standards Committee for further review and consideration.

Resolution #10-09

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  April 6, 2010

Proposed implementation dates for revised *University Undergraduate Catalog*, Section 5: Academic Regulations [(Faculty Senate Resolution #09-42)](http://www.ecu.edu/cs-acad/fsonline/customcf/fsminute/fsm11090942.htm) relating to Dropping and Adding Courses (FALL 2010), Grading System (FALL 2010), andAcademic Eligibility Standards (FALL 2011).

Resolution #10-10

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  March 24, 2010

Information in the *ECU Faculty Manual,* Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection D. Class Roll Verification be retained with no revision at this time.

Resolution #10-11

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  April 6, 2010

Request for a new [Ethnic and Rural Health Disparities (ERHD)](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa210eppcruralhealth.htm) Graduate Certificate Online Program.

Resolution #10-12

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  March 24, 2010

Request to [change the title](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa210eppc2.pdf) of School of Dentistry to School of Dental Medicine.

Resolution #10-13

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  March 24, 2010

Request to [change the name of degree](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa210eppcdentistry.htm) offered by the Dental School from Doctor of Dental Surgery to Doctor of Dental Medicine.

Resolution #10-14

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  March 24, 2010

Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, as follows:

Additions were noted in **bold** print, deletions in ~~strikethrough~~ and suggested moves to new locations noted in **red**.

I. Academic Procedures and Policies

**Combine text with text on Mace Bearers (noted below) and include link to this information in University distributed announcements on commencement activities.**

I. Faculty Marshals
Faculty Marshals are ten faculty and two alternates appointed from the full-time, tenured, senior faculty to serve at graduations and other such ceremonial occasions as requested by the chancellor. Those appointed should be individuals readily recognized as outstanding members of the academic community. The Chief Faculty Marshal shall be the faculty marshal in the second or later year of appointment as a faculty marshal and who is of greatest faculty seniority among the faculty marshals. This seniority determination is made each year by the Assistant Vice Chancellor for Human Resources. The Chief Faculty Marshal shall serve as ex-officio on the Administrative Commencement Committee. A Faculty Marshal’s appointment is a one-term, four year appointment beginning August 1. The Chair of the Faculty will make recommendations in May of each year to the Chancellor, who will appoint the individuals no later than July 31. (Faculty Senate Resolution #94-45, December, 1994)

**Combine text with text on Faculty Marshals (noted above) and include link to this information in University distributed announcements on commencement activities.**

CC. Mace Bearer
The mace bearer is a faculty member who leads University ceremonial events such as graduation and Founder's Day processions. The eligibility requirements to be appointed East Carolina University's mace bearer include:

* Senior faculty member in terms of years of service,
* Holds a full-time faculty position with East Carolina University, and
* Is not a unit administrator or an individual with one half or more of his/her load assigned to administrative duties.

The Associate Vice Chancellor for Human Resources prepares a list of the most senior faculty members in terms of years of service to the University and notifies the Chancellor and Chair of the Faculty. The Chancellor makes the appointment. If there is more than one qualified individual, the responsibility of the position should rotate among them. (This policy will take effect at such time that the current Mace Bearer no longer qualifies under the rules in effect at this time or May 2007, whichever comes first.) (Faculty Senate Resolution #05-22, April 2005)

Resolution #10-15

Approved by the Faculty Senate: February 23, 2010
Returned by the Chancellor:  March 24, 2010 [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/fs210chancelloraction.pdf) **(Later resubmitted as #10-47)**

Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section II. Academic Facilities.

Resolution #10-16

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  March 24, 2010

Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section III. Institutional Services Available to Faculty, as follows:

Additions were noted in **bold** print, deletions in ~~strikethrough~~ and suggested moves to new locations noted in **red**.

III. Institutional Services Available to Faculty

**Combine with text on Faculty Marshals and Mace Bearers (noted in Part V. above) and include link in University distributed announcements on commencement activities.**

A. Academic Apparel

Faculty members have the following options for ordering academic apparel:

1. A quality, tailor-made outfit may be purchased through the [Student Store](http://www.ecu.edu/studentstores/). Samples of materials and information concerning the styles of academic apparel are available. The cost of an outfit depends on the type of materials selected.

2 Academic apparel may also be rented through the Student Store. If an order is placed with the Student Store, faculty members are responsible for the rental fee whether or not the gown is picked up. The rental fee is based on the degree held by the faculty member.

**Remove from Faculty Manual and place elsewhere an informational handbook.**

~~B. Admission to Athletic Events~~

~~Football and basketball season tickets are offered to faculty at a reduced price. Single game tickets are the same as charged to the public.~~

**Remove from Faculty Manual and place elsewhere in an informational handbook.**

~~C. Cardiovascular Disease Risk Factor Identification/Reduction Program~~

~~The Human Performance Laboratory in the School of Health and Human Performance offers a wellness service program known as the Cardiovascular Disease Risk Factor Identification/Reduction Program. All known risk factors for cardiovascular disease are assessed and strategies for lifestyle changes to reduce these risk factors are individually developed. Tests may include a complete blood profile, resting ECG, strength testing, body fat assessment by hydrostatic weighing, flexibility, complete medical history, blood pressure, physical exam, pulmonary function test, treadmill stress test, and exercise prescription. Faculty may contact the School of Health and Human Performance for further information.~~

**Remove from Faculty Manual and place elsewhere in an informational handbook with suggestion to include with text from section on Admission to Athletic Events.**

~~D. Central Ticket Office~~

~~The Central Ticket office, located in the Mendenhall Student Center, makes tickets available for most programs and activities at the university. Examples of tickets available in the central ticket office are performing arts series, popular entertainment, lectures, special concerts, travel-adventure film series, and the Magic Kingdom Club. A limited number of tickets are available at reduced rates to faculty for most activities. Tickets may be obtained by presenting a validated ECU ID card at the Central Ticket office.~~

**Revise and retain in the Faculty Manual**

E. ~~Computing and Information Systems~~ **Information and Computer Services**

**Information Technology and Computing Services (ITCS) supports employees through the integration of information, technology, and instruction.** [**http://www.ecu.edu/itcs**](http://www.ecu.edu/itcs)

~~The Computing and Information Systems Center provides facilities for support of faculty research activities, including analytical and other software, and technical consultation, assistance, and documentation.~~

**Remove from Faculty Manual and place elsewhere in an informational handbook.**

~~F. Continuing Education~~

~~The Division of Continuing Education and Summer School organizes extension courses in almost all professional and academic areas. The Division of Continuing Education and Summer School also renders assistance to the public schools through educational workshops, educational clinics in special fields, speakers for special occasions, assistance in educational surveys and curriculum studies, and consultation on special problems.~~

**Remove from Faculty Manual.**

~~G. Credit Union~~

~~University employees maintain a credit union, organized under the regulations stipulated by the State of North Carolina. Membership is open to all full-time and all part-time permanent employees. Insurance arrangements permit members to acquire, based on savings, life insurance at no cost to the member. Borrowers may negotiate low interest rate signature loans and secured loans.~~

**Remove from Faculty Manual and place elsewhere in an informational handbook.**

~~H. Dining Services~~

~~Faculty are invited to eat at any of the restaurants on campus. A declining balance card is offered to faculty. This card is a pre-paid account that can be used as cash in any of the dining locations. For more information faculty may call Dining Services.~~

**Remove from Faculty Manual and place elsewhere in an informational handbook.**

~~J. Housing~~

~~The off-campus housing office provides publications to aid those searching for rental housing in Greenville. The office also has information available regarding local banks, child care centers, hotels/motels, and restaurants.~~

**Remove from Faculty Manual and place elsewhere in an informational handbook.**

~~K. Mendenhall Student Center~~

~~Mendenhall Student Center is the social, cultural, recreational, and service center of the campus and is designed to serve the entire university. Along with other specific services, the student center is used as the "reception hall" of the campus, frequented not only by students but also by guests, faculty, staff, and numerous groups on campus for special events. There are limitations necessary when allowing children to use the student center facilities unless accompanied by their parents. The Center’s hours are:~~

~~Monday through Thursday 8:00 A.M. - 11:00 P.M.~~

~~Friday 8:00 A.M. - 12:00 Midnight~~

~~Saturday 12:00 Noon - 12:00 Midnight~~

~~Sunday 1:00 P.M. - 11:00 P.M.~~

**Remove from Faculty Manual and place elsewhere in an informational handbook.**

~~L. Police Department~~

~~The ECU Police Department consists of two divisions: Police Services and Medical School Security. The Police division is a full-service law enforcement agency providing services such as uniformed patrol, (bicycle, vehicle, foot), criminal investigations, traffic enforcement and other services. The Medical School Security division handles security at the Brody Medical Complex. Crime prevention specialists are available to give lectures concerning campus safety.~~

**Remove from Faculty Manual and place elsewhere in an informational handbook.**

~~M. Post Office and Campus Mail Service~~

~~United States mail is handled by the main US Post Office and the East Carolina University Station Post Office located on East Tenth Street. Faculty members may receive their mail with that of their respective department, school, or college. Faculty members who desire individual boxes may apply for them at the post office. Intra-campus mail is handled by the Campus Mail Service. Each department, college, or school has a box at this post office to which intra-campus mail is delivered, and faculty members may receive their individual intra-campus mail in their respective unit. Intra-campus mail is free of postage.~~

**Remove from Faculty Manual and place elsewhere in an emergency procedures manual.**

~~N. Radiation Safety~~

~~Many radiation sources are used at East Carolina University as effective tools for teaching, research, medical diagnosis, and therapy. The Administrative Radiation Safety Committee establishes the university radiation safety policy. This committee reviews each proposal to use radioactive material as well as each proposal to install and operate radiation-producing electronic equipment. In conjunction with the office of Radiation and Biological Safety, the committee is responsible for all ionizing radiation sources (such as radio-active material and x-ray equipment) and many nonionizing radiation sources (such as lasers, microwave units, and RF systems). Permission to use radiation sources is granted by license and registration with the radiation protection division of the State of NC. Consultation and service necessary to ensure radiation protection and adherence to the regulations are provided by the office of Radiation and Biological Safety. Any faculty member who wants to use radiation sources on the campus of ECUmust undergo a review by the office of Radiation and Biological Safety and gain approval by the Administrative Radiation Safety Committee. For further information consult the university radiation safety manual and contact the office of Radiation and Biological Safety.~~

**Remove from Faculty Manual.**~~O. Recreational Services~~

~~Faculty are invited to participate in all programs and services offered through the department of Recreational Services. The Student Recreation Center offers enhanced opportunities to motivate faculty, their spouses and family members to pursue healthy recreational lifestyles. This facility, adjacent to Mendenhall Student Center, provides a campus home for the adventure program, physical fitness opportunities, intramural sports, club sports, and special events. Memberships to the Student Recreation Center are available on an annual, semester, or summer session basis, with a payroll deduction option, and may be purchased at the main office in the facility. Dependent passes are sold on a day-~~

~~to-day basis. A valid ECU ID/membership card is required for entry into the facility. For more information, please call the department of Recreational Services.~~

**Remove from Faculty Manual.**

~~P. Supplies, Equipment, and Contractual Services~~

~~The university department of Materials Management has the responsibility for making all purchase contracts for the university (rental or purchase of real property excepted). This authority covers all supplies, materials, equipment, and contractual services as required by the university and any of its schools, departments, agencies, or divisions. Purchases are initiated by submittal of a purchase requisition to the department of Materials Management by departmental chairpersons, deans, or agency heads through their respective vice chancellors. See~~ *~~ECU Business Manual~~*~~.~~

**Remove from Faculty Manual.**

~~Q. Telephone Service~~

~~The university switchboard is open each school day from 8:00 A.M. - 5:00 P.M. primarily for information and for reporting interruptions in service. All necessary long distance telephone calls should be made through the DAIN system to take advantage of the more favorable rates. It is not permissible to charge personal calls to a university telephone and then reimburse the university for the cost. If it should be necessary to place a personal long distance call from a university telephone, the call should be made collect or charged to the individual's home phone or to a credit card. If these methods of charging are not possible, the call should be made from a nonuniversity phone.~~

Resolution #10-17

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor: April 6, 2010

Revised [School of Theatre and Dance](http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/theatreanddance.htm) Unit Code of Operation.

Resolution #10-18

Approved by the Faculty Senate: February 23, 2010
Approved by the Chancellor:  April 6, 2010

Curriculum matters contained in the [January 14, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum1101.htm), and [January 28, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum1102.htm) University Curriculum Committee minutes.

Resolution #10-19

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  April 12, 2010

Approval of Spring 2010 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

Resolution #10-20

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Curriculum matters contained in the minutes of the [February 11, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum2101.htm) and [February 25, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum2102.htm), meetings.

Resolution #10-21

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  July 1, 2010

Revised [Department of Anthropology](https://author.ecu.edu/cs-acad/fsonline/customcf/unitcodes/anthropology.htm) Unit Code of Operations (full code review) and [School of Medicine](https://author.ecu.edu/cs-acad/fsonline/customcf/unitcodes/medicine.htm) Unit Code of Operations (amendments only).

Resolution #10-22

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  not applicable

Revised [Academic Awards Committee Charge](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/aa.htm).

Resolution #10-23

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

[Summer 2010 – Spring 2011 University Calendars](http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm).

Resolution #10-24  **(Later submitted as #10-69)**

Approved by the Faculty Senate:  March 30, 2010
Returned by the Chancellor:  May 5, 2010 [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponsemarch2010.pdf)

New [University Scholarship of Engagement Award](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/aa/scholarship.htm).

Resolution #10-25

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Foundation Curriculum Course for Basic Social Science, [PSYC 2777 Ethnocultural Psychology](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa310foundationpsych.htm).

Resolution #10-26

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Foundation Curriculum Course for Basic Science, [GEOL1800 Geology of the National Parks](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa310foundationgeol.htm).

Resolution #10-27 **(Resubmitted later as #11-14 and #11-52)**

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  Removed from consideration due to additional revisions made to document

Revisions to the *ECU Faculty Manual*, Part V. Academic Information Section I. Academic Procedures and Policies, Subsection Y. Disruptive Academic Behavior, as follows:

**Revise and keep in the Faculty Manual.**

**Disruptive Academic Behavior
East Carolina University is committed to providing each student with a rich, distinctive educational experience. Disruptive academic behavior impedes the learning environment and hinders other students’ learning.  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 by following the procedure described in this section.**  **Students who repeatedly violate 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 “drop” according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.**

**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.**

**Disruptive Academic Behavior**

**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 or leaving early from 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.**

**Procedure for Instructors**

**A student who does not follow reasonable standards of academic decorum should first 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. Instructors should keep written documentation of all actions taken during this process.**

**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 immediate assistance.**

**Student Appeals**

**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.**

 ~~Y. 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.~~

~~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. (Faculty Senate Resolution #07-13, June 2007)~~

Resolution #10-28

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection I.W. Student Attendance Regulations, as follows:

**Revise and keep in the Faculty Manual.**

**Class Attendance and Participation Regulations**

**A student’s participation in the work of a course is a precondition for receiving credit for the course. 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 after the student registers.  Students registering late are expected to make up all missed assignments in a manner determined by the instructor.**

**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. The instructor’s attendance policy, along with other course requirements, will be provided to the class on a syllabus distributed at the first class meeting. Class attendance may be a criterion in determining a student’s final grade in the course if the instructor provides a written statement to this effect in the course syllabus. In determining the number of unexcused absences which will be accepted, the instructor should consider carefully the nature of the course, the maturity level of the students enrolled, and the consequent degree of flexibility included in the instructor's policy.**

**Students should consult with their instructors about all class absences. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments. Except in the case of university-excused absences, it is the decision of the instructor to excuse an absence or to allow for any additional time to make up missed tests or assignments. 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.**

**Student Health Services does not issue official written excuses for illness or injury, but will, upon request at the time of the visit, provide a note confirming that the student has received medical care. In the event that the student is seriously ill or injured at the time of final examinations the Student Health Service or the Center for Counseling and Student Development, on request of the student, may recommend a medical incomplete. Instructors should normally honor written medical excuses from a licensed medical or psychological practitioner that states the student was too ill or injured to attend class and provides the specific date(s) for which the student was unable to attend class due to the medical or psychological problem.**

**The Dean of Students may authorize university-excused absences in the following situations:**

**1.  Student participation in authorized activities as an official representative of the university (i.e. athletic events, delegate to
    regional or national meetings or conferences, participation in university-sponsored performances).**

**2.  Participation in other activities deemed by the Dean of Students to warrant an excused absence.**

**3.  An extreme personal emergency about which the student is unable to speak directly to the instructor.**

**4.  The death of an immediate family member (such as parent, sibling, spouse or child)**

**5.  Student participation in religious holidays.**

**It is the student’s responsibility to obtain verification of a university-excused absence by contacting the Dean of Students. Faculty requests for university-excused absences should be submitted according to the timeline established by the Dean of Students.  Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.**

**Instructors are expected to honor valid university-excused absences, and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Students who anticipate missing 10% or more of class meeting time as a result of university-excused absences are required to receive approval from the instructor at the beginning of the semester. Student experiences that cannot be made up should be discussed at the onset of the course to ensure that continued enrollment is feasible while there is still the opportunity to drop the course within the schedule change period.**

**No instructor should urge a student to take part in an extracurricular activity at the expense of the student’s class work or expect the student to appear at any practice or rehearsal if he or she has a scheduled class at that time. No class absences will be excused for practices or rehearsals. Only absences for performances and necessary travel to and from performances are excused.**

**A student who believes that he or she has been treated unfairly concerning absences or has been misinformed by the instructor regarding that instructor’s absence policy shall have the right to appeal. The appeal shall be in writing to the instructor’s department chairperson or school director, and in the event the resolution is not satisfactory, the final decision rests with the academic dean.**

~~W.       Student Attendance Regulations
Students are expected to attend punctually all lecture and laboratory sessions in the courses for which they are registered, beginning with the first session following registration in the course, except as provided below. Each instructor shall determine the class attendance policy that is felt to be best for the particular course. In determining the number of unexcused absences which will be accepted, the instructor should consider carefully the nature of the course, the maturity level of the students enrolled, and the consequent degree of flexibility which the instructor's policy will include. This policy, along with the instructor's requirements for announced quiz attendance, should be presented to the class, preferably in writing, at the beginning of the term and will govern attendance in the class.  It is the intent of the university that students missing classes due to the observance of religious holidays be given ample opportunity to make up work.  Instructors are expected to recognize and honor official university excuses, i.e., excuse students without penalty for absences because of participation in authorized university activities. If required by the instructor, verification of these authorized absences may be obtained by the student by contacting the office of the Dean of Students.~~

~~No faculty member should urge a student to take part in an extracurricular activity at the expense of the student’s class work nor expect the student to appear at any rehearsal if he or she has a class at that period. No class absences will be excused for rehearsals. Only absences for performances and necessary travel to and from performances are excused.   Verification of student illness may be obtained by calling the Student Health Service. Official written excuses are not issued for personal illness, except in the case of a final examination when a grade of incomplete is recommended. Student teachers assigned to schools within the immediate vicinity of the campus will report to the Student Health Service when they are ill. The Student Health Service, upon request from the office of Student Teaching and Field Experiences, will provide verification of their visits and indicate whether the severity of the illness warrants an absence from student teaching. Student teachers missing one or more days will return to the Student Health Service for a medical clearance before returning to public school classrooms~~.

Resolution #10-29

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Revisions to the *University Undergraduate Catalog*, Section 5. Academic Regulations, Class Attendance and Participation Regulations, as follows:

IMPLEMENT FALL 2010

Class Attendance and Participation Regulations

A student’s participation in the work of a course is a precondition for receiving credit for the course. 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 **after the student registers~~,~~** ~~and absences because of late registration may be excused only at the discretion of the instructor~~**. Students registering late are expected to make up all missed assignments in a manner determined by the instructor.**

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. The instructor’s attendance policy will be provided to the class on a syllabus distributed at the first class meeting. Class attendance may be a criterion in determining a student’s final grade in the course if the instructor provides a written statement to this effect in the course syllabus.

Students should consult with their instructors about all class absences. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments. **Except in the case of university-excused absences,** ~~It~~ **it** is the decision of the instructor to excuse an absence or to allow for any additional time to make up missed tests or assignments. 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.

~~The~~ Student Health Service**s** do~~es~~ not issue official written excuses for illness or injury, **but will** ~~however,~~ upon request at the time of the visit, provide a note confirming that the student has received ~~medical~~ care. In the event that the student is seriously ill or injured at the time of final examinations the Student Health Service  on request by the student, may recommend a medical incomplete. **A student who receives medical care from another licensed medical provider may take his or her instructor a note from that provider indicating that the student was too ill or injured to attend class, and listing the date(s) for which the student** **was unable to attend. The instructor may choose to accept these notes as evidence of excused absences.**

The Dean of Students may authorize a university-excused absence in the following situations:

1.            Student participation in authorized activities as an official representative of the university (i.e. athletic events, delegate to regional or national meetings
 or conferences, participation in university-sponsored performances).

2.            Participation in other activities deemed by the Dean of Students to warrant an excused absence.

3.            An extreme personal emergency about which the student is unable to speak directly to the instructor.

4.            The death of an immediate family member (**such as** parent, sibling, spouse or child).

5.            Student participation in religious holidays.

It is the student’s responsibility to obtain verification of a university-excused absence by contacting the Dean of Students. Requests for university-excused absences should be submitted, whenever possible, to the Dean of Students at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

Instructors are expected to honor valid university excused absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Students who anticipate missing 10% or more of class meeting time as a result of university-excused absences are required to receive approval from the instructor at the beginning of the semester. Student experiences that cannot be made up should be discussed at the onset of the course to ensure that continued enrollment is feasible while there is still the opportunity to drop the course within the schedule change period.

A student who believes that he or she has been treated unfairly concerning absences or has been misinformed by the instructor regarding that instructor’s absence policy shall have the right to appeal. **The appeal shall be** in writing **to** ~~through~~ the instructor’s department chairperson or school director, **and in the event the resolution is not satisfactory,** ~~school director,~~ ~~and~~ the **final decision rests with ~~to~~ the** academic dean.

Resolution #10-30

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Revisions to the *University Undergraduate Catalog*, Section 5. Academic Regulations, Special Readmission (Forgiveness) Policy, as follows:

IMPLEMENT FALL 2010

**~~Special Readmission (Forgiveness) Policy~~ Readmission Under Forgiveness Policy**

**Former** East Carolina University students who have ~~been out of school~~ **not been enrolled at ECU** for a minimum of three consecutive academic years (six semesters, summer sessions excluded) may request ~~special~~ readmission **under the Forgiveness Policy.** Such requests must be submitted **on the application for readmission** ~~in writing~~ according to application deadline dates as specified above.

Students who have been enrolled at another regionally accredited 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 **2.5 average has been earned in all transferable courses attempted.** ~~C average (2.0 on a 4.0 scale) has been earned in all transferable courses attempted and maintained an overall GPA of 2.50.~~ ~~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 **East Carolina University-based** GPAs of students readmitted under this policy will be computed without inclusion of previous course work in which a grade below **a** C was received; credit toward graduation will not be allowed for such course work.

**Students should be aware, however, that all ECU grades, including those earned prior to readmission under the forgiveness policy**~~, However, this work~~ will be included in calculations for consideration for degrees with distinction.

A student may **take advantage of** ~~be readmitted under~~ the **Readmission under Forgiveness Policy** ~~Forgiveness Policy~~ only one time. Those readmitted under this policy are on academic probation for the first 19 ~~s.h.~~ **semester hours** 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 being ineligible, except for summer school, until such time as the C average is obtained.

**Students should be aware that the Readmission under Forgiveness Policy is an ECU policy that is not recognized in the U.S. Department of Education’s calculation of financial aid eligibility. Students who plan to apply to or receive financial aid should contact the financial aid office. Cashier accounts must be cleared of any outstanding balance, if any, prior to registration for the term of readmission.**

**Students should also be aware that a substantial tuition surcharge may be applied in accordance with the rules established by the Board of Governors or other appropriate legislative body.**

Resolution #10-31

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Revisions to the *University Undergraduate Catalog*, Section 5. Academic Regulations, While Enrolled in East Carolina University, as follows:

IMPLEMENT FALL 2010

**~~While Enrolled in East Carolina University~~Permission to Take Courses at Another United States College or University**

Approval must be granted in writing by the **Center for Academic Services with permission from the designee of the academic unit offering the course at ECU** ~~and the Center for Academic Services~~ prior to enrollment for transfer of any course taken at ~~any other regionally accredited institution.~~**a regionally accredited community college or senior institution.** An official transcript must be submitted to the Office of the Registrar immediately upon completion of the course(s). Only courses in which the student earns a C or better will be accepted in transfer. Permission is limited to 18 ~~s.h.~~ **semester hours** credit per semester or 7 ~~s.h.~~ **semester hours** credit per summer term. ~~For purposes of this policy, correspondence courses are distinguished from distance education courses.~~ **This policy applies to courses taken starting Fall 2010 and is not retroactive to courses taken earlier unless the student met the academic eligibility of the previous policy.**

~~   Approval will not be granted if the student has less than a cumulative GPA of 2.0 at East Carolina.~~

   Approval will not be granted if the student is ineligible to return to the university because of disciplinary action.

   Approval will not be granted for courses in which credit has been previously earned.

~~   Approval will not be granted for correspondence courses in the student’s major field.~~

~~   Approval will not be granted for correspondence courses beyond 15 percent of the total hours required for graduation. (See Independent Study)~~

With specific authorization as indicated **above** ~~below~~, approval may be granted in the following instances:

   If the student has been previously enrolled in ~~a comparable~~ **an equivalent** course~~, specific approval must be granted by the chairperson of the department offering the course and the Center for Academic Services.~~

   If the student has attained junior standing and wishes to attend a two-year institution, ~~specific approval must be granted by the Center for Academic Services.~~

   If the student has previously completed 60 ~~s.h.~~  **semester hours** or more at a two-year institution~~,~~ ~~specific approval must be granted by the Center for Academic Services  prior to permitting the transfer of additional credit from a two-year institution.~~

   If the student wishes to be enrolled concurrently at ECU and in ~~correspondence courses, extension courses, or~~  courses at another institution.~~,  the~~ **~~Center for Academic Services with permission from the designee of the academic unit(s)~~** ~~and the Center for Academic Services must grant specific approval.~~

**Students should be aware that courses completed elsewhere and transferred in to ECU are not included for the calculation of the ECU GPA.  However, transfer semester hours are included when determining the student’s retention requirements.**

ADD LINK to REQUIREMENTS listed elsewhere in catalog.

 Resolution #10-32

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Revisions to the *ECU Faculty Manual*, Part VI. Section I. Employment Policies, as follows:

Remove from Faculty Manual and incorporate into revised Appendix C.

(Relocate into Appendix C)~~A.        . Appointment
See~~ *~~Appendix C, Personnel Policies and Procedures for the Faculty of East Carolina University~~* ~~and~~ *~~Appendix D, Tenure and Promotion Policies and Procedures of East Carolina University.~~* ~~(Faculty Senate Resolution #03-13, March 2003)~~

**Remove from Faculty Manual and incorporate into revised Appendix C**.(Relocate into Appendix C)~~F.   Promotion~~

~~See~~ *~~Appendix C, Personnel Policies and Procedures for the Faculty of East Carolina University~~* ~~and~~ *~~Appendix D, Tenure and Promotion Policies and Procedures of East Carolina University.~~*

**Remove from Faculty Manual and incorporate into revised Appendix D**.
(Relocate into Appendix D)~~G.  Resignation and Re-appointment~~

~~See~~ *~~Appendix D, Tenure and Promotion Policies and Procedures of ECU~~*~~.~~

**Remove from Faculty Manual and incorporate into revised Appendix C or D as appropriate.**
(Relocate into Appendixes C and D)~~K.  Tenure~~

~~See~~ *~~Appendix C, Personnel Policies and Procedures for the Faculty of East Carolina University~~* ~~and~~ *~~Appendix D, Tenure and Promotion Policies and Procedures of East Carolina University.~~*

Resolution #10-33

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Revision to the *ECU Faculty Manual,* Part VI, Section V. External Professional Activities of Faculty and Other Professional Staff, as follows:

**Remove from Faculty Manual and incorporate into revised Appendix I.**

***(Relocate into Appendix I)***

~~V.        External Professional Activities of Faculty and Other Professional Staff (Formerly~~ *~~Appendix Q~~*~~)~~

~~A.        University Policy~~

~~The University of North Carolina and its constituent institutions seek to appoint and to retain, as faculty and other professional staff members, individuals of exceptional competence in their respective fields of professional endeavor.~~

~~Because of their specialized knowledge and experience, such persons have opportunities to apply their professional expertise to activities outside of their university employment, including secondary employment consisting of paid consultation with or other service to various public and private entities 35. Through such practical, compensated applications of their professional qualifications, university employees enhance their own capabilities in teaching and research. Thus, participation of faculty and other professional staff members in external professional activities for pay, typically in the form of consulting, is an important characteristic of academic employment that often leads to significant societal benefits, including economic development through technology transfer. However, such external professional activities for pay are to be undertaken only if they do not:~~

~~1. create a conflict of commitment by interfering with the obligation of the individual to carry out all primary university   duties in a timely and effective manner; or~~

~~2. create a conflict of interest vis-à-vis the individual's status as an employee of the university; or~~

~~3. involve any inappropriate use or exploitation of university resources; or~~

~~4. make any use of the name of The University of North Carolina or any of its constituent institutions for any purpose other than professional identification; or~~

~~5. claim, explicitly or implicitly, any university or institutional responsibility for the conduct or outcome of such activities.~~

~~B.        Definitions~~

~~1."External professional activities for pay" means any activity that:~~

~~a.         is not included within one's university employment responsibilities;~~

~~b.         is performed for any entity, public or private, other than the university employer;~~

~~c.         is undertaken for compensation; and~~

~~d.         is based upon the professional knowledge, experience, and abilities of the faculty or other professional staff member.~~

~~Activities for pay not involving such professional knowledge, experience, and abilities are not subject to the advance disclosure and approval requirements of section C. of this policy, although they are subject to the basic requirement that outside activities of any type not result in neglect of primary university duties, conflicts of interest, inappropriate uses of the university name, or claims of university responsibility for the activity.~~

~~2.         "University employment responsibilities" include both "primary duties and "secondary duties.” Primary duties consist of assigned teaching, scholarship, and all other institutional service requirements. Secondary duties consist of Professional affiliations and activities traditionally undertaken by faculty and other professional staff members outside of the immediate university employment context that redound to the benefit of the profession and to higher education in general. Such endeavors, which may or may not entail the receipt of honoraria or the reimbursement of expenses, include membership in and service to professional associations and learned societies; membership on professional review or advisory panels; presentation of lectures, papers, concerts or exhibits; participation in seminars and conferences; reviewing or editing scholarly publications and books, and service to accreditation bodies. Such integral manifestations of one's membership in a profession are encouraged, as extensions of university employment, so long as they do not conflict or interfere with the timely and effective performance of the individual's primary university duties.~~

~~3.         "Faculty or other professional staff member" means any person who is employed full-time by The University of North Carolina or a constituent institution or other agency or unit of The University of North Carolina and who is not subject to the State Personnel Act.~~

~~4.         "Department" means an academic department, a professional school without formally established departments, or any other administrative unit designated by the chancellor of an institution or by the president for the office of           General Administration, for the purposes of implementing this policy.~~

~~5.         "Inappropriate use or exploitation of university resources" means using any services, facilities, equipment, supplies, or personnel which members of the general public may not freely use. A person engaged in external professional activities for pay may use, in that connection, his or her office and publicly accessible facilities such as university libraries; however, an office shall not be used as the site for compensated appointments with clients, e.g., for counseling or instruction. Under no circumstances may a supervisory employee use the services of a supervised employee during university employment time to advance the supervisor's external professional activities for pay.~~

~~6.         "Conflict of interest" relates to situations in which financial or other personal considerations may compromise, may have the potential for compromising, or may have the appearance of compromising an employee's objectivity in meeting university duties or responsibilities, including research activities.~~

~~C.        Procedures Governing External Professional Activity for Pay~~

~~1.         A faculty or other professional staff member who plans to engage in external professional activity for pay shall complete the "Notice of Intent to Engage in External Professional Activity for Pay" (hereinafter referred to as "Notice of Intent,"), which shall be filed with the head of the department in which the individual is employed. A separate “Notice of Intent" shall be filed for each such activity in which an employee proposes to engage. Unless there are exceptional circumstances, the "Notice of Intent" shall be filed not less than ten calendar days before the date the proposed external professional activity for pay is to begin.~~

~~2.         Approval of a "Notice of Intent” may be granted for a period not to exceed the balance of either 1) the fiscal year (in the case of twelve-month employees and employees with contract service periods that include the summer session) or 2)the academic year (in the case of nine-month employees with no summer session contract period)~~

~~remaining as of the date of approval; if the approved activity will continue beyond the end of the relevant fiscal or academic year in which it was begun, an additional "Notice of Intent” must be filed at least ten days before engaging in such activity in the succeeding relevant year.~~

~~3.         Except as set out in paragraph d., below, the “Notice of Intent” shall be considered as follows: If, after a review of the “Notice of Intent" and consultation with the faculty or other professional staff member, the unit head determines that the proposed activity is not consistent with this policy statement of the board of governors, the faculty or other professional staff member shall be notified of that determination within ten calendar days of the date the "Notice of Intent" is filed. In the event of such notification by the unit head, the faculty or other professional staff member shall not proceed with the proposed activity but may appeal that decision to the next higher administrator and then to the chancellor (or, in the General Administration, to the president). A decision on any such appeal shall be given to the faculty or other professional staff member within ten calendar days of the date on which the appeal is received. The decision of the chancellor (or of the president) shall be final. Appeals shall be made in writing on the "Notice of Intent” form.~~

~~4.         If question 8., question 9.a., or question 9.b. on the "Notice of Intent” is answered in the affirmative, the procedure set out in paragraph 3.c., above, shall be modified as follows: The decision of the unit head to approve the activity shall be reviewed promptly and approved or disapproved within ten days of receipt by the next higher administrator, and appeal of a disapproval by that officer shall be to the chancellor (or, in the General Administration, to the president).~~

~~5.         Departmental summaries of all "Notices of Intent" filed and of actions taken in response to such "Notices of Intent" during the preceding fiscal year shall be submitted by unit heads to the chancellor (or, in the General Administration, to the president) each July. The chancellors shall provide annual summary reports to the president by September 1 of each year.~~

~~6.         University employees not complying with these procedures will be subject to disciplinary action. Unit heads are held responsible for proper reporting.~~

~~D.        Special Provisions~~

~~1.         External professional activities for pay performed for another institution or agency of the State of North Carolina also must comply with state policies governing dual employment and compensation, unless an exception to those state policies is expressly authorized by the chancellor or the president.~~

~~2.         The procedures in section 5 shall not be required of faculty and other professional staff members serving on academic year contracts if the external professional activity for pay is wholly performed and completed between the day following spring commencement and the first day of registration for the fall semester, provided that the activity does not conflict with this policy statement of the board of governors and is not conducted concurrently with a contract service period for teaching, research, or other services to the institution during a summer session~~

~~E.        Effective Date~~

~~This policy statement shall become effective on 1 July 1993.~~

~~F.         Sample Form for Notice of Intent to Engage in External Professional Activities for Pay~~

~~Date: (Name) - Intends to engage in external professional activity for pay under the following Conditions~~

~~1.  Name and address of contracting organization:~~

~~2.  Nature of proposed activity:~~

~~3.  Beginning date and anticipated duration of activity:~~

~~4.  On average, how many hours per week will be devoted to this activity?~~

~~a.         For twelve-month employees, for the anticipated duration of the activity, within the current fiscal year ending June 30:~~

~~b.         For nine-month employees, for each component part of the academic year, as applicable, within the current fiscal year ending June 30~~

~~1)  Second summer session (post July 1)~~

~~2)  Fall semester~~

~~3)  Spring semester~~

~~4)  First summer session (pre July 1)~~

~~5.         Total number of hours to be devoted to activity:~~

~~6.         Identify any classes, meetings, or other university duties that will be missed because of involvement in the proposed activity (respond separately for each applicable component part of the academic calendar if nine-month employee) and state what arrangements have been made to cover any such duties:  Duties Missed Arrangements to Cover~~

~~7.  Use of university resources in connection with proposed activity:~~

~~a.         Will the activity entail the use of any university resources? \_ Yes  \_ No~~

~~b.         If yes, describe what resources will be used.~~

~~8.         To your knowledge, does the contracting organization above provide funding which directly supports any of your university duties or activities?      \_ Yes \_  No~~

~~9.  To be completed if the contracting organization is a private firm:~~

~~a.         Do you or any member of your immediate family own an equity interest in the contracting organization?   \_  Yes  \_ No~~

~~b.         Do you hold an office in the contracting organization?  \_ Yes \_  No~~

~~10.       Performance of the above described activity is consistent with the board of governors policy on external professional activities.     (Signatures Follow)~~

~~G.        Sample Form for Activity During Past Fiscal Year~~

~~Provide the following information for each external professional activity for pay in which you engaged during the last fiscal year preceding the date of filing of this "Notice of Intent"~~

~~1.  Contracting organization:~~

~~2.  Beginning and ending date of activity (if completed):~~

~~3.  Average hours per week devoted to this activity.~~

~~4.  Total number of hours devoted to this activity:~~

~~5.  Nature of professional activity:~~

~~6.  Date Notice of Intent was filed:~~

~~H.        Sample Form for Administrative Action on Notice of Intent~~

~~1.  Reviewed; activity determined to be consistent with university policy.~~

~~Date:   Unit Head:     Other action (as required):~~

~~Date:   Dean or Other Administrative Officer\*~~

~~\*Approval by dean or next higher administrator is required if question 8., 9.a., or 9,b. is answered in the affirmative.~~

~~2.   Reviewed; activity determined not to be consistent with university policy~~

~~Date:   Unit Head:               Action on appeal (if any):~~

~~Date:   Action Taken:          Dean or Next Higher Administrator:~~

~~Date:   Action Taken:          Chancellor:~~

~~Any administrative action approving a "Notice of Intent” shall be effective only for the remaining balance of the fiscal year (in the case of twelve-month employees) or for the balance of the academic year (for nine-month employees).~~

Resolution #10-34

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Remove the text in the *ECU Faculty Manual,* Part VI, Section VII. Frequently Asked Questions About Faculty Personnel Records once Appendix C has been revised to include this information, as follows:

**Remove from Faculty Manual and incorporate into revised Appendix C.
*(Relocate into Appendix C)***~~VIII.  Frequently Asked Questions About Faculty Personnel Records~~

~~1.    What is the definition of a “personnel file?”~~

~~North Carolina law defines a personnel file as any information gathered by East Carolina University that relates to an individual’s application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment, wherever located and in whatever~~~~form.~~~~Records related to grievances and appeals of non-reappointment and non-conferral of tenure are personnel records~~*~~.~~*~~The Personnel Action Dossier (“PAD”) is an evaluative document and is a personnel record.  Like other personnel records, the PAD is University Property and is retained by the University.~~

~~2.    Where can I find the state laws that pertain to personnel records?~~

~~You will find the statutes that relate to personnel records for state employees in the General Statues of North Carolina in Chapter 126.  The General Statutes are located in Joyner Library and in the University Attorney’s Office.  You can also access the statutes on the Internet at:~~

~~www.ncga.state.nc.us/Statutes/Statutes.html    or    www.allaw.com/state\_law\_search/north\_carolina/~~

**~~PLEASE NOTE THAT THE STATUTES REPORTED ON THE INTERNET MAY NOT BE ACCURATE AND MAY NOT BE UPDATED IN A TIMELY MANNER TO REFLECT THE LATEST SUPPLEMENTS.~~**

~~Section 126-5 of the General Statutes of North Carolina makes the provisions of Chapter 126 applicable to all State employees and ECU faculty.  Sections 126-22 et seq. in Article 7 (The Privacy of State Employee Personnel Records) defines personnel records (~~**~~126-22~~**~~), determines who has access to personnel records (~~**~~126-23~~**~~), provides for the confidentiality of personnel records (~~**~~126-24~~**~~), and provides remedies for employees objecting to material in the personnel file (~~**~~126-25~~**~~), among other things.~~

~~3.    What does “wherever located and in whatever form” mean?~~

~~It means that your personnel records may be located in different offices on campus.  Documents that meet the statutory definition will be considered personnel records.~~

~~4.    Where is my personnel file located?~~

~~Faculty will have a primary personnel file located in his/her Code Unit Administrator’s Office.   In addition, there may be other files containing personnel records that are located in approved University offices.  The Department of Human Resources will have only documents about faculty employment that reflect basic employment and benefits information.  Please consult the Personnel File Checklist that has been attached to the inside cover of your primary personnel file to confirm the offices where your personnel records are located.~~ **~~(Faculty Senate Resolution #02-04, January 2002)~~**

~~5.    Are there other files that may contain information about me?~~

~~Records related to your employment may be found in the offices identified in FAQ # 4 and FAQ #5. However, if you have filed a grievance, an appeal of non-reappointment or non-conferral of tenure; or a complaint was filed by you or against you with the ECU EEO Office alleging sexual harassment, discrimination based on age, race, religion, or disability, or a violation or the amorous relations policy; or you are subject to a disciplinary action, records from your personnel file may be included in an appeal hearing file or investigative file prepared by the EEO Office or by the University Attorney’s Office~~**~~.~~**

~~Please note that those personnel records in the EEO Office or the University Attorney’s Office remain confidential, but the documents collected and/or created in those offices would be part of an investigative/preparation file and would not be considered part of your personnel file.  Disclosure of documents in those files would be subject to the applicable University policies and state laws.  Additionally, the University would formally notify you in accordance with the relevant policy, if a complaint or grievance was filed against you, and would follow the procedures prescribed for due process.  In most cases, personnel documents maintained in those files would be duplicates of documents in your primary personnel file.~~

~~If you have any questions about University policies that are referenced above, you may wish to review these sections of the~~ *~~ECU Faculty Manual~~*~~:~~

~~Appendix D. Procedures for Appeal of Notice of Non-Reappointment or Non-Conferral of Permanent~~

~~Tenure~~

~~Appendix I. East Carolina University Policy on Conflicts of Interest and Commitment~~

~~Appendix J. Informal Faculty Grievance Procedure for Grievances Involving Sex Discrimination and Other Equal Employment Opportunity Complaints~~

~~Appendix U.  Policy on Improper Relationships Between Students and Faculty~~

~~Appendix  V. Sexual Harassment, Discrimination, and Conflicts of Interest Policies~~

~~Appendix W. Racial and Ethnic Harassment Policies~~

~~Appendix X. Grievance Procedures for Complaints of Sexual or Racial Harassment or Discrimination or Conflicts of Interest Brought Against East Carolina University Faculty Members or~~

~~Administrators Holding Faculty Status~~

~~Appendix Y. Grievance Policies and Procedures of East Carolina University~~

~~6.    Is there any truth to rumor about the existence of secret files?~~

~~No.  Personnel files should only be kept in University offices and should always be accessible to you during regular business hours with reasonable advance notice.  Administrators shall not keep secret files and shall not include anonymous material in personnel files, except student opinion surveys.  See Frequently Asked Question #4 for the file locations.~~ **~~(Faculty Senate Resolution #02-04, January 2002)~~**

~~7.    When can I review my personnel file?~~

~~Although your personnel file is about you, it is University property.  You have complete access to your personnel records during regular business hours with advance notice to the custodian of the records.  Advance notice is required so that your file can be gathered from other offices, if necessary, and so that confidential documents, like references for initial employment or certain medical information, can be removed.  Additionally, the custodian of records will need to make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies, if necessary.  While reasonable efforts will be made to provide you with quick access to your file, it may take some time to make the necessary arrangements.~~

~~Please note that documents can not be added to or removed from the personnel file at this time.  The University reserves the right to limit the number of copies and to make only one complete copy of the PAD.~~

~~8.    Is any information in my personnel file considered public information?~~

~~Yes.  State law requires that the University permit the public to have access to the following information about your personnel records: name, age, date of original state employment, current position or title, current salary, date and amount of most recent salary change, date of most recent status change (promotion, resignation, termination, etc.), and current office assignment.~~

~~9.    What information is considered confidential personnel information?~~

~~As stated above in FAQ #8, Section 126- 23 of the General Statutes of North Carolina provides that certain records to be kept by State agencies are open to inspection.  Those records include a record of each State employee showing the following information with respect to each such employee: name, age, date of original employment or appointment to the State service, current position, title, current salary, date and amount of most recent increase or decrease in salary, date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification, and the office or station to which the employee is currently assigned.~~

~~All other information contained in the personnel file is confidential and shall not be open for inspection and examination except to the following persons:~~

~~1)    The employee, applicant for employment, former employee, or his/her properly authorized agent, who may examine his/her own personnel file in its entirety except for (i) letters of reference solicited prior to the employment, or (ii) information concerning a medical disability, mental, or physical, that a prudent physician would not divulge to a patient.  An employee’s medical record may be disclosed to a licensed physician designated in writing by the employee; The supervisor of the employee;~~

~~2)    Members of the General Assembly who may inspect and examine personnel records under the authority of G.S. 120-19; A party by authority of a proper court order may inspect and examine a particular confidential portion of a State employee’s personnel file; An official of an agency of the federal government, State government or any political subdivision thereof.~~

~~10.  Is there any information in my personnel file that I do not have access to?~~

~~As mentioned in FAQ # 9, reference letters solicited prior to employment and medical records that a prudent physician would not disclose to his/her patient shall not be disclosed to the faculty member.~~

~~11. Does anyone, other than me, have access to my confidential personnel records?~~

~~Yes.  Anyone that you properly authorize (in a written release) may have access to your records.  Your supervisor(s), members of the General Assembly, anyone with a proper court order, and officials of federal and state agencies may also inspect and examine your personnel records.  In accordance with Appendix D of the~~ *~~ECU Faculty Manual~~*~~, the Personnel Action Dossier is compiled by candidates for reappointment, promotion, and/or permanent tenure in consultation with the unit administrator and the Unit Personnel Committee.  The Code Unit Administrator and the Unit Personnel Committee have access to your personnel records.~~

~~12. What can I do if I consider material in my personnel file to be inaccurate or misleading?~~

~~Section 126-25 of the General Statutes of North Carolina states that an employee, former employee, or applicant for employment who objects to material in his/her file may place in his/her file a statement relating to the material he/she considers to be inaccurate or misleading.   Statements relating to the objectionable material should be submitted to the Code Unite Administrator.   Removal of the offensive material may be sought in accordance with Appendix Y of the~~ *~~ECU Faculty Manual~~*~~; however, informal resolution of disputes about the inaccuracy or misleading nature of material in your personnel file is encouraged before resorting to Appendix Y procedures.~~

~~13. How long does the University keep my personnel file?~~

~~Personnel records are kept in accordance with the Record Retention and Disposition Schedule approved by the University Archivist, the Director of the Division of Archives and History, the Chancellor, and the Secretary of Cultural Resources.  Although it depends on the type of document, most personnel records are stored, and transferred to the State Records Center to be microfilmed for permanent security storage in the Archives vault.~~

~~14. If I have other questions about my personnel file, where should I look or whom should I contact for more information?~~

~~For more specific information, you may refer to the General Statutes of North Carolina, Appendix C, and Appendix D ("PAD") of the~~ *~~ECU Faculty Manual~~*~~, contact the Faculty Senate Office at 328-6537, or contact the University Attorney’s Office at 328-6940.~~

~~FACULTY PERSONNEL FILE CHECKLIST~~

~~(Division of Academic Affairs)~~

~~Your primary personnel file is located in the office of your Code Unit Administrator, Dr./Dean\_\_\_\_\_\_\_\_\_\_, and may be reviewed at any time during regular business hours with advance notice to the custodian of records or his/her designee.  Advance notice is required so that your files can be gathered from other offices, if necessary, and so that confidential documents, like references for initial employment or certain medical information, as described in the General Statutes of North Carolina, can be removed.  The custodian of records will need to make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies, if you request same.  While reasonable efforts will be made to provide you with quick access to your file, it may take some time to make the necessary arrangements.  Multiple copies of the same document may be limited.~~

~~Please note that you cannot add to or remove documents from your personnel files at the time you review your files.  If you have concerns about documents in your files, please bring them to the attention of the custodian of records.  You can object to inaccurate or misleading information in your files by putting your objections in a written statement to your Code Unit Administrator, who will add your statement to the file(s) you are concerned about.  Removal of offensive materials may be sought in accordance with the procedures in Appendix Y of the~~ *~~ECU Faculty Manual~~*~~.~~

~~Location of Records Related to Employment:~~

~~\_\_\_\_\_ Code Unit Administrator’s Office~~

~~\_\_\_\_\_ Dean’s Office~~

~~\_\_\_\_\_ Academic Department Chair’s Office in Professional Schools~~

~~\_\_\_\_\_ Vice Chancellor for Academic Affairs’ Office~~

~~\_\_\_\_\_ Department of Human Resources~~

~~Other Files Containing Personnel Records May be Located:~~

~~\_\_\_\_\_ Equal Employment Opportunity/Affirmative Action Office~~

~~\_\_\_\_\_ University Attorney’s Office~~

~~\_\_\_\_\_ Faculty Senate Office~~

~~Please note that reference letters solicited prior to employment and medical records that a prudent physician would not disclose to his/her patient shall not be disclosed to you and should be kept in a sealed envelope that can be easily removed from your file.  Additionally, medical records related to a medical condition or disability should be maintained in a separate envelope. Questions about your personnel records should be directed to the Faculty Senate office or the University Attorney’s office.~~

~~FACULTY PERSONNEL FILE CHECKLIST~~

~~(Division of Health Sciences)~~

~~Your primary personnel file is located in the office of your Code Unit Administrator, Dr./Dean \_\_\_\_, and may be reviewed at any time during regular business hours with advance notice to the custodian of records or his/her designee.  Advance notice is required so that your files can be gathered from other offices, if necessary, and so that confidential documents, like references for initial employment or certain medical information, as described in the General Statutes of North Carolina, can be removed.  The custodian of records will need to make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies, if you request them.  A reasonable number of copies will be provided at no cost to the faculty member.  While reasonable efforts will be made to provide you with quick access to your file, it may take some time to make the necessary arrangements.  \_\_\_\_\_\_\_\_\_ will serve as the custodian of personnel records for the Brody School of Medicine and the Office of the Vice Chancellor for Health Sciences.~~

~~Please note that you cannot add to or remove documents from your personnel files at the time you review your files.  If you have concerns about documents in your files, please bring them to the attention of the custodian of records.  You can object to inaccurate or misleading information in your files by putting your objections in a written statement to your Code Unit Administrator, who will add your statement to the file(s) which concern(s) you.  Removal of inaccurate or misleading materials may be sought in accordance with the procedures in Appendix Y of the~~ *~~ECU Faculty Manual~~*~~.~~

~~Location of Records Related to Employment:~~

~~\_\_\_\_\_ Code Unit Administrator’s Office~~

~~\_\_\_\_\_ Dean’s Office~~

~~\_\_\_\_\_ Academic Department Chair’s Office~~

~~\_\_\_\_\_ Center Administrator’s Office (ex. Center for Advancement of Health)~~

~~\_\_\_\_\_ Department Section Head’s Office~~

~~\_\_\_\_\_ Vice Chancellor for Health Sciences’ Office~~

~~\_\_\_\_\_ Department of Human Resources~~

~~Other Files Containing Personnel Records May be Located:~~

~~\_\_\_\_\_ Equal Employment Opportunity/Affirmative Action Office~~

~~\_\_\_\_\_ University Attorney’s Office~~

~~\_\_\_\_\_ Faculty Senate Office~~

~~Additional Records for Physician Faculty - located at Brody SOM and Pitt County Memorial Hospital:~~

~~\_\_\_\_\_ Medical Faculty Practice Plan Benefits Office~~

~~\_\_\_\_\_ Managed Care Office~~

~~\_\_\_\_\_ ECU Physicians Credentialing Office~~

~~\_\_\_\_\_ PCMH Credentials Verification Office (Medical Staff Support)~~

~~This notifies you that certain Brody School of Medicine or other ECU offices (including, but not limited to, University Attorney, Equal Employment Opportunity, Compliance, BSOM Risk Management, CME, etc.) may maintain records (including, but not limited to, attendance records for mandatory training sessions, orientation, and CME programs; routine audits of medical records and billing documentation; Quality Assurance; malpractice; etc.) related to your employment and which may constitute personnel records. Should you wish to verify whether such offices maintain records related to your employment, you may contact the specific office for further information regarding your records and/or \_\_\_\_\_\_\_\_\_ within the Office of the Vice Chancellor for Health Sciences.~~

~~Please note that reference letters solicited prior to employment and medical records that a prudent physician would not disclose to his/her patient shall not be disclosed to you and should be kept in a sealed envelope that can be easily removed from your file.  Additionally, medical records governed by General Statute, if any, would be maintained in a separate envelope.  Questions about your personnel records should be directed to the Faculty senate office or to the University Attorney’s office.~~

Resolution #10-35

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010 (with editorial revision “incorporate”)

Revision to the *ECU Faculty Manual,* Part VIII, Responsibilities of Administrative Officers, as follows:

**Remove from Faculty Manual and ~~place~~ incorporate in the University Policy Manual.**

~~I.              Board of Trustees~~

~~East Carolina University has its own board of trustees, consisting of thirteen members chosen as follows: eight elected by the board of governors, four appointed by the governor, and the president of the Student Government Association of East Carolina University.  The board of trustees elects from its membership a chairperson, vice chairperson, and secretary.  The principal powers of the board of trustees are delegated to it by the board of governors.~~

~~II.  Chancellor~~

~~The board of governors elects the chancellor, who is the chief administrative and executive officer of East Carolina University.  The chancellor is charged with the responsibility of putting into effect the polices and regulations of the board of governors through the president and the board of trustees. All personnel of the university are responsible either directly or indirectly to the chancellor.  Assisting the chancellor in directing the affairs of the university are the vice chancellors for academic affairs, for administration and finance, for health sciences, for institutional advancement, for research, and for student life; the director of athletics; the equal employment opportunity officer; the university attorney; the director of planning and institutional research; and the executive assistant to the chancellor.  The responsibilities of these officers and those reporting to them are described below.~~

~~A.        Executive Assistant to the Chancellor~~

~~The executive assistant to the chancellor provides assistance in all facets of administration, governance, and communication.  In assisting the chancellor in articulating the goals and polices of the university, this officer serves as assistant secretary to the East Carolina University Board of Trustees and supervises the office of News and Communications Services and the office of University Publications.~~

~~B.        Assistant to the Chancellor for Constituent Relations~~

~~The assistant to the chancellor for constituent relations has as a primary responsibility the establishing of strong relationships with constituencies external to the university, including the General Assembly, state and local governments, community agencies, and regional groups with interest in or impact on ECU.  In assisting the chancellor in this important endeavor, this officer will also act as liaison and staff for the East Carolina University Board of Visitors.~~

~~C.        University Attorney~~

~~The office of the university attorney serves as liaison between the university and the office of the Attorney General and the General Administration of The University of North Carolina on legal matters including coordination with the office of the Attorney General on legal advisory opinions prepared by him or her.  This office is the central repository for university file copies of documents pertaining to active, pending, or prospective lawsuits against the university.  Upon request, the office of the university attorney furnishes legal advice and prepares written legal opinions for the chancellor, vice chancellors, academic deans, department chairpersons, and other administrative officials.  In addition, the office prepares legal documents such as release forms, employment contracts, and other legal instruments as required by officials of the administration.  The office supervises and periodically reviews hearing and disciplinary procedures administered by the various divisions and departments within the university.  The office is responsible for maintaining a legal reference library on North Carolina coast constitutional and statutory provisions with respect to higher education and current subscriptions to specialized legal periodicals and journals dealing with legal problems of higher education generally.  The office of the university attorney is assigned to and reports directly to the Chancellor.~~

~~Faculty, administrators, and committees may contact the ECU University Attorney's office at any time to obtain information regarding grievance procedures.  Aggrieved administrators are entitled to legal counsel from the University Attorney's office, which acts on behalf of the University in such matters.  Faculty bringing grievances against other faculty or administrators must seek outside counsel.  To ask the University or UNC system to provide substantive advice is to ask same to assist in grieving against themselves.  In the case of aggrieved administrators seeking advice, at such time that it becomes apparent that a grievance is pending in which the university attorney or his or her assistant may be involved as legal counsel to that administrator, the attorneys will refrain from discussion of the case in order to ensure that the chancellor can be advised freely in deciding the case.  If the university attorneys perceive a potential conflict of interest in advising an administrator, faculty member, or committees, questions will be deferred to UNC system attorneys, or to the state attorney general's office.~~

~~D.        Equal Employment Opportunity Officer~~

~~The equal employment opportunity officer, in consultation with the chief administrative officials of the university, takes appropriate measures to ensure the university's compliance with federal and state legal requirements respecting equal opportunity and affirmative action.~~ *~~See Appendix J, Informal Faculty Grievance Procedures~~* ~~for grievances involving sex discrimination and other equal employment opportunity complaints, and~~ *~~Part VI, Equal Opportunity/Affirmative Action policy of East Carolina University.~~*

~~E.        Director of Athletics~~

~~Athletic goals of the university are established by the chancellor in coordination with the director of athletics. The director is administratively responsible to the chancellor for all facets of the department’s operation.  The University Administrative Athletic Committee makes recommendations to the chancellor  concerning the implementation and administration of polices and procedures pertaining to intercollegiate athletics at East Carolina University. Primary functions are oversight responsibility in the areas of academic integrity, compliance with NCAA rules and regulations, and the overall development  of student athletes. The committee charge includes, but is not restricted to budget, conference matters, fund raising, and public relations. The committee, chaired by the NCAA Faculty Athletics Representative, consists of eight faculty members, one student member, and the following ex-officio:  chair of the faculty, president of the alumni association, president of the Pirate Club, chancellor, director of athletics, assistant director of athletics for student development, and the president of the Student Government Association.~~

~~F.         Director of Planning and Institutional Research~~

~~The director of planning and institutional research serves as staff to the chancellor and is responsible for facilitating and coordinating the development, implementation and evaluation of the ongoing strategic plan that covers all functions and major resources of the university.  The director is also responsible for directing the institutional research function, which includes the design, development, and use of various data bases and management support systems necessary for institutional analysis, planning, budgeting, and internal and external reporting.  All of the above activities are carried out via cooperation and coordination with faculty governance and the divisional vice chancellors.~~

~~G.        Faculty Senate~~

~~The Faculty Senate is comprised of representatives from all academic faculty units on campus.  It provides the means by which the faculty fulfill its function with respect to academic and educational policies and other affairs of the University.  The office of the Faculty Senate oversees the~~ *~~East Carolina University Faculty Manual.~~* ~~See~~ *~~Appendix A, Faculty Constitution and By-Laws of ECU~~*~~.~~

~~III.        Division of Academic Affairs~~

~~A.        Vice Chancellor for Academic Affairs~~

~~The vice chancellor for academic affairs is responsible to the chancellor of the university for policy and operations relating to all academic aspects of the university, except those of the Division of Health Sciences.  The vice chancellor also coordinates the activities of the academic and support units described below.  The vice chancellor administers policies of class attendance and academic discipline, approves departmental requisitions for  purchase of instructional supplies and equipment, and assigns all classrooms and office space allocated for instructional purposes.  In addition, the academic affairs officer is responsible for the editing and publication of the university undergraduate and graduate catalogs, and similar official bulletins.  Those officers reporting to the Vice Chancellor for Academic Affairs are listed in~~ *~~Part IX, Organization Chart for East Carolina University.~~*~~Some of the responsibilities of those officers are described below.~~

~~B.        Unit Administrators~~

~~The dean of the College of Arts and Sciences, deans of the professional schools within the academic division, and the department chairs in the College of Arts and Sciences are responsible for instruction and research within their areas.  They are appointed by the chancellor and are responsible to the vice chancellor for academic affairs.  The chairpersons of departments within the College of Arts and Sciences and the professional schools report to their respective deans and use the ECU Faculty Manual and the unit’s code procedures.  The unit administrators preside at faculty meetings, can appoint ad hoc committees, assist with the orientation of new faculty members, act on requests for travel funds, and lead the faculty in promoting professional growth and good public relations.  The duties of the dean of the College of Arts and Sciences, deans of the professional schools within the academic division, and departmental chairs in the College of Arts and Sciences are described in the following paragraphs.  (In some units, the elected faculty chair can preside at faculty meetings.)  (Faculty Senate Resolution #98-6, February 1998)~~

~~1.         Budget and Equipment~~

~~The unit administrator recommends the college, school, or department operating budget and supervises expenditures of allocated funds.  The dean or chairperson is responsible for maintaining a current inventory of and caring for departmental equipment, for reporting to the business office breakage and needed repairs, and for approving requisitions for book purchases for the library.~~

~~2.         Curriculum and Instruction~~

~~The unit administrator works with the faculty in planning and recommending changes in and additions to the curriculum; visits classes and counsels with the faculty to evaluate the quality of instruction; prepares teaching schedules, is responsible for all classes being met, and arranges for substitute instructors in case of emergencies; recommends the use of classroom, laboratory, and office areas; keeps records of personnel and files of course syllabi; and makes an annual report of the college, school, or department to the appropriate superior.~~

~~3.         Personnel~~

~~The unit administrator reviews recommendations of the appropriate unit committees on faculty appointment, reappointments, tenure, and promotion in relation to the provisions noted in~~ *~~Appendix C, Personnel Policies and Procedures for the Faculty of ECU~~* ~~and~~ *~~Appendix D, Tenure and Promotion Policies and Procedures of ECU~~*~~.~~

~~The unit head concurs or does not concur and forwards the recommendations to the next higher administrator.~~

~~C.        Dean of the Office of Undergraduate Studies~~

~~The dean of the office of Undergraduate Studies reports to the vice chancellor for Academic Affairs and is responsible for the functioning of the General College, the University College, the Office of Cooperative Education, the transfer course permission approval program, the Academic Transition Program, the general education assessment program, and other academic support programs as designated by the vice chancellor for academic affairs.  The dean is responsible for the administration of undergraduate academic regulations as presented in Section 5 of the undergraduate catalog.  Additionally, the dean serves as associate director, new student academic orientation.  The dean is assisted in the administration of the office of Undergraduate Studies by the assistant dean for the General College, the associate director for student academic support services, the associate director of the University College, and the director of cooperative education.~~

~~D.        Director of Academic Library Services~~

~~The director of the Academic Services is responsible for providing library services in support of academic programs.  The director is advised by the Faculty Senate Academic Libraries Committee and the Academic Library Services faculty and cooperates with the various schools and departments through appropriate deans and chairpersons.  The Director is responsible for administrative direction and fiscal control of Joyner Library and the Music Library in the Fletcher Music Center, which is an integral part of Joyner Library; for collection development; and for library property and buildings.  The director recommends the appointment of all library personnel and fixes titles, duties, and compensation of all library staff members within approved budgetary limits.  The library staff consists of library faculty and support personnel. The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Libraries Committee.~~

~~E.        Director of Admissions~~

~~The admissions office, administered by a director, aided by a professional and a clerical staff, is charged with responsibility for all undergraduate admissions throughout the university. In this capacity, the director serves as an advocate for retention and monitors the effects of a variety of university retention efforts.  Additionally, the director develops an admissions strategy which, when coordinated with the results of retention efforts, will generate an undergraduate enrollment consistent with the enrollment goal of the university.  The office processes applications for admission to the freshman class and applications of students desiring to transfer from other colleges and universities as well as applications for readmission.  The office is also responsible for developing and implementing the marketing strategies used to attract these student populations.  The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Admissions and Recruitment Committee.  The director of admissions is also responsible for editing and producing admissions publications.  (Admission to graduate programs is the responsibility of the Graduate School.)~~

~~F.         Director of the BB&T Center for Leadership Development~~

~~The director of the BB&T Center for Leadership Development is responsible for planning, promoting, and administering leadership development activities relevant to a broad coalition of interests in the professional and managerial fields. Specifically, the director is charged with positioning the center in the forefront among those interested in strengthening and focusing on leadership as an important dimension in society worthy of instruction and research.~~

~~G.        Director of Cooperative Education~~

~~The director of cooperative education is responsible for the coordination of activities related to the placement of both graduate and undergraduate students in alternating periods of career-related employment. This responsibility involves working with both public and private agencies throughout the United States to develop appropriate employment opportunities, communicating with faculty to identify qualified students, and counseling and supervising students throughout the recruitment, selection, and evaluation process.~~

~~H.        Director of the Division of Continuing Education and Summer School~~

~~The director of the Division of Continuing Education and Summer School is responsible for off-campus classes and for specialized non-credit vocational, professional, and cultural courses wherever offered.  The division provides this instruction on the campuses of four community colleges and at various locations throughout eastern North Carolina.  The director, aided by an associate director, an assistant director, several coordinators, and a business officer, works with deans and chairpersons of academic departments in determining suitable courses to be offered through continuing education, the location of courses, and the assignment of teaching staff.  The director oversees the editing and publication of various bulletins describing the educational opportunities made available by East Carolina University through the Division of Continuing Education.  The director also administers the summer school program.  The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Continuing Education Committee.~~

~~I.          Director of the Honors Program~~

~~The director of the honors program coordinates the freshman/sophomore level, university-wide program offered to superior students.  The director is in charge of planning the curriculum, soliciting the faculty, recruiting qualified students to participate, and implementing the policies outlined by the Faculty Senate Academic Honors Program Committee.~~

~~J.         Director of International Programs~~

~~The director of international programs is responsible for administering university international programs and activities and for promoting all aspects of internationalizing the university.  In carrying out this responsibility, the director works with the International Programs Faculty Advisory Council in establishing a strategic plan and identifying the foci for international activities most beneficial to the university, seeks to acquire external funding for international activities, develops affiliations with international universities and other agencies, develops and promotes university study-abroad programs, and identifies highly qualified appointees to the Thomas W. Rivers Endowed Chair in International Studies.         Two coordinators report to the director: the International Student Exchange Program (ISEP) coordinator, who is responsible for publicizing, recruiting for, and administering ISEP; and the study-abroad/National Student Exchange coordinator, who is responsible for publicizing, recruiting for, and administering the NSE and ECU study abroad and exchange programs.~~

~~K.        Registrar~~

~~The registrar, aided by the associate registrar, supervisory personnel, and a clerical staff, supervises the central records office, plans and executes registration of students each semester and summer session, assigns classroom space for classes and meetings, issues grades at the end of each semester and summer session, issues transcripts, mails diplomas to graduating students, and maintains a computerized student data base.~~

~~L.         Administrative Council~~

~~The Administrative Council, convened by the Chancellor, includes the Chancellor, and designated members of the Chancellor’s staff, the Vice Chancellors and designated members of their staffs, the deans, and directors with academic or public affairs missions.  The Council meets monthly, often hosted by the respective deans, to discuss matters of importance to the administration of East Carolina University and to advise the Chancellor on such matters.~~

~~M.  Leadership Forum~~

~~The Leadership Forum, convened by the Chancellor, includes the membership of the Administrative Council, other members of the University administration deemed appropriate by the Chancellor, and representation of the faculty by the Chair of the Faculty.  The Forum normally meets three times each  semester and once during the summer months to discuss matters of importance to the leadership of East Carolina University and to advise the Chancellor on such matters.~~

~~IV.       Division of Administration and Finance~~

~~A.        Vice Chancellor for Administration and Finance~~

~~The board of trustees of the university has directed that all business functions for operation of the university be the responsibility of the chief business officer, who has the title of vice chancellor for administration and finance and who is responsible to and under the general supervision of the chancellor.  This officer plans, directs, and coordinates all business affairs of the university for organization and supervision of fiscal and budgetary operations, personnel administration, public safety, computing and information, environmental health and safety, and systems accounting. The vice chancellor for administration and finance also plans, directs, and supervises the preparation of all budgets for review and adoption by the chancellor and board of trustees to be submitted to the Board of Governors of The University of North Carolina and Department of Administration and further reviewed by the Advisory Budget Commission for recommendation to the state legislature.  Budget preparation includes such factors as present operating costs; estimated receipts; operating expenses due to expansion of physical plant, enrollment, and costs of utilities and service contracts; requests for new programs, expanded services, salaries and additional faculty to reduce the student-faculty ratio, and requests for capital improvements.  Those officers reporting to the Vice Chancellor for Administration and Finance are listed in~~ *~~Part IX, Organization Chart for East Carolina University.~~*~~Some of the responsibilities of those officers are described below.~~

~~B.        Comptroller~~

~~The comptroller plans, directs, and supervises all accounting and budget functions related to the fiscal operation of the university, including appropriated funds, grants, auxiliaries, student funds, trust funds, and foundations.  This office maintains internal controls to ensure sound fiscal policy.~~

~~C.        Director of Computing and Information Systems~~

~~The director, reporting to the vice chancellor for administration and finance, leads planning and development of information systems and resources.  This officer receives guidance from the Information Resources Coordinating Council regarding formulation, interpretation and implementation of university information and data management policy.  The director manages various information resources, including the computing center staff, the computing equipment, the broadband communications network, and the telecommunications systems.~~

~~D.        Director of Environmental Health and Safety~~

~~The environmental health and safety director is responsible for the overall planning and implementation of the safety and health programs for the university in conformity with the Occupational Safety and Health Act (OSHA) of North Carolina, the Environmental Protection Agency, and other state and federal regulations.~~

~~E.        Director of Human Resources~~

~~The human resources director plans, directs, coordinates, and administers the university personnel program involving recruitment, employee relations, counseling, interviewing, selection, transfer, promotion, recommendation of salaries,~~

~~classification of non-faculty personnel, and training and staff development.  The director also interprets applicable policies and regulations to provide an efficient and effective work force for operation of the university.~~

~~F.         Director/Chief of Police~~

~~The director/Chief of Police is responsible for the university's police department.  The police functions include the safety and protection of students, staff, and visitors as well as the buildings and other properties on the campus.~~

~~G.        Director of Systems Coordination~~

~~Systems accounting serves as a liaison between the automated financial system users and the programmers of those systems.  This department also completes specialized projects on behalf of the vice chancellor for administration and finance.~~

~~V.        Division of Health Sciences~~

~~A.        Vice Chancellor for Health Sciences~~

~~The vice chancellor for health sciences is responsible to the chancellor of the university for policy and operations relating to all academic and clinical aspects of the university, except those of the division of academic affairs.  The vice chancellor also coordinates the activities of the academic and support units described below.  The vice chancellor administers policies of class attendance and academic discipline, approves departmental requisitions for purchase of instructional supplies and equipment, and assigns all classrooms and office space allocated for instructional purposes. In addition, the health sciences officer is responsible for the editing and publication of the official bulletins and catalogs pertaining to the division and/or components.  Those officers reporting to the Vice Chancellor for Health Sciences are listed in~~ *~~Part IX, Organization Chart for East Carolina University.~~* ~~Some of the responsibilities of those officers are described below.~~

~~B.        Unit Administrators~~

~~The deans of the professional schools of Allied Health, Nursing and Medicine are unit administrators in all incidences except for those pertaining to Appendix D. , in which case the department chair is the unit administrator.  The dean is responsible for instruction, research and association with the Eastern Area Health Education Center.  Additionally, the dean of the School of Medicine is responsible for the Medical Faculty Practice Plan.  The deans within the Health Sciences Division are appointed by the chancellor and are responsible to the vice chancellor for Health Sciences.  As unit administrators, the deans preside at faculty meetings, can appoint ad hoc committees, assist with the orientation of new faculty members, act on requests for travel funds, and lead the faculty in promoting professional growth and good public relations.  The duties of the deans of health sciences are described in School Codes and in the Faculty Manual, Part VIII, III, B1-3. (In some units, the elected faculty chair can preside at faculty meetings.)  (Faculty Senate Resolution #98-6, February 1998)~~

~~C.        Director of Health Sciences Library~~

~~The director is responsible for the budget, policies, programs, and long-range planning for the Health Sciences Library. Library services are provided to students and faculty in the Schools of Allied Health Sciences, Medicine, and Nursing and to physicians and other health providers in the local community and throughout eastern North Carolina.  The library is strongly involved in student educational programs which foster computer literacy.  In addition, the director has responsibility for appointments, promotion, tenure, and other matters pertaining to the library's faculty.  The director of the Health Sciences Library reports to the vice chancellor for health sciences.  The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Libraries Committee.~~

~~VI.       Division of Institutional Advancement~~

~~A.        Vice Chancellor for Institutional Advancement~~

~~The primary function of the vice chancellor for institutional advancement is to facilitate greater public understanding and awareness of the purposes and achievements of the university and to generate additional non-appropriated resources from individuals, corporations, foundations, and governmental agencies to improve the quality and status of the academic programs of East Carolina University.  Offices reporting to the vice chancellor include institutional advancement, alumni relations, Regional Development Institute, the Center for Applied Technology, and the Small Business and Technology Development Center.  Those officers reporting to the Vice Chancellor for Institutional Advancement are listed in~~ *~~Part IX, Organization Chart for East Carolina University.~~*~~Some of the responsibilities of those officers are described below.~~

~~B.        Assistant to the Vice Chancellor for University Relations and Alumni Affairs~~

~~The assistant to the vice chancellor directs a comprehensive alumni affairs program and holds the title of executive secretary of the ECU Alumni Association, Inc.  In addition to assisting with the duties of the vice chancellor, the assistant represents the formal link to the university for former students and seeks to develop a relationship with them conducive to the support of the university's programs.  The assistant also plans and implements programs to encourage involvement from alumni through volunteer efforts and gifts of financial resources.~~

~~C.        Director of Institutional Advancement~~

~~The director of institutional advancement provides managerial direction and coordination for the fund raising activities conducted by academic and administrative units of the university.  As part of this responsibility, the director provides guidance and supervision to the directors of the Chancellor’s Society, the annual giving, planned giving, parents, gift records, and research programs.  Annual giving involves telephone, direct mail, and personal solicitation of alumni and other friends of the university.  The Planned Giving Program concentrates on development of deferred gifts and endowments.  The Parents Program seeks to personalize the university experience for those whose students are enrolled at the university and to encourage their financial support of the institution.~~

~~D.        Director of Small Business & Technology Development Center~~

~~The director of the Small Business & Technology Development Center is responsible for providing high quality, substantive consultative services to small businesses, both start-up and operational; providing management and technical assistance services, developing and coordinating local resources; conducting research as necessary; developing and conducting appropriate training; delivering special emphasis programs as directed by the state headquarters; and providing advice and counsel to support greater economic development and job creation within the assigned region.~~

~~E.        Director of the Center for Applied Technology~~

~~The director of the Center for Applied Technology is chief administrative officer of the center, makes regional businesses and industries aware of university resources, assists businesses and industries in defining specific needs, designs, programs, and identifies faculty consultants to address work place needs, supervises and evaluates consulting services, establishes operational procedures, and plans the development of the center.  The director has responsibility for the center’s financial security and works with the advisory board of directors and the faculty.~~

~~F.         Director of the Regional Development Institute~~

~~The director of the Regional Development Institute is assisted by development specialists in the fields of marketing, industrial development, community development, international services, resource development, land-use planning, environmental regulations, research analysis, and management and financial counseling.  The institute, using its own capabilities and resources, as well as those of the university, engages in applied research related to the development of eastern North Carolina.  In addition to its functions sponsored by the university, the institute undertakes research and development projects for industry, governmental agencies, foundations, and private groups.~~

~~VII.      Division of Student Life~~

~~A.        Vice Chancellor for Student Life~~

~~The Division of Student Life actively supports the university's mission of education, research and service by providing comprehensive programs and services to assist each student to develop intellectually, socially, and culturally.  The division promotes this development by fostering a community of learning which encourages individual student involvement and participation.  The Division of Student Life provides a broad range of support services, activities, and programs which seek to enhance learning; accommodate the diverse needs of all students; assist students in meeting their basic needs for financing, housing, nutrition, and physical and mental health; provide the means for students to become active participants and leaders in their own learning; assist students in developing logical thought processes and sound decision-making skills; and assist students in developing an appreciation of the arts.  Moreover, the division seeks to contribute to the development of the whole individual by fostering in each student a deeper appreciation of the importance of life-long learning, individual responsibility, and human diversity.  Those officers reporting to the Vice Chancellor for Student Life are listed in~~ *~~Part IX, Organization Chart for East Carolina University.~~* ~~Some of the responsibilities of those officers are described below.~~

~~B.        Assistant Vice Chancellor and Director of Intercultural Student Affairs~~

~~The assistant vice chancellor and director of the office of Intercultural Student Affairs is responsible to the vice chancellor for student life for designing programs and activities that meet the personal, social, and academic needs of intercultural students.  The director is also responsible for assisting all students in their understanding and appreciation of people and cultures different than their own.~~

~~C.        Assistant Vice Chancellor and Director of Research, Assessment, and Testing~~

            ~~The assistant vice chancellor and director of  the office of  Research, Assessment, and             Testing reports directly to the vice chancellor~~     ~~for student life and its responsible for conducting appropriate University-wide assessments of students’ needs and outcomes,~~        ~~coordinating the assessment of program effectiveness for the division, and disseminating research findings to internal and~~     ~~external publics.  The director collaborates with the office of Planning and institutional Research and other departments across the~~            ~~University to enhance the educational experiences of the students.  The director is responsible for the supervision of the University Testing Center which administers national testing program examinations, professional and state licensing examinations, and~~             ~~individual tests such as correspondence exams.~~

~~D.        Dean of Students~~

~~The dean of students has direct responsibility for the administration of program planning, budgeting, and evaluation of the campus judicial system.  The dean advises student judicial boards; serves as adviser to the fraternity system; administers university excuses, withdrawals, and campus canvassing and soliciting policies; coordinates and supervises parents' day; supervises professional staff responsible for university unions and student activities, intramurals, recreation and leisure services, student leadership programs, and the social sorority system.  The dean of students assumes responsibility for the Division of Student Life in the absence of the vice chancellor for student life.~~

~~E.        Dean of Student Development~~

~~The dean of student development reports directly to the vice chancellor for student life and is responsible for the direction of a comprehensive student development program.  Reporting directly to the dean are the Counseling Center, Career Services, orientation, resident education, the office of Health Promotion and Wellness, and the office of Student~~

~~Development for Special Populations (disabled students, international students, minority students, nontraditional students, and commuter students).~~

~~F.         Assistant Dean of Student Development~~

~~The assistant dean of student development is director of special populations.  He or she serves as international student adviser; coordinator of off-campus housing, commuter services, and nontraditional student services; and supervises the coordinator of handicapped student services and the director of the Program for the Hearing Impaired.~~

~~G.        Director of Career Services~~

~~The office of Career Services maintains credential files on all who register with the service.  Registration is open to all East Carolina University seniors and graduate students in the last academic year of study.  Registrants' resumes which are in the active files are available to employers.  Upon request by the student or by the employer, a registrant's credentials will be sent to the employer.  Registrants are also eligible for interviews with recruiters who visit the campus each semester.  The director oversees job search workshops including career information seminars, interviewing skills development, and resume writing techniques, which are regularly scheduled in the office and in various units across campus.  The director works with career education coordinators, who are appointed in each academic department to coordinate and assist with career-related activities in their respective areas.~~

~~H.        Director of the Center for Counseling and Student Development~~

~~The director of the Center for Counseling and Student Development administers programs and services offered by the student Counseling Center.  The director is responsible for supervising professional and support staff activities, establishing center priorities and  goals, and evaluating staff efficiency.  The director encourages and promotes development of collaborative working  relationships with academic departments and schools as well as other units within student life in order to strengthen and promote student development activities.  The major role of the Counseling Center is to provide the best counseling support services (assessment, counseling, referral) for students while they are enrolled at the university.  Services are directed toward student development in the areas of responsible living and positive coping skills.  This is accomplished through provision of individual counseling, a variety of developmental and support groups, guest lectures on mental health issues, and consultation with faculty and staff regarding student issues.~~

~~I.          Director of Dining Services~~

~~The department of Dining Services offers a comprehensive food service program for students, faculty, and staff, as well as an extensive catering and summer conference program.  The director of Dining Services, who is the administrator of the dining services contract, has overall responsibilities for services in all dining areas; for maintenance of the computerized meal plan access control system; for marketing and advertising, student surveys, public relations, and special promotions; for fiscal control with monthly operating reports, budgets, and audits; and for long-term planning including dining hall renovations, equipment replacement, and facility expansion projects.~~

~~J.         Director of Disability Support Services~~

~~The director of the department of Disability Support Services oversees the various components which allow students with disabilities to access the programs and services of the University. The coordination of interpreting services, alternative testing, barrier removal, assistive technology, and student counseling are aspects of the position which directly impact students.  Outreach to faculty and the community regarding students with disabilities is also critical.  Both Spring and Fall graduation ceremonies are coordinated by the Director.~~

~~K.        Director of Health Promotion and Well-Being~~

~~The director of Health Promotion and Well-Being is primarily responsible for the development and provision of knowledge and skill based programs in the health and well-being areas.  These areas include, but are not limited to, programs and workshops addressing the use and abuse of alcohol and other drugs, plus physical, nutritional, and emotional well-being.  The director coordinates health promotion and well-being programs for departments within the division of Student Life and the University and chairs of the DSL Coordinating Committee for Campus Well-Being.~~

~~L.         Director of Ledonia Wright African-American Cultural Center~~

~~The director of Ledonia Wright African-American Cultural Center is responsible for the day-to-day operations of the Center as well as developing and implementing comprehensive educational, cultural, and social programming and all support services within the Center.  The director oversees budgeting, planning, selecting, promoting, presenting, and evaluating events sponsored by the Center.  The director is responsible for policy development, procedures,  and formulating goals.  He/she also engages in extensive planning of programs, community outreach, conducts workshops, training seminars, and lecture presentations and assists with research and assessment .~~

~~M.        Director of Orientation and the First Year Experience~~

~~The director of student orientation directs, coordinates, and supervises the development and implementation of the New Student Orientation Program for the university.  With assistance of virtually all departments within the university community, the director provides academic and student life information for all new students.  Also, the director is responsible for the Parent Orientation Program, during which information from academic affairs, student life, administration and finance, and institutional planning is provided to parents of new students.  As coordinator of The Freshman and the University Program, the director is primarily responsible for developing, teaching, and coordinating the orientation course, COAD 1000.  The director also acts as academic adviser for the General College and counsels students.~~

~~N.        Director of Recreational Services~~

~~The director of recreational services is responsible for providing an extensive offering of recreational programs and services for the university's students, faculty, and staff.  With assistance from SPA and EPA staff, the director plans, administers, and supervises departmental programs, which include men's, women's, and co-recreational intramural sports activities, drop-in informal recreation, club sports, physical fitness programs, equipment check-out services, outdoor recreation, new adventures program, non-credit instructional classes, sports care services, and recreational services for handicapped students.  The director is also responsible for formulation and implementation of program policy, budget administration and management, public relations, university liaison, and supervision and evaluation of programs and staff.~~

~~O.        Director of Resident Life~~

~~The director of resident life is responsible for the planning and coordination of the student life program within the residence hall system.  With the assistance of professional and paraprofessional staff, this office is responsible for the interpersonal and academic well-being of all residential students.  This is accomplished through policies which enhance~~

~~community development, through programs and activities to meet the developmental needs of students, and through structured, comprehensive disciplinary procedures.  The director is also responsible for budgeting and administration, liaison with other departments and public relations, as well as the supervision, recruitment, evaluation, and training of all staff.  In addition, the department provides student leadership development through support of the Residence Hall Association and individual hall councils.~~

~~P.        Director of Student Financial Aid~~

~~The director of Student Financial Aid administers the various programs which are available to provide financial assistance to students.  The director and staff are responsible for the counseling of students about their budget expenses and financial aid opportunities, for the evaluation of financial aid applications, and for the allocation of resources to students who are to receive assistance.  The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Student Scholarships, Fellowships, and Financial Aid Committee.~~

~~Q.        Director of the Student Health Services~~

~~The director of the Student Health Service is charged with the responsibility of overseeing the health care provided for the East Carolina University student body.  He or she directs the operation of the Student Health Center's staff and the delivery of quality health care within a budget funded by student health fees.  The director is charged with supervising and encouraging the delivery of health education at the Student Health Center in informal discussions, group non-credit discussions on campus, and formal academic lectures upon request of the instructor.  The Student Health Center offers comprehensive ambulatory health care, providing the ECU student with a convenient source for help with health problems.~~

~~R.        Director of University Housing Services~~

~~The director of university housing services is responsible to the vice chancellor for student life for providing high quality housing for on-campus students.  High quality housing mandates extensive planning for major renovations to meet the needs of changing student development programs.  Through planning, supervision, and organization, the director is responsible for budget administration and management; coordination of all maintenance, repairs, and renovations of residence halls; contracting and assigning housing for students; and student services which include safety and security, fire safety, and auxiliary services of food handling, laundry facilities, mail delivery, and the communications systems.~~

~~S.        Director of University Unions~~

~~The director of university unions, adviser to the Student Union, and co-adviser to the Student Government Association.  Under the supervision and direction of this officer, the staff of the department of University Unions coordinates professional entertainment and cultural events at the university, the university central reservations office, the university ID card system, and public-sponsored events presented on campus. The assistant vice chancellor is responsible for negotiating and signing all contracts relative to campus activities.~~

~~VIII.     Division of Research~~

~~A.        Vice Chancellor for Research~~

~~The vice chancellor for research has dual responsibility for graduate programs and research.  These responsibilities are carried out through the activities of staff members in the Graduate School office, the office of Sponsored Programs, and the office of Technology Transfer.  The vice chancellor for research/dean of the Graduate School is responsible for the operation of these offices including fiscal management and reporting.  The vice chancellor for research/dean of the Graduate School also provides administrative oversight for several programs which are primarily research or with a substantial cross disciplinary research component including the Institute for Coastal and Marine Resources and the Center on Aging.  Those officers reporting to the Vice Chancellor for Research are listed in~~ *~~Part IX, Organization Chart for East Carolina University.~~*~~Some of the responsibilities of those officers are described below.~~

~~B.        Dean of the Graduate School~~

~~At present, the vice chancellor for research also serves as the dean of the Graduate school.  The Graduate school is responsible for admission of students and provides academic oversight for all post-baccalaureate degree program tracks (excluding MD degrees) by the implementation and execution of polices, rules, regulations, and procedures established by the graduate faculty and the Graduate Council.  The dean works closely with the members of the graduate faculty through the Graduate Council and its committees as the chief executive officer of the Graduate School and chairperson of the graduate faculty and Graduate Council.  The dean is also responsible for advising and assisting schools and departments in the planning, development, and implementation of new graduate programs and for coordinating with the general administration of The University of North Carolina all new program proposals advanced by schools and departments.  See~~ *~~Appendix F, Graduate School Organization~~*~~.~~

~~C.        Director of the Center on Aging~~

~~The director of the Center on Aging administers the research and service programs of the center and coordinates the university's gerontology minor.~~

~~D.        Director of the Institute for Coastal and Marine Resources~~

~~The director of the Institute for Coastal and Marine Resources administers the various research programs of the institute and coordinates the university's coastal marine studies minor.~~

~~E.        Director of the Office of Sponsored Programs~~

~~The director of the office of Sponsored Programs is responsible for all pre-award activity involved in preparation of grants, contracts, and memorandums of understanding and for their submission on behalf of the university to external~~

~~agencies for faculty projects.  The director is responsible for the administration of this office in support of faculty activity in securing external funding for programs supporting research and creative activities, training, and service.  It reports sponsored program activity and ensures compliance with policies and guidelines of the State of North Carolina and The University of North Carolina General Administration as well as state, federal, and private funding agencies.  It provides informational and educational programs and strategies which enhances the ability of faculty to compete successfully for external funds to support research, training, and service programs on campus.  See~~ *~~Part VII, Research Information~~*~~.~~

~~F.         Director of the Office of Technology Transfer~~

~~The director of the Office of Technology Transfer is responsible for the management of the transfer process of inventions and discoveries from the university to the private and public sectors.  Such responsibilities include receiving all confidential disclosures, assessing patent potential, drafting licensing agreements, and handling marketing initiatives for selected intellectual properties.~~

Resolution #10-36

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010 (with editorial revision to location)

Revisions to the *ECU Faculty Manual*, Appendix I. Policy on Conflicts of Interest and Commitment, as follows:

**Revise and ~~keep in the Faculty Manual~~ relocate to the University Policy Manual at such time the UPM website is functional.**

APPENDIX I

EAST CAROLINA UNIVERSITY POLICY ON CONFLICTS OF INTEREST AND COMMITMENT **AND EXTERNAL ACTIVITIES OF FACULTY AND OTHER PROFESSIONAL STAFF**

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~~E.  Notice of Intent to Engage in External Professional Activities for Pay.~~

## I. Introduction, Applicability, and Responsibility for Compliance

~~Effective July 1, 1995, a~~All EPA faculty members and ~~other professional~~ Non faculty EPA staff of East Carolina University are subject to revised policies concerning conflicts of interest and conflicts of commitment affecting University employment and external professional activities. This policy covers full-time faculty and EPA non-faculty employees, part-time faculty and EPA non-faculty employees, **(those UNC employees who are not subject to the State Personnel Act – hereinafter referred to as ‘EPA employees’)**.  ~~insofar as their University responsibilities are concerned, and faculty and EPA non-faculty employees who are on leave if the leave is funded at least partially from University sources. The revised ECU policies are~~ **This policy is** based on policies and guidelines adopted by the UNC system Board of Governors**, federal and state law,** and federal agency **sponsor** requirements. Any questions regarding these procedures or the Board of Governors' policies upon which they are based should be directed to the ~~appropriate divisional vice chancellor~~ **ECU Office of Research Compliance Administration.**

## ~~II. The Concepts at Issue~~

~~The distinction between conflicts of interest and commitment is not always clear. In general, conflict of commitment relates to allocation of time and should become apparent in the annual review process conducted by the administrative superior. Conflict of interest involves matters which might unduly influence employee judgment in the conduct of employee affairs, such that personal financial advantage is or might be unduly gained.~~

~~More specifically, conflict of interest occurs when related personal considerations, e.g., employment of a spouse,  potentially compromise the faculty or professional staff member's objectivity in fulfilling University duties or responsibilities, including research activities. Conflict of commitment occurs when the pursuit of outside activities involves an expenditure of time that potentially interferes with the faculty or professional staff member's obligations to students, to colleagues, and/or to the missions of the University.~~

## II. Definitions

**A.           *Business* means any corporation, partnership, sole proprietorship, firm,** franchise, association, organization, holding company, joint stock company, receivership, business or real estate trust, or any other legal **entity organized for profit, not-for-profit, or charitable purposes. "Business" excludes University-related entities, which is inclusive of the University, and any private medical practice or any other entity controlled by, controlling, or under common control with the University or with which the University has a contractual relationship for the purpose of providing patient care.**

**B.           *Conflict of commitment* relates to an individual’s distribution of effort between obligations to his or her University employment and participation in activities outside of University employment.  The latter may include such generally encouraged extensions of professional expertise as professional consulting.  A conflict of commitment occurs when the pursuit of such outside activities involves an inordinate investment of time that interferes with the EPA employee’s obligations to students, to colleagues, and/or to missions of the University.**

C.           *Conflict of interest* relates to situations in which financial or other personal considerations may compromise, may involve the potential for compromising, or may have the appearance of compromising an EPA employee’s objectivity in fulfilling University duties or responsibilities, including research activities.

**D.           *“Executive Position*" refers to any position that includes responsibilities for a material segment of the operation or management of a business, including Board membership.**

**E.           *External professional activities for pay* means any activity that 1) is not included within one’s University employment responsibilities; 2) is performed for any entity, public or private, other than the University employer; 3) is undertaken for compensation; and 4) is based upon the professional knowledge, experience and abilities of the EPA employee.  Activities for pay not involving such professional knowledge, experience and abilities are not subject to advance disclosure and approval requirements of this Policy, although they are subject to the basic requirement that outside activities of any type not result in neglect of primary University duties, conflicts of interest, inappropriate uses of the University name or resources, or claims of University responsibility for the activity.**

**F.            *Department* means an academic department, a professional school without formally established departments, or any other administrative unit designated by the chancellor of an institution or by the president for the office of General Administration, for the purposes of implementing this policy.**

**G.           The "*Immediate Family*" of a faculty or EPA non-faculty employee includes his or her spouse, dependent children and/or other dependent(s) as defined in the Internal Revenue Code.**

**H.           *Inappropriate use or exploitation of University resources* means using any services, facilities, equipment, supplies, or personnel that members of the general public may not freely use.  A person engaged in professional activities for pay may use, in that connection, his or her office and publicly accessible facilities such as University libraries; however, an office shall not be used as the site for compensated appointments with clients, e.g., for counseling or instruction.  Under no circumstances may a supervisory employee use the services of a supervised employee during University employment time to advance the supervisor’s external professional activities for pay.**

**I.              "*Participate*" means to be part of the described activity in any capacity, including but not limited to serving as the principal investigator, co-investigator, research collaborator or provider of direct patient care. The term is not intended to apply to individuals who provide primarily technical support or who are purely advisory, with no direct access to the data (e.g., control over its collection or analysis) or, in the case of clinical research, to the trial participants, unless they are in a position to influence the study's results or have privileged information as to the outcome.**

**J.            *Significant Financial Interest* has the same meaning as in 42 C.F.R. 50.603 as it currently exists and as it may later be amended.  This provision of the Code of Federal Regulations defines a Significant Financial Interest to mean: anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).  The term does not include:**

**1.        Salary, royalties, or other remuneration from the applicant institution;**

**2.        Any ownership interests in the institution, if the institution is an applicant under the Small Business Innovation Research Program (SBIR);**

**3.        Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;**

**4.         Income from service on advisory committees or review panels for public or nonprofit entities;**

**5.        An equity interest that when aggregated for the Investigator and the Investigator’s spouse and dependent children, meets both of the following tests: Does not exceed $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a five percent ownership interest in any single entity; or**

**6.        Salary, royalties or other payments that when aggregated for the Investigator and the Investigator’s spouse and dependent children over the next twelve months, are not expected to exceed $10,000.**

**K.           "*Sponsored Programs*" means research, public service, training and instructional projects involving funds, materials, or other compensation from outside sources under grants, contracts, or cooperative agreements.**

**L.            "*Technology*" means any process, method, product, compound, drug, device, or any diagnostic, medical, or surgical procedure developed using University time, facilities, equipment, or funds whether intended for commercial use or not.**

M.           ***University employment responsibilities* include both “primary duties” and “secondary duties.”  Primary duties consist of assigned teaching, scholarship, research, institutional service requirements, and other assigned EPA employment duties.  Secondary duties consist of professional affiliations and activities undertaken by EPA employees outside of the immediate University employment context that redound to the benefit of the profession and to higher education in general.  Such endeavors, which may or may not entail the receipt of honoraria (See also UNC Policy Manual 300.2.2.2[R]) or the reimbursement of expenses, include membership in and service to professional associations and learned societies; membership on professional review or advisory panels; presentation of lectures, papers, concerts or exhibits; participation in seminars and conferences; reviewing or editing scholarly publications and books; and service to accreditation bodies.  Such integral manifestations of one’s membership in a profession are encouraged, as extensions of University employment, so long as they do not interfere with the timely and effective performance of the individual’s primary University duties.**

The goal of this policy is to ensure that all ~~potential~~ conflicts of interest or commitment are disclosed so that appropriate administrative interventions may eliminate, avoid, or manage them.  These policies, however, are not intended to limit responsible external activities.

## III. Policies

A. Conflict of Interest

**~~It is the policy of the University that~~** ~~faculty and~~ EPA ~~non-faculty~~ **employees** shall avoid conflicts of interest that ~~have the potential to affect adversely the University's interests, to compromise objectivity in carrying out University responsibilities, or otherwise to compromise the performance of University responsibilities.~~ **compromise, may involve the potential for compromising, or may have the appearance of compromising the EPA employee’s objectivity in fulfilling University responsibilities, including research activities.** Accordingly, outside activities and financial interests must be disclosed **by EPA employees** on an annual basis. ~~Disclosures must be updated when new external interests develop.~~  **This notwithstanding, EPA employees have a continuing obligation to timely update these disclosures as new external interests develop.** Outside activities and financial interests should be arranged to avoid such conflicts. ~~Related policies are also discussed in the ECU Faculty Manual, Part VII. Research Information.~~

B. Conflict of Commitment

~~It is the policy of the University that faculty and~~ EPA ~~non-faculty e~~**e**mployees shall devote their primary professional loyalty, time, and energy to their ~~teaching, research, service, and, where applicable, patient care at the~~ University **employment responsibilities, including research activities**. **~~Accordingly,~~** ~~outside activities and financial interests must be arranged to avoid interference with the primacy of these commitments.  Policies and Procedures for those potential conflicts of commitment situations that do not involve conflict of interest are discussed in the ECU Faculty Manual, Part VI, General Personnel Information. The policy on External Professional Activities of Faculty and Other Professional Staff should be used for these potential conflicts of commitment~~ **~~situations.~~ Accordingly, EPA employees shall not engage in activities outside of their employment that involves an inordinate investment of time that interferes with the EPA employee’s obligations to students, to colleagues, and/or to missions of the University.  Such activities are unacceptable outside activities.  Conflicts of commitment may also arise in connection with non-compensated activities and a conflict of commitment may exist notwithstanding that an EPA employee received no economic benefit from the outside activity.  The issue, in each case, is whether the employee is meeting the requirements of the job (as such responsibilities and requirements may be defined by applicable University policy and as may be further described in an individual’s job description or appointment letter).**

**The policy on External Professional Activities of Faculty and Other Professional Staff should be used for these potential conflicts of commitment situations.**

**Although full-time faculty and other EPA employment is not amenable to precise, time-clock analysis and monitoring, administrators at the department and school levels are charged with the evaluation of the work of employees under their supervision.  The formal occasions for determining whether an individual is devoting sufficient time and energy to University employment include regular reviews in connection with annual salary decisions and scheduled reviews incident to promotion, reappointment or tenure decisions and reviews of Notices of Intent to Engage in External Professional Activities for Pay.**

## IV. Categories and Examples of Potential Conflicts

Activities that may involve conflicts of interest **can be categorized under four general headings:** ~~or commitment fall into three general categories that differentiate relationships according to potential for adverse impact.~~

Category I**: consists of activities that appear to involve a conflict of interest but in, fact, do not.** ~~consists of relationships that, while including some that are conflicts in a technical sense, are allowable because they do not compromise the objectivity of research results or other interests of the University, the sponsor, or the public. These relationships are generally minimal in their personal financial impact, and otherwise do not represent a potential source of bias.~~

Category II: **consist of activities that present potential conflict of interest and must be reported, but that may be allowable with administrative approval.**  ~~consists of relationships that may be permissible following disclosure and, where necessary, the initiation of supervisory procedures designed to preclude bias or other inappropriate actions and to ensure the maintenance of academic standards and institutional integrity.~~

Category III: **consists of relationships that are generally not allowable because they involve potential conflicts of interest or they present obvious opportunities or inducements to favor personal interests over institutional interests. Before proceeding with such an endeavor, the EPA Employee must demonstrate that *in fact* his or her objectivity would not be affected and University interests otherwise would not be damaged.  An approved conflict of interest management plan must be in place before any activities involving this category are initiated.**

 ~~consists of relationships that presumptively may be inappropriate for a faculty member or EPA non-faculty employee. In such cases, the individual must demonstrate to the University's satisfaction the compatibility of such practices with University policy prior to going forward with the proposed activity.~~

**Category IV:  consists of activities that have the potential for creating conflicts of interest that are prohibited by North Carolina and/or federal law and, therefore, may not be undertaken.**

Provided below are representative, but not all-inclusive, examples of activities in each of these ~~three~~ **four** categories. Please refer to Section ~~IX below~~ **above** for important definitions.

Category I:

**Activities allowable, with no reporting required.  The examples cited below involve activities external to University employment, and thus may present the appearance of a technical conflict, but they in fact do not have the potential for affecting the objectivity of the EPA employee’s performance of University responsibilities; at most, some such situations could prompt questions about conflicts of commitment.**

**a)    An EPA Employee receiving royalties from the publication of scholarly works and other writings or for the licensure of patented inventions pursuant to the University's Patent and Copyright Policies (Faculty Manual, Part VII, Research Information).**

**b)   An EPA employee receiving nominal compensation, in the form of honoraria or expense reimbursement, in connection with service to professional associations, service on review panels, presentation of scholarly works, and participation in accreditation reviews. Senior Academic and Administrative Officers may also be subject to special regulations regarding honoraria which require leave to be taken when external activities for pay will take place during the regular work week (UNC Policy Manual, 300.2.2.2[R]).**

**c)    An EPA Employee having an equity interest in a corporation used solely for the individual's consulting activities provided such consulting activities are appropriately reported and approved in accordance with the policy on, External Professional Activities of Faculty and Other Professional Staff and the corporation is not directly or indirectly conducting any business or sponsoring any projects with the University.**

**Category II:**

**Activities requiring disclosure for administrative review.**

**1. Research Activities**

**a)    An EPA employee accepting support for University research under conditions that require research results to be held confidential, unpublished, or inordinately delayed in publication.  Research conducted by faculty or students under any form of sponsorship must maintain the University’s open teaching and research philosophy and must adhere to a policy that prohibits secrecy in research.  Such conditions on publication must be in compliance with UNC Policy Manual, 500.1 and 500.2.**

**b)   Related persons working on the same funded or unfunded project.**

**2. External Activities**

**a)    An EPA Employee serving on the board of directors or scientific advisory board of an enterprise or business that provides financial support for University research, and the employee or a member of his or her immediate family may receive such financial support.**

**b)   An EPA Employee serving in an executive position in a for-profit or not-for-profit business which conducts research or other activities in an area related to the University duties of the employee.**

**3. Ownership**

**a)    An EPA Employee having a financial interest or a significant financial interest in a business that competes with the services provided by the University.**

**b)   An EPA Employee having significant equity or a Significant Financial Interest in a for-profit business which conducts research or other activities in an area related to the employee’s University duties.  An EPA Employee requiring students to purchase the textbook or related instructional materials of the employee or members of his or her immediate family, which produces compensation for the employee or family member.**

**4. Other**

a)    **An EPA employee receiving compensation or gratuities (other than occasional meals, gifts or desk copies of textbooks, and the like) from any individual or entity doing business with the University.  This notwithstanding, see Category IV example (f).**

**b)   Engaging in any other activity that has the potential for creating a conflict of interest or commitment as defined herein.**

**Category III:**

**Activities or relationships that are generally not allowable.**

**1. Research Activities**

**a)    An EPA Employee participating in University research involving a technology owned by or contractually obligated (by license, option, or otherwise) to a business in which the individual or an immediate family member has a consulting relationship, has an ownership interest, or holds an executive position.**

**b)   An EPA Employee participating in University research which is funded by a grant or contract from a business in which the individual or member of his or her immediate family has an ownership interest and/or significant financial interest;**

**c)    An EPA Employee assigning students, postdoctoral fellows or other trainees to University research projects sponsored by a business in which the individual or a member of his or her immediate family has an ownership interest and/or significant financial interest.**

**2. External Activities**

**a)    Assuming an executive position in a not-for-profit business with which the University has a contractual relationship known to the individual and which is engaged in commercial or research activities in a field related to the individual's University responsibilities.**

**b)   An EPA Employee making referrals of University business to an external business or company in which the individual or a member of his or her immediate family has a financial interest, including a consulting relationship.**

**c)    An EPA Employee associating his or her own name with the University in such way as to profit financially by trading on the reputation or goodwill of the University. An example of a context in which such an association might occur is external professional activity for pay. Mere identification of the University as the employer of the individual and of the individual's position at the University is permitted by this section, provided that such identification is not used in a manner that implies sponsorship or endorsement by the University.**

**d)   An EPA Employee serving as an expert witness for pay in litigation which requires the disclosure of research data in a manner that will compromise the University’s or a student’s ability to publish.**

**3. Public Disclosure**

**a)    An EPA Employee publishing or formally presenting University sponsored research results, or providing expert commentary on a subject, without simultaneously disclosing any significant financial interest relating to such results or such subject.**

**b)   An EPA Employee making unauthorized use of privileged information acquired in connection with one's University responsibilities.  See also Category IV activities.**

**4. Administrative Responsibilities**

**a)    An EPA Employee taking administrative action in the course and scope of University responsibilities that is beneficial to a business in which the individual or an immediate family member has a significant financial interest, including a significant consulting relationship.  See also Category IV activities.**

**b)   An EPA Employee influencing the negotiation of contracts between the University and an outside organization with which the individual or an immediate family member has a significant financial interest, including a significant consulting relationship.  See also Category IV activities.**

**5. Committee Participation**

**a)    An EPA Employee serving on a committee of a governmental agency or private entity during the consideration by such a committee of the regulation or application of a technology that is owned by or contractually obligated to a business in which that individual or immediate family has a significant financial interest, including a significant consulting relationship.**

**Category IV:
Activities that have the potential for creating conflicts of interest that are prohibited by North Carolina and federal law (including N.C. Gen. Stat.  14-234 and 14-234.1 as they currently exist and as may later be amended) and, therefore, may not be undertaken.**

**(a)  N.C.G.S.  (a1)(4) defines “direct benefit from a contract” to mean where a state officer or employee *or his or her spouse*: (i) has more than a ten percent (10%) ownership or other interest in an entity that is a party to contract with a state agency; (ii) derives any income or commission directly from the contract with a state agency; (iii) acquires any property under the contract with a state agency.**

**(b)  N.C.G.S. 14-234 (a1)((2) states that a public officer or employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to make decisions regarding the contract or to interpret the contract.**

**(c)  N.C.G.S. 14-234 (a1)((3) states in part that a public officer or employee is involved in making a contract if he or she participates in the development of specifications or terms or in the preparation or award of the contract.**

**(d)  North Carolina law prohibits a state officer or employee who is involved in making or administering a contract on behalf of a state agency from deriving a direct benefit from the contract (N.C.G.S. 14-234 (a)(1)).**

**(e)  North Carolina law prohibits a state officer or employee who receives a direct benefit from a contract with the state agency he or she serves, but who is not involved in making or administering the contract, from attempting to influence any other person who is involved in making or administering the contract.  (N.C.G.S. 14-234 (a)(2))**

**(f)   North Carolina law prohibits a state officer or employee from soliciting or receiving any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the state agency he or she serves. (N.C.G.S. 14-234 (a)(3))**

***(g)*  *Contracts made in violation of N.C.G.S.  14-234 are void as a matter of law and* *anyone violating this statute may be prosecuted criminally.***

***(h)* N.C.G.S.  14-234.1 prohibits a State officer or employee from benefiting financially, or helping someone else benefit, from non-public information gained by the employee in his or her official capacity.  *Anyone violating this statute may be prosecuted criminally.***

***(i)   Note that the North Carolina Ethics Act (Ethics Act) also regulates Conflicts of Interest for “Covered Persons”.  Questions regarding the Ethics Act should be directed to the University Attorney.***

***(j)   Medicare Anti-Kickback Law.*  The Medicare Anti-Kickback law (42 U.S.C.  1320a-7b(b)) prohibits compensation from research sponsors that provide or supply healthcare services or products to researcher-physicians or hospitals for their participation in clinical research if such compensation is intended to induce physicians or hospitals to purchase drugs or services of the research sponsor that will be paid by Medicare or Medicaid.**

***(k)  False Claims Act*.  Researchers must certify in their grant applications that they are in compliance with statutory and regulatory requirements, including applicable statutes and regulations prohibiting conflicts of interest.  Falsely certifying compliance could result in criminal prosecution and civil penalties under the False Claims Act (31 U.S.C.  3729, *et seq*.),**

~~Activities that are routinely allowable and are not required to be disclosed pursuant to this policy.~~

~~d)            Receiving royalties for published scholarly works and other writings or for inventions pursuant to the University's Patent and Copyright Policies (Faculty Manual, Part VII, Research Information).~~

~~e)            Membership in and service to professional associations and learned societies; membership on professional review or advisory panels; presentation of lectures, papers, concerts or exhibits; participation in seminars and conferences; reviewing or editing scholarly publications and books; and service to accreditation bodies are permitted under the ECU Policy Statement on External Professional Activities of Faculty and other Professional Staff (Faculty Manual, Part VI, General Personnel Information) so long as they do not conflict or interfere with the timely performance of primary University duties. These activities are permitted even if they are performed for nominal honoraria or reimbursement of expenses, provided that the receipt of nominal honoraria or reimbursement of expense is not in conflict with any other applicable University, state, or federal policy, rule or regulation. These activities are not required to be disclosed in this Policy's Annual Faculty/Professional Staff Disclosure Form. However, a "Notice of Intent to Engage in External Professional Activity" may be required pursuant to ECU's policy (Faculty Manual, Part VI, General Personnel Information).~~

~~f)             Ownership of or equity in a corporation used solely for the individual's consulting activities provided such consulting activities are appropriately reported and approved in accordance with Faculty Manual, Part VI, General Personnel Information, External Professional Activities of Faculty and Other Professional Staff.~~

~~Category II:~~

~~Activities that may be allowable following disclosure and, where necessary, the implementation of monitoring procedures.~~

~~1. Research Activities~~

~~c)                 Participating in University research (basic, applied, and clinical) on a technology developed by that individual or a member of his of her immediate family, unless the activity is specifically disallowed under the guidelines of Category III.~~

~~d)                 Participating in University research involving a technology owned by or contractually obligated (by license, option or otherwise) to a business in which the individual or immediate family has a consulting relationship.~~

~~e)                 Receiving through contract or gift University sponsored research support (whether in dollars or in kind) for research from a business in which the individual or immediate family has a consulting relationship.~~

~~2. External Activities~~

~~c)                 Serving on the board of directors or scientific advisory board of a business from which that individual or immediate family receives University-sponsored research support or with which the University has a substantial contractual relationship known to the individual, unless the activity is specifically disallowed under the guidelines of Category III.~~

~~d)                 Assuming an executive position in a not-for-profit business with which the University has a substantial contractual relationship known to the individual and which is engaged in commercial or research activities in a field related to the individual's University responsibilities, unless the activity is specifically disallowed under the guidelines of Category III.~~

~~3. Ownership~~

~~c)                 Possessing a significant financial interest, including a significant consulting relationship, in a business that competes with the services provided by the University as a part of their academic, research, or service mission.~~

~~d)                 Possessing a significant financial interest, including a significant consulting relationship, in a business field related to the individual's University responsibilities, unless the activity is specifically disallowed under the guidelines of Category III.~~

~~e)                 Requiring or recommending one's own textbook or other teaching aids, materials, or equipment to be used in connection with University programs or those of immediate family. Such a requirement or recommendation must be preceded by disclosure and review according to this policy.~~

~~4. Other~~

~~c)                 Acceptance by the University employee or immediate family of other than nominal gratuities or special favors from one whom the individual knows is doing business with or proposing to do business with the University.~~

~~d)                 Engaging in any other activity that has the potential for creating a conflict of interest or commitment as defined herein.~~

~~Category III:~~

~~Activities that are presumptively not allowable.   Many of the examples below may seem to overlap examples in Category II above; however, the addition of ‘significant financial interests’ in the activities below creates the presumption that these activities are not allowable.~~

~~1. Research Activities~~

~~d)                 Participating in University research involving a technology owned by or contractually obligated (by license, option, or otherwise) to a business in which the individual or immediate family holds significant stock or similar significant ownership interest, or has any other significant financial interest, other than a receipt of University-sponsored research support, or receipt of royalties under University royalty sharing policies.~~

~~e)                 Receiving, through contract or grant, University sponsored research support (whether in dollars or in kind) for research from a business in which the individual or immediate family holds a significant stock or similar significant ownership interest or has any other significant financial interest.~~

~~f)                  Assigning students, postdoctoral fellows or other trainees to University projects sponsored by a for-profit or not-for-profit business in which the individual or immediate family has a significant financial interest, including a significant consulting relationship.~~

~~2. External Activities~~

~~e)      Assuming an executive position in a not-for-profit business with which the University has a substantial contractual relationship known to the individual and which is engaged in commercial or research activities in a field related to the individual's University responsibilities.~~

~~f)        Making referrals of University business to an external business or professional office in which such individual or immediate family has a significant financial interest, including a significant consulting relationship.~~

~~g)      Associating one's name or one's work with an external activity in such a way as to profit monetarily by trading on the reputation or good will of the University or to imply sponsorship or endorsement by the University. An example of a context in which such an association might occur is external professional activity for pay. Mere identification of the University as the employer of the individual and of the individual's position at the University is permitted by this section, provided that such identification is not used in a manner that implies sponsorship or endorsement by the University.~~

~~3. Public Disclosure~~

~~c)                 Publishing or formally presenting University sponsored research results, or providing expert commentary on a subject, with out simultaneously disclosing any significant financial interest relating to such results or such subject.~~

~~d)                 Unauthorized use of privileged information acquired in connection with one's University responsibilities to further one's own personal interests.~~

~~4. Administrative Responsibilities~~

~~c)                 Taking administrative action in the course and scope of University responsibilities that is beneficial to a business in which the individual or an immediate family member has a significant financial interest, including a significant consulting relationship.~~

~~d)                 Influencing the negotiation of contracts between the University and an outside organization with which the individual or an immediate family member has a significant financial interest, including a significant consulting relationship.~~

~~5. Committee Participation~~

b)                 ~~Serving on a committee of a governmental agency or private entity during the consideration by such a committee of the regulation or application of a technology that is owned by or contractually obligated to a business in which that individual or immediate family has a significant financial interest, including a significant consulting relationship.~~

V. ~~Submission of Conflict Evaluation Forms (Disclosures).~~ **COI Procedures**

~~Policy:  Effective July 1, 1995, e~~**E**ach ~~faculty member and all other~~ EPA ~~e~~**employee** will be required to disclose annually **relationships and circumstances that may raise questions about conflicts of interest and conflicts of commitment relating to University employment responsibilities, including, but**  ~~for both him/her selves and their immediate families (see definition in Section IX) the extent of their relevant external activities and relationships and their financial holdings that are related to the employee’s university activities.  These university activities include but are~~ not limited to sponsored research activities. ~~These external activities, relationships and financial holdings are described above in Section IV under Categories II & III.~~ All potential Category I**I, III,** and ~~III~~ **IV** relationships or financial holdings must be reported regardless of the dollar amounts involved.   Category I activities and relationships are not required to be disclosed under this policy; however, other university reporting requirements may apply to these activities (see Section IV).  Where there is some question whether an activity should be considered a Category I or II activity as described above, the ~~faculty/~~EPA ~~non-faculty e~~**E**mployee should include the activity in the disclosure for consideration by his/her supervisor.

~~All faculty and other EPA personnel are charged by the University to provide a full good faith disclosure.  Failure to provide such a full disclosure may be considered a serious breach of this policy and may be cause for disciplinary action (see Section VIII).~~

Revisions or updates of the yearly disclosures are required between yearly disclosures whenever there is a significant change in the ~~faculty member’s~~ EPA **employee’s** or his**/her** immediate family’s affairs that may lead to or may be perceived to lead to a conflict with the ~~faculty member’s~~ **EPA employee’s** university activities, e.g., the faculty member’s spouse begins to receive consultant fees from a company that currently contracts with university for research services from the faculty member’s laboratory.

Procedures:  To facilitate disclosure and to ensure appropriate uniformity across the University, each individual will complete the "Annual Faculty/Professional Staff Disclosure Form." Each unit administrator will distribute this form annually to all faculty and professional staff (EPA non faculty) under his or her supervision and assure that completed forms are returned.**Unit Administrators shall summarize the disclosure completed by EPA employees to the Office of Research Compliance Administration.**

The purpose of this form is to identify employees' activities that may lead to actual or potential conflicts of commitment or interest so that appropriate administrative intervention may address the problems. The employee and the administrative **~~superior~~ supervisor** are to complete and sign the annual disclosure form, which implies that the administrative **~~superior~~ supervisor** has reviewed the form. No further action will be required if all questions are answered "no".

Further disclosure and review are required if questions elicit any "yes" responses on the Annual Faculty/Professional Staff Disclosure Form or on any mid-year revisions or updates of the annual form. The employee must then complete and sign the appropriate additional forms. Suggested provisions or plans for eliminating or managing conflicts should be included in these additional forms where indicated. Examples of some (but not all) possible provisions for conflict management plans are:

1. Public disclosure of the significant financial interests or external activities;

2. Monitoring of activities by disinterested university officials to assure that conflicts do not arise;

3. Cessation of the pertinent outside activities;

4. Divestiture of the pertinent financial interests; **and**

5. Severance of the relationships that create actual or potential conflicts.

Since these forms have direct bearing on the employment of individuals with the University, all disclosure forms (the annual form and accompanying forms) and associated documents will be maintained in the administrative office of the employee's unit in his/her personnel folder for a period of at least three years following termination of the pertinent activities.

**VI. Review and Approval of Activities and Plans for Eliminating or Managing Conflicts.**

The unit administrator (chair, dean, or the employee's supervisor in the case of a senior administrator) has the initial responsibility to review and approve or disapprove the disclosure forms filed with him or her by the EPA employees within that unit. The review shall follow the provisions of this Policy.  The Unit administrator should be familiar with the definition of ‘Significant Financial Interest’ ~~(See Section IX)~~ to differentiate between Category II and Category III activities and relationships.  Category III activities are presumptively considered to be non-allowable.

The unit administrator may refer any question regarding an annual disclosure form to the next higher administrative level for review and decision and must refer to the next higher level for review and approval all annual disclosures (and updates/revisions) which require additional forms (as described in the annual disclosure form) for EPA employees involvement in possible Category II and III activities as described above.

If a potential conflict is determined to exist, written plans for eliminating or managing the conflict will be developed in consultations between the employee**, the Office of Research Compliance Administration,** and his/her supervisors **(up to and including deans of academic units as appropriate)** and presented to the Vice Chancellor **~~of~~ for Research and Graduate Studies** ~~of the appropriate division for concurrence~~. **For Category II through IV Conflicts of Interest, the plan will also be submitted to the appropriate division’s Vice Chancellor for informational review.** It will then be presented to the ECU Research Ethics Oversight Committee (see below) for final approval.  An adverse decision of the Committee to a proposed management plan may be appealed to the Chancellor.  The supervisor of the EPA employee will be responsible for assuring the implementation and/or monitoring of the conflict management plan.

Documentation of all decisions on activities and associated conflict management plans will be maintained in the employee's personnel folder.

In order to fulfill the certification requirements of grant and contract funding agencies (e.g., the NIH and NSF), each unit administrator shall also provide annually to the Vice Chancellor for Research and Graduate Studies a list of all faculty members and EPA staff in the administrator's unit who have submitted approved current annual disclosure forms and, where needed, an indication when such approval required development of an acceptable conflict management plan. This list may be amended as needed during the year. The Vice Chancellor for Research **and Graduate Studies or ~~his~~** designee will use this information to **report any perceived or potential COI to the sponsor or to** certify to potential funding agencies that this Institution has a conflict of interest policy consistent with NIH and NSF guidelines and that to the best of our knowledge all provisions of the policy have been followed with respect to proposals submitted to the agencies by ECU faculty and staff.

If after initial review **of any disclosure** by the department head, dean, and vice chancellor, questions remain regarding ethical issues or if disagreement exists between the EPA employee and the administration regarding the permissibility of activities**, or if the COI management involves more than disclosure and minor oversight,** the situation may be referred to a faculty/administrative advisory committee for review of conflicts of interest and commitment. This committee, the *Research Ethics Oversight Committee,* will be chaired by the Vice Chancellor for Research & Graduate Studies**.  Appropriate individuals will be appointed members to the committee by the Vice Chancellor for Research and Graduate Studies.** ~~and will have representatives from the faculty senate as members.~~  When the committee reviews conflict management plans, a representative of university attorney's office shall be present.  ~~In addition, when a management plan involves graduate students, a representative from the graduate council will also be present. Other appropriate individuals will be appointed members to the committee by the Vice Chancellor for Research & Graduate Studies.~~ Decisions by this committee will be presented to the Chancellor for his or her concurrence and, if approved, will become the University's final position **~~subject only to appeal in accordance with Section 501C(4) of The Code of the University of North Carolina~~.**

If the activity at issue involves external support (grant, contract or cooperative agreement), the ~~vice chancellor for research~~ **Director of Sponsored Programs** shall inform the sponsor **in accordance to Sponsor policy and guidelines of the COI**.  ~~whenever the University determines that it is unable to develop a satisfactory conflict management plan for an actual or potential conflict of interest.~~

**Whenever human subjects are involved in an activity presented to the ~~Research Ethics Oversight Committee~~ University’s Office of Research Compliance Administration (including approvals of conflict management plans), the University & Medical Center Institutional Review Board (UMCIRB) will be confidentially notified of the issue and the Committee’s actions.**

**VII.  Institutional Conflict of Interest**

**East Carolina University, from time to time, forms relationships with profit-making entities (including the holding of equity interests) for mutual benefit.  However, such relationships may put the University into actual or apparent conflict of interest situations when accepting grants or contracts from the profit making entities for research or other activities.  (See exclusion at the end of this section for certain types of relationships.) To assure that these grants and contracts are performed with the highest level of integrity by University employees and to assure that the public maintains it trust in University activities, the following procedures shall be followed:**

**1.    At the beginning of each calendar year, the Director, Office of Technology Transfer shall prepare a disclosure listing all profit-making entities in which the University has a significant financial interest ~~(See Section IX.4)~~. This disclosure shall be updated during the year as new relations develop and old ones terminate.  This disclosure and its updates will be submitted to the Vice Chancellor for Research and Graduate Studies who shall distribute the disclosure to the Chancellor, the other Vice Chancellors and Deans, and the Research Ethics Oversight Committee. Copies of the disclosure and updates shall also be distributed to those university administrative offices charged with approving and administering grants and contracts and other regulatory committees ~~human subjects research protection~~  (for example, Office of Sponsored Programs, Office of Grants and Contracts Administration and the UMCIRB).**

**2.    Units submitting proposals for external funding to commercial entities may not be aware of possible institutional conflict of interest issues.  Thus, the Office of Sponsored Programs shall have the primary responsibility of notifying Office of Research Compliance Administration, Vice Chancellor for Research and Graduate Studies and the submitting unit of the University’s conflict of interest as part of its regular procedures for the review and approval of such applications.   The Office of Research Compliance Administration or the Vice Chancellor or his designee shall then develop a plan to manage the institutional conflict of interest after consultation with the submitting unit and other relevant university offices.  The conflict management plan shall be submitted to the Research Ethics Oversight Committee for review.  The Committee may approve the plan (with or without mandatory changes) or disapprove the plan.  University acceptance of grants and contracts related to a management plan is contingent upon approval of the management plan by the Committee.  A negative decision of the Committee may be appealed to the Chancellor.   An institutional conflict management plan may range from a simple disclosure of the University’s interest in publications and reports emanating from the grant or contract to complete University divestiture of the financial interest. The institutional conflict of management plan shall be separate from and in addition to any conflict management plans for conflicts of interests of individuals (e.g., the principal investigator) involved in the grant or contract.**

**3.    When considering an institutional conflict of interest management plan, the Research Ethics Oversight Committee shall a) include as voting members, one or more individuals from the general public who have no direct or indirect relationship with the University, i.e., the individuals and their spouses or other dependents must not be current employees or students of the University; and b) recuse from the deliberations of the Committee any ECU member of the Committee who has been involved in the negotiation, approval, or implementation of the relationship that is the basis of the actual or perceived conflict of interest.  The general public members of the Committee should be individuals that have sufficient education or experience to understand both the issues before the Committee and the possible impacts of the Committee’s decisions on the general public.**

**4.    Arrangements for plan implementation and oversight shall explicitly be part of an institutional conflict management plan.  Implementation and oversight will usually be the joint responsibility of the submitting unit and the Office of the Vice Chancellor for Research and Graduate Studies.  However, other arrangements shall be made for plan implementation and oversight if, in the judgment of the Research Ethics Oversight Committee, such arrangements are necessary for the effective management of the conflict.**

**Excluded Relationships:  A relationship with a profit making organization for the purposes of this institutional conflict of interest policy shall not include ordinary investments of the university’s endowment that are managed by the Board of Trustees of the Endowment Fund or ordinary client-vender relationships where the University contracts for specific goods or services from a profit-making organization.**

VIII.  External Professional Activity for Pay Procedures

1.   An EPA Employee who plans to engage in external professional activity for pay shall complete the "Notice of Intent to Engage in External Professional Activity for Pay" (hereinafter referred to as "Notice of Intent") in a format as described in section 2 of this Part VIII.  The Notice of Intent shall be filed with the head of the department in which the individual is employed. A separate “Notice of Intent" shall be filed for each such activity in which an employee proposes to engage. Unless there are exceptional circumstances, the "Notice of Intent" shall be filed not less than ten (10) calendar days before the date the proposed external professional activity for pay is to begin. The Notice of Intent Format:  The format for giving notice of Intent should follow the sample notice form.

~~NOTICE OF INTENT TO ENGAGE IN EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY~~

~~Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

~~\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name) intends to engage in external professional activity for pay under the following conditions:~~

~~1.        Name and address of contracting organization;~~

~~2.        Nature of proposed activity;~~

~~3.        Beginning date and anticipated duration of activity;~~

~~4.        On average, how many hours per week will be devoted to this activity?~~

~~a.        For twelve-month employees, for the anticipated duration of the activity, within the current fiscal year ending June 30: \_\_\_,;~~

~~b.        For 9-month employees, for each component part of the academic year, as applicable, within the current fiscal year ending June 30:~~

~~i.          Second summer session (post July 1) \_\_\_\_~~

~~ii.         Fall Semester \_\_\_~~

~~iii.       Spring Semester \_\_\_~~

~~iv.       First Summer Session (pre July 1) \_\_\_~~

~~5.        Total number of hours to be devoted to activity: \_\_\_~~

~~6.        Identify any classes, meetings, or other university duties that will be missed because of involvement in the proposed activity (respond separately for each applicable component part of the academic calendar if 9-month employee) and state what arrangements have been made to cover any such duties;~~

~~Duties Missed                     Arrangements to Cover~~

~~\_\_\_\_\_\_\_\_\_\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

~~\_\_\_\_\_\_\_\_\_\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

~~7.        Use of University resources in connection with proposed activity:~~

~~1.        Will the activity entail the use of any university resources? (see Section II(G) above and UNC Policy Manual, 300.2.2, Section I, Item G) \_\_\_ Yes \_\_\_ No~~

~~2.        If yes, describe what resources will be used;  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

~~8.         To your knowledge, does the contracting organization provide funding which directly supports any of your University duties or activities?: Yes() No()ITo be completed if the contracting organization is a private firm:~~

~~a.             Do you or any member of your immediate family own an equity interest in the contracting organization: Yes()  No ()~~

~~b.             Do you hold an office in the contracting organization? Yes() No ()~~

~~9.         Performance of the above described activity is consistent with the Board of Governors Policy on Conflicts of Interest and Commitment and External Professional Activities~~

~~Signatures follow..~~

~~10.        Each EPA faculty and EPA non-faculty participating in external activity for pay must report the activity during the past fiscal year.  Such reports (a sample form for reporting external activity for pay is available at the Academic Affair’s webpage) will contain the following information for each external professional activity for pay engaged in during the last fiscal year preceding the date of filing of a "Notice of Intent":~~

~~11.     Contracting organization;~~

~~12.     Beginning and ending date of activity (if completed): 3. Average hours per week devoted to this activity;~~

~~13.     Total number of hours devoted to this activity;~~

~~14.     Nature of professional activity;~~

~~15.     Date Notice of Intent was filed; and~~

~~16.     Administrative Action on Notice of Intent which will have the following signatures and information:~~

~~17.     Signature and date of unit head certifying activity determined to be consistent with university policy;~~

~~18.     Other action (as required);~~

~~19.     Signature and date of Dean or Other Administrative Officer (Approval by dean or next higher administrator is required if the contracting organization is providing funding to the University or if a family member or the EPA faculty or EPA non faculty owns equity or hold an office in the contracting organization) if activity determined not to be consistent with university policy;~~

~~20.     Action on appeal (if any) and date action taken;~~

~~21.     Signature and date of Dean or next higher administrator if appealed; and~~

~~22.     Signature of Chancellor if appealed.~~

~~23.        Any administrative action approving a "Notice of Intent” shall be effective only for the remaining balance of the fiscal year (in the case of twelve-month employees) or for the balance of the academic year (for nine-month employees).~~

**2.        Approval of a "Notice of Intent” may be granted for a period not to exceed the balance of either 1) the fiscal year (in the case of twelve-month employees and employees with contract service periods that include the summer session) or 2) the academic year (in the case of nine (9) month employees with no summer session contract period) remaining as of the date of approval; if the approved activity will continue beyond the end of the relevant fiscal or academic year in which it was begun, an additional "Notice of Intent” must be filed at least ten days before engaging in such activity in the succeeding relevant year.**

**3.        Except as set out in paragraph 5 below, the “Notice of Intent” shall be considered as follows: If, after a review of the “Notice of Intent" and consultation with the EPA employee, the unit head determines that the proposed activity is not consistent with this policy statement of the Board of Governors and East Carolina University, the EPA Employee shall be notified of that determination within ten (10) calendar days of the date the "Notice of Intent" is filed. In the event of such notification by the unit head, the EPA Employee shall not proceed with the proposed activity but may appeal that decision to the next higher administrator and then to the Chancellor or the Chancellor’s designee. A decision on any such appeal shall be given to the EPA Employee within ten calendar days of the date on which the appeal is received. The decision of the Chancellor is final. Appeals shall be made in writing on the "Notice of Intent” form.**

**4.        If question 8, question 9a, or question 9b on the Notice of Intent, above, is answered in the affirmative the procedure set out in paragraph 4 above shall be modified as follows: The decision of the unit head to approve the activity shall be reviewed promptly and approved or disapproved within ten (10) days of receipt by the next higher administrator, and appeal of a disapproval by that officer shall be to the Chancellor or the Chancellor’s designee.  In addition, the Vice Chancellor for Research and Graduate Studies must review the external activity for management of any Conflicts of Interest and notify the University and Medical Center Institutional Review Board if the EPA Employee is participating in a protocol involving human subjects at ECU to ensure compliance with applicable IRB laws and regulations.**

**5.        Departmental summaries of all "Notices of Intent" filed and of actions taken in response to such "Notices of Intent" during the preceding fiscal year shall be submitted by unit heads to the Chancellor each July.  As initiated by the UNC General Administration on or before September 1 of each year, the Chancellor will provide an annual summary report to the President.**

**6.        If the external professional activity for pay is wholly performed and completed outside of the academic year by EPA employees serving on academic year contracts, said EPA Employees do not need to file Notices of Intent with their unit head provided that the activity does not conflict with this policy statement of East Carolina University and of the Board of Governors and is not conducted concurrently with a contract service period for teaching, research, or other services to East Carolina University during a summer session.**

**7.        University employees not complying with these procedures will be subject to disciplinary action. Unit heads are held responsible for proper reporting.**

~~III~~ **IX.** **Enforcement of the Policies**~~Faculty and non-faculty~~ EPA **Employees** ~~staff~~ are under a clear obligation to adhere to the ECU policies and procedures to disclose and to remove or appropriately manage conflicts of interest or commitment. Breaches of the policy/procedures will be viewed as serious ethical violations by the persons involved. Possible breaches of the policy/procedure include, but are not limited to:

1. Furnishing false, misleading or incomplete information on the disclosure forms;

2. Failure to promptly update disclosure forms before the required annual update when a significant change in a person's financial or fiduciary status places the individual into an immediate potential conflict of interest or commitment situation;

3. Failure to comply with the procedures described above (e.g., refusal to respond to inquiries, responding with incomplete or knowingly inaccurate information, or otherwise);

4. Failure to remedy conflicts as determined by the Procedures; and

5. Failure to comply with a prescribed monitoring plan.

If a possible breach in the policy/procedures occurs, the appropriate dean shall consult with the faculty person and his chair. If no resolution is forthcoming, the dean shall refer the case to the appropriate vice chancellor. The vice chancellor shall consult with the vice chancellor for research and shall initiate an investigation and/or hearing as prescribed in Faculty Manual, Part VII and Appendix D and apply sanctions as determined by university policies. Such sanctions may range from administrative intervention to dismissal from employment, all in accordance with applicable university policies.

## ~~IX. Definitions~~

~~1. "Business" means any corporation, partnership, sole proprietorship, firm, franchise, association, organization, holding company, joint stock company, receivership, business or real estate trust, or any other legal entity organized for profit or charitable purposes. "Business" excludes University-related entities, which is inclusive of the University, and any private medical practice or any other entity controlled by, controlling, or under common control with the University or with which the University has a contractual relationship for the purpose of providing patient care.~~

~~2.   "Executive Position" refers to any position that includes responsibilities for a material segment of the operation or management of a business, including Board membership.~~

~~3. The " Immediate Family" of a faculty or EPA non-faculty employee includes his or her spouse, dependent children and/or other dependent(s) as defined in the Internal Revenue Code.~~

~~4. "Significant Financial Interest" means anything of monetary value, including but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights, license agreements, and royalties from such rights). The term does not include:~~

~~(1)                  Salary, royalties, or other remuneration from East Carolina University to its faculty or staff;~~

~~(2)                  Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;~~

~~(3)                  Income from service on advisory committees or review panels for public or nonprofit entities;~~

~~(4)                  An equity interest that when aggregated for the faculty/staff and the faculty/staff’s immediate family, meets both of the following tests: Does not exceed $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a five percent ownership interest in any single entity;~~

~~(5)                  Salary, royalties or other payments that when aggregated for the faculty/staff and the faculty/staff's immediate family over the next twelve months, are not expected to exceed $10,000 from any one source.~~

~~(6)                  Mutual, pension, investment or other funds over which the employee or the University does not exercise direct control.~~

~~5.         "Participate" means to be part of the described activity in any capacity, including but not limited to serving as the principal investigator, co-investigator, research collaborator or provider of direct patient care. The term is not intended to apply to individuals who provide primarily technical support or who are purely advisory, with no direct access to the data (e.g., control over its collection or analysis) or, in the case of clinical research, to the trial participants, unless they are in a position to influence the study's results or have privileged information as to the outcome.~~

~~6. "Sponsored Programs" means research, public service, training and instructional projects involving funds, materials, or other compensation from outside sources under grants, contracts, or cooperative agreements.~~

~~7.         "Technology" means any process, method, product, compound, drug, device, or any diagnostic, medical, or surgical procedure developed using University time, facilities, equipment, or funds whether intended for commercial use or not.~~

~~Example Forms A-E are available online at~~[~~http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixi/appendixi.htm~~](file:///C%3A%5CDocuments%20and%20Settings%5Cleel%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5C4YLWOOMI%5Credir.aspx%3FC%3Daa1ce8a5a40e418eb6613cf53141b830%26URL%3Dhttp%3A%5Cwww.ecu.edu%5Ccs-acad%5Cfsonline%5Ccustomcf%5Cfacultymanual%5Cappendixi%5Cappendixi.htm)

Resolution #10-37

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  not applicable

Proposed revisions to the *ECU Faculty Manual*, Part VI. Section I. Employment Policies was returned to the Faculty Welfare Committee for further discussion.

Resolution #10-38

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  not applicable

Proposed revisions to the *ECU Faculty Manual*, Part VI. Section III. Institutional Services Available to Faculty, Subsection R. Tuition Privileges for Faculty was returned to the Faculty Welfare Committee for further discussion.

Resolution #10-39

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Revisions to the *ECU Faculty Manual*, Part VI. Section IV. Employment of Related Persons, as follows:

**Remove from Faculty Manual and place elsewhere in University Policy Manual with a LINK to the UNC Policy.**

~~V.        Employment of Related Persons  (Formerly~~ *~~Appendix H~~*~~)~~

~~A.  Basic Principles~~

~~Consistent with the principle that university employees and prospective employees shall be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion or national origin, or any other factors not~~

~~involving personal professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family or personal relationship, shall be observed with respect to institutional personnel who are not subject to the State Personnel Act:~~

~~1.... Related persons shall not serve concurrently within the institution in any case where one such related person would occupy a position having responsibility for the direct supervision of the other related person.~~

2.       ~~With respect to proposed employment decisions which would result in the concurrent service of related persons within the same academic department (or other comparable institutional subdivision of employment), a person~~

~~related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.~~

~~3.... With respect to the concurrent service of related persons within the same academic department (or other comparable institutional subdivision of employment), neither related person shall be permitted, either individually or as a member of a faculty, or as a member of a committee of a faculty, to participate in the evaluation of the other related person.~~

~~B.  Definition of "Related Persons"~~

~~The following relationships are sufficiently immediate to invoke the prohibitions against concurrent service of related persons:~~

~~1)Parent and child; 2) Brothers and sisters; 3) Grandparent and grandchild; 4) Aunt and/or uncle and niece and/or nephew:  5) First cousins; 6) Step‑parent and step‑child: 7) Step‑brothers and step‑sisters; 8) Husband and wife; 9) Parents‑in‑law and children‑in‑law; 10) Brothers‑in‑law and sisters‑in‑law; 11) Guardian and ward; 12) Persons engaged in amorous relationships; an amorous relationship exists when, without the benefit of marriage, two persons voluntarily have a sexual union or are engaged in a romantic courtship (e.g. dating or engaged to be married) that may or may not have been consummated sexually.~~

~~C.  Effective Date~~

~~The provisions of this policy shall be applicable prospectively only, with reference to appointments made after the adoption date of the policy.~~

~~D.  Employees Subject to the State Personnel Act~~

~~With respect to university employees who are subject to the State Personnel Act (SPA), applicable restrictions concerning the concurrent service of related persons shall be those adopted by the state personnel board.~~

~~E.  Each chancellor shall report annually to the board of trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.
(Administrative Memorandum #360, 18 March 1996, UNC Board of Governors)~~

Resolution #10-40

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  not applicable

Proposed revisions to the *ECU Faculty Manual*, Part VI. Section VI.  Equal Employment Opportunity/Affirmative Action Policy was returned to the Faculty Welfare Committee for further discussion.

Resolution #10-41

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  not applicable

Proposed revisions to the *ECU Faculty Manual*, Part VI. Section VII. A. Substance Abuse Policy was returned to the Faculty Welfare Committee for further discussion.

Resolution #10-42

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  not applicable

Tabled action on the [Proposed revisions](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa310SeriousIllnessLeaveFinalDraft.htm) to the *ECU Faculty Manual*, Part VI. Section VII. C. Serious Illness and Disability Leave for Faculty Policy until the April 20, 2010, Faculty Senate meeting

Resolution #10-43

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Request of Intent to Plan a [Master of Arts in Education in Gifted Education](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa310eppceduc.pdf), Department of Curriculum and Instruction, College of Education.

Resolution #10-44

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010

Request for an Undergraduate [Certificate in Cultural Resource Management](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa310culture.htm), Department of Anthropology.

Resolution #10-45

Approved by the Faculty Senate:  March 30, 2010
Approved by the Chancellor:  May 5, 2010 (with editorial revision to title)

Request of Intent to Plan a  [Master of Science in Network Technology](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa310eppctechnology.htm), ~~Computer/Information Technology Services Administration and Management~~ within the Department of Technology Systems, College of Technology and Computer Science.

Resolution #10-46

Approved by the Faculty Senate:  April 20, 2010
Acknowledged Receipt by the Chancellor:  June 2, 2010

Approved by the Board of Trustees:  July 22, 2010 (with revisions) **(Linked** [**HERE**](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/botseriousillness.pdf) **until made available in the University Policy Manual)**

Formal Faculty Advice on the Administrative Serious Illness and Disability Leave for Faculty policy (renamed Faculty Serious Illness and Parental Leave policy).

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

Faculty Serious Illness and Parental Leave

POL # (To be done by Legal)
PRR General Subject Matter

Authority:  Board of Trustees

History:  Policy on Serious Illness and Disability Leave for Faculty first approved by ECU Board of Trustees effective May 6, 2005; Last revised:  [date inserted after Board’s approval of revision]

Related Policies:  UNC Policy Manual 300.2.11—Policy on Serious Illness and Disability Leave for Faculty; ECU *Faculty Manual*, Part VI, Appendix C, Appendix D, and Appendix I; federal Family and Medical Leave Act [insert appropriate reference upon decision on ECU’s faculty FMLA policy]; North Carolina Family Illness Leave Act

Additional References:  UNC Policy Manual 300.2.11[G] [insert UNC policy manual link]; (insert HR Benefits link—includes direct link to FMLA and NCFIA)

Contact for Info:  Director of Benefits, Human Resources (328-9825); Associate Vice Chancellor for Personnel Administration, Division of Academic and Student Affairs (328-1888 or 328-5442) or Assistant Vice Chancellor for Health Sciences Personnel Administration, Division of Health Sciences (744-1910)

1.         Purpose

This policy provides leave with pay for eligible faculty (defined in Section 2 below) for cases of a serious health condition and/or parental leave(defined as birth, adoption, and foster care placement of a child).  For further explanation, see the Family and Medical Leave Act link under additional references above.

2.         Eligibility

2.1       This policy applies only to faculty members who meet all of the following conditions:

            2.1.1   have been continuously employed by East Carolina University for at least twelve (12) consecutive calendar months, and

            2.1.2   have continuously held  a permanent appointment of at least 75 percent of full-time, and

            2.1.3   who participate in either the Teachers’ and State Employees’ Retirement System of North Carolina or the Optional Retirement Program, and

            2.1.4   who do not accrue sick leave.

2.2       This policy does not apply to faculty members with temporary appointments or to faculty who are employed with less than 75 percent appointments.

2.3       A period of employment in a non-eligible status may not be used to partially meet the requirement for 12 consecutive months in an eligible capacity.

~~2.4       Leave benefits are available to eligible faculty members only during a period when the faculty member is contractually employed.  For nine-month faculty members, the contract employment period is defined as the regular academic year between Opening Day Convocation for Fall Semester in August and Commencement at the end of Spring Semester in May.~~

            2.4.1   Teaching duties in the summer terms by nine-month faculty members are covered under a separate contract, and paid leave under this policy is not provided for absence during a contracted summer term.

2.5       This policy applies only to faculty and not to other employment categories, including but not limited to categories of Senior Academic and Administrative Officer (SAAO Tier I or Tier II), EPA Non-faculty (NF-EPA Instructional or Research), SPA/CSS, Postdoctoral Fellows, or student employees.

3.         Description of Benefit

3.1       The total leave benefit for an individual faculty member for all leave benefits (with or without pay) under this policy and in accordance with the FMLA is 12 calendar weeks within any consecutive 12-month period.  Note in section 3.3.1.2 below, under the North Carolina Family Illness Act, a faculty member is entitled to an extension of up to 52 weeks of leave without pay during a five-year period in cases of serious illness of a child, spouse, or parent.

            3.1.1   A faculty member is eligible for a total maximum of 12 calendar weeks of leave with pay within a 12-month period, regardless of the number of qualifying events that occur during the 12-month period. **The start date of the first leave sets the clock for the 12-month period for leave with or without pay under this policy.** ~~The date of the first qualifying event sets the clock for the 12-month period for leave with or without pay under this policy.~~  [See 5.3 regarding use of any accrued leave balance prior to utilizing paid leave benefits under this policy.]

3.2       *Leave with pay*

3.2.1   For qualifying reasons defined in the federal Family and Medical Leave Act, leave with pay is available to a faculty member who meets the eligibility criteria defined in section 2 above.

3.2.2   Serious Health Conditions – For documented serious health conditions as defined in FMLA a faculty member is eligible for leave with pay for a maximum of 12 calendar weeks in any consecutive 12-month period.  See section 4.2 for certification requirements.

3.2.3    Primary Caregiver – For birth, adoption, or foster care placement of a child,

the primary caregiver is eligible for leave with pay for 12 consecutive calendar weeks **any time within the 12 month period immediately following or briefly prior to the documented qualifying event.** ~~beginning on the date of the documented qualifying event~~.

3.2.4   Secondary Caregiver – For birth, adoption, or foster care placement of a child, the secondary caregiver, if also employed by East Carolina University, is eligible for leave with pay for up to 21 consecutive calendar days (in addition to the leave with pay for the primary caregiver) any time within the 12 month period immediately following the documented qualifying event.

3.2.5   Health/medical complications arising due to pregnancy and childbirth will be treated as any other serious health condition [see 3.2.2 above].

3.2.6   Dependent Care or Care for a Family Member – For required care of an FMLA-designated dependent or immediate family member who has an FMLA-qualified serious health condition, the faculty member is eligible for leave with pay for a maximum of 12 calendar weeks in any consecutive 12-month period.

3.2.7   Two eligible employees may choose to share the 12 calendar weeks of leave with pay, but in no case may two eligible employees each receive 12 calendar weeks of leave with pay for the same qualifying event.

3.2.8   In no case is an employee eligible for both 12 calendar weeks of leave with pay and 21 calendar days of leave with pay for a single qualifying event.

3.3       *Leave without pay*

3.3.1   *For* *qualifying reasons defined in the federal Family and Medical Leave Act, leave without pay is available to faculty members who meet the eligibility criteria defined in section 2 above.*

3.3.1.1 For qualifying events defined in section 3.2.1 above, after  a period of approved leave with pay is exhausted, additional leave (without pay) up to a total maximum of 12 calendar weeks (including leave with and without pay) may be approved within any consecutive 12-month period.  In no case will leave with or without pay under FMLA be approved beyond a total of 12 calendar weeks within any consecutive 12-month period. [see section 4.6]

3.3.1.2 After exhausting 12 calendar weeks of leave with or without pay pursuant to this policy, a faculty member with twelve (12) months of eligible service is entitled under the North Carolina Family Illness Act, to an extension of up to 52 weeks of leave without pay during a five-year period in cases of serious illness of a child, spouse, or parent.

*3.4       Short-term Disability Benefits*

3.4.1    Employees are eligible for short-term disability benefits under the Disability Income Plan of North Carolina after both of the following conditions are met:

3.4.1.1  one year of contributing membership within the past 36 months in the Teachers' and State Employees' Retirement System of North Carolina or the Optional Retirement Program, and

3.4.1.2   a 60 (sixty) calendar-day waiting period from the date of disability onset.  More information about disability benefits can be found on the Human Resources Benefits web site [see link in additional references above].

3.4.2   Employees may purchase supplemental disability insurance coverage offered by plans approved and available through the Human Resources Benefits Office. [see HR Benefits web link above]

4.         Administration of Benefit

4.1       The faculty member's request for leave with pay will be made in writing to the Human Resources Benefits Office by completing the form entitled “Request for Faculty Serious Illness and Disability Leave” located on the Human Resources Benefits web site.

4.2       Medical certification of the faculty member’s serious health condition, including a statement from an eligible health care provider (as defined under FMLA) about the probable length of absence from normal duties, is required.  If the request is for the purpose of caring for a family member or dependent, the University also requires medical certification of that person’s illness or disability and documentation of the circumstances which make it impossible or difficult for the faculty member to carry on with normal duties.  The faculty member is responsible for submitting the provider’s medical certification within 15 calendar days of the request for leave.

            4.2.1  In the case of parental leave, adoption or foster care, documentation of the qualifying  will be required and shall be submitted within 15 calendar days of the request for leave.

4.2.2   Forms for use by eligible health care providers to document the illness or disability and anticipated duration are located on the Human Resources Benefits web site.

4.3       The Human Resources Benefits Counselor will review the medical certification from the health care provider or the documentation of a parental leave qualifying event  and determine the eligibility of the faculty member for leave with pay under this policy.  If the Human Resources Benefits Counselor determines that the employee is not eligible for leave with pay benefits under this policy, the Human Resources Benefits Counselor will notify the faculty member of the decision in writing, including the grounds for denial of the requested leave benefit.  The faculty member may appeal this decision to the Director of Benefits.  The decision of the Director of Benefits is final.

4.4       The Human Resources Benefits Counselor will provide the appropriate vice chancellor with written notification of the faculty member’s eligibility for leave with pay under this policy.  For approved leave with pay, the appropriate vice chancellor will issue a letter to the faculty member informing him or her of the beginning and ending dates of leave with pay authorized, with copies to appropriate unit administrators.

4.5       It is the faculty member’s responsibility to inform the unit administrator in writing of the anticipated absence under this policy within **15 calendar days** after the faculty member becomes aware of the qualifying reason for leave. **Senators asked that the Academic Council address the Faculty Senate’s concern with revising the 15 calendar days to a requirement more in keeping with existing social norms regarding public revelations that a woman is pregnant.**

4.5.1   The unit administrator is responsible for securing, to the extent possible, substitute personnel for the duration of the faculty member’s approved leave (with or without pay).  The cost of substitute personnel is the responsibility of the academic unit. **If the academic unit cannot secure funding, then the unit administrator is responsible for requesting the necessary funding from the next higher level of administration, up to the level of the appropriate Vice Chancellor.** Any adjustments in work schedules within the unit are at the discretion of the unit administrator, with the approval of the next higher administrator, and are subject to unit and institutional needs and resources.

            4.5.2   Upon the faculty member’s return to work after a period of approved leave (with or without pay) under this policy, the unit administrator and the faculty member will determine together the completion of assigned responsibilities during the remainder of the academic term.  Similarly, when a faculty member anticipates the need to request leave (with or without pay) under this policy prior to the beginning of an academic term, the faculty member should inform the unit administrator within 15 calendar days so that qualified substitute personnel can be secured by the unit administrator as early as possible.

4.6       The FMLA entitlement of 12 weeks of leave without pay will run concurrently with any period of leave with pay under this policy.  The period of leave with pay will also be designated as family medical leave under FMLA.

4.7       Leave with pay may not extend beyond the end of the faculty member's contract period as defined in section 2.4 above.

            4.7.1   If the illness or disability requires an absence from faculty duties longer than 12 (twelve) calendar weeks within a 12-calendar- month period, the faculty member may apply in writing to his or her unit administrator for a leave of absence without pay in accordance with provisions of the ECU *Faculty Manual*.

            4.7.1.1   The faculty member may also apply to the Human Resources Benefits Office for salary continuation through the Disability Income Plan of North Carolina and through any other optional disability program(s) in which he or she may be enrolled.

4.8       In cases of serious illness of a child, spouse, or parent, the North Carolina Family Illness Act allows the faculty member to apply in writing for extension of up to 52 weeks of leave without pay during a five-year period.  Application is made through the Department of Human Resources Benefits Office.

4.9       Any unused leave pursuant to this policy is not eligible for terminal leave payment when the faculty member leaves the employment of the University, and it may not be used to extend years of creditable state service for retirement benefits.  However, it must be exhausted prior to participation in the Disability Income Plan of North Carolina available to eligible employees.

5.         Use of Leave with Pay

5.1       The leave with pay provided under this policy may be used for serious health conditions, pregnancy, birth, adoption, or foster care placement of a child as defined in section 3.2 above.  A faculty member who anticipates an absence from duties for longer than three (3) days for qualifying reasons under FMLA shall inform the unit administrator as soon as possible. In cases of medical emergency, this notice should be given as soon as practicable (see section 4.5 above)

5.2       Faculty will not be penalized because they require time away from work caused by or contributed to by conditions such as pregnancy, miscarriage, childbirth, or recovery. Disabilities resulting from pregnancy shall be treated the same as any other covered disability. The type and nature of the faculty member's duties during pregnancy will be determined by the department head in consultation with the faculty member and upon advice the faculty member receives from her eligible health care provider.  Revisions to the faculty member’s assignments will be documented in a written agreement signed by the unit administrator and the faculty member.  [Note:  for information related to parental leave, see section 3.2 above.]

5.3       Faculty members who have an accrued balance of sick leave from a previous leave-earning employment status must exhaust their accumulated sick leave balance prior to utilizing the benefit of leave with pay provided by this policy.  Sick leave that has accrued will be considered as part of the maximum 12 (twelve) calendar-week eligibility for leave with pay under this policy.

6.         Record-Keeping

6.1       This policy provides an important financial benefit; therefore, accurate records must be maintained. The Human Resources Benefits Office and the appropriate vice chancellor will maintain all official records, and the vice chancellor will make an annual report on the use of leave under this policy to the Chancellor and to the Chair of the Faculty no later than August 1 each calendar year.

7.         Coordination with Other Policies

7.1       Partial leaves of absence are not permitted under this policy.  However, at the faculty member’s discretion and with approval of his or her health care provider, where health conditions suggest that the faculty member may continue to perform some but not all of his or her assigned faculty responsibilities during an academic term, the relative weights among teaching, research, service, and clinical care may be revised [see Appendix C of the *Faculty Manual*] so long as the reassignment of responsibilities is completed in a manner that minimizes the impact on academic program quality.

7.2       Consistent with Appendix D of the *Faculty Manual*, an untenured, probationary term (tenure-track) faculty member who is granted leave under this policy may be eligible for an extension of the probationary term.   The faculty member must submit a written request to the unit administrator for a probationary term extension, subject to approval by the Chancellor, at the time the paid leave is granted.

7.3       The leave with pay provided for under this policy shall have no effect on the faculty member's other employment benefits.

7.4       Consistent with the *Faculty Manual*, Part VI and Appendix I, the faculty member may not engage in other employment or compensated arrangements during the period of  leave with or without pay under this policy.

7.5       A faculty member granted leave under this policy may request in writing to the unit administrator to have his or her five-year post-tenure review delayed by a period agreed upon by the faculty member, unit administrator, dean, and vice chancellor.  The terms of such an agreement will be stated in writing and signed by the faculty member and the approving administrators.

8.         Confidentiality

Communications and documentation concerning leave requested or approved pursuant to this policy shall constitute confidential records  in accordance with North Carolina law.

9.         Effective Date

This policy is effective \_\_\_\_\_\_\_\_\_\_ [INSERT DATE APPROVED] after approval by the ECU Board of Trustees and shall supersede any previous policies granting leave to faculty members for FMLA qualifying events.  A faculty member who is absent on approved leave at the time this policy becomes effective will continue to receive the leave benefits approved for that absence until the period of approved leave expires.

Resolution #10-47

Approved by the Faculty Senate:  April 20, 2010
Approved by the Chancellor:  June 2, 2010

Proposed additional revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section II. Academic Facilities, C. Emergency Action Plan.

**Additional suggested revisions to Section II. C. Emergency Action Plan are noted below in bold print.** (Final action on other revisions in Section II. Academics was taken in March 2010, FS Resolution #10-15.)

II.   Academic Facilities

**Revise and maintain in the Faculty Manual.**

**C.        Emergency Notification & Actions**

**The University has established an Emergency Notification System called ECU Alert.  Through ECU Alert, the campus community is warned of dangerous situations and receive emergency action instructions through email, pop-up box, web page, tone, text and voice through VOIP phones, scroll bars on plasma screen displays, outdoor speaker system, text messaging and Tweets.  Faculty should establish several ways to receive these alerts and emergency action instructions.  Initial Alerts, emergency instructions and follow-up information will be posted on line at** [**www.ecu.edu/alert**](file:///C%3A%5CDocuments%20and%20Settings%5Cleel%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5C4YLWOOMI%5Credir.aspx%3FC%3Daa1ce8a5a40e418eb6613cf53141b830%26URL%3Dhttp%3A%5Cwww.ecu.edu%5Calert)**.   Faculty must become familiar with exit routes as well as shelter-in-place procedures for their classroom/s and building/s.  Once an alert has been issued, it is the responsibility of Deans, Department Heads and Vice Chancellors to verify that all units have received and are following the Alert instructions.**

~~C.  Emergency Action Plan~~

~~Once notified of an emergency, the appropriate vice chancellor will inform the unit heads who will notify department chairs. The department chairs are responsible for notifying their faculty who will inform students in the classroom buildings of the specific emergency and what actions should be taken. If the emergency is one that requires people to stay away from the campus, the appropriate vice chancellor will notify all faculty off campus not to come on campus until the emergency is over.~~

**Proposed New Section in the Faculty Manual.**

**D.        Emergency Evacuation Procedures**

**Faculty have responsibility for familiarizing themselves with emergency plans for their unit and are expected to assist with and encourage complete building evacuation whenever the fire alarm system is activated or when instructed to do so through other means of notification.  Faculty are expected to inform students in the classroom buildings of the specific emergency and what actions should be taken.  Attempts should not be made to fight a fire unless trained in the proper use of fire-fighting equipment.  Faculty are not expected to place themselves in a position that will compromise their safety.  Once safely outside the building faculty should remain with their class, identifying any missing students and provide names and any other pertinent information to ECU Police or Greenville Fire Rescue.**

Resolution #10-48

Approved by the Faculty Senate:  April 20, 2010
Approved by the Chancellor:  June 2, 2010

Proposed revisions to the *ECU Faculty Manual*, Part VI. Section VII. C. Serious Illness and Disability Leave for Faculty Policy.

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

**Revise text and maintain in the Faculty Manual.  Revised actual policy should be relocated to the University Policy Manual.**

 **C.  Faculty Serious Illness and Parental Leave Policy
This policy provides leave with pay for eligible faculty for cases of serious health conditions, maternity leave, or parental leave. See the *University Policy Manual* for more information.**

~~C.  Serious Illness and Disability Leave for Faculty Policy~~

~~The purpose of this policy is to provide permanent faculty who do not currently earn sick leave with paid leave for cases of a serious health condition, maternity leave, or parental leave as defined under the Family and Medical Leave Act (FMLA).  The purpose of this policy is also to coordinate leaves granted under federal and state acts such as the FMLA [29 U.S.C. § 2601, et seq.], the North Carolina Family Illness Act (NCFIA) [SB1115, Section 28.3B], and the UNC Policy on Serious Illness and Disability Leave for Faculty [UNC Policy 300.2.11(G)].  All three policies cover the same serious health conditions, maternity leave or parental leave.  This policy supplements the FMLA and NCFIA to provide for a period of paid leave rather than such leave being unpaid. This policy does not apply to brief absences of 14 calendar days or less that are usually accommodated informally. This policy is intended to apply to short-term and intermediate-term disability of up to one year. Exceptional cases may be considered by the University.All eligible East Carolina University faculty members with a medically verifiable serious health condition as defined below are covered under this policy.  The review by university administrators focuses exclusively on verifying the documentation of the condition~~…

~~….~~

~~X.  Effective Date~~

~~This policy shall become effective immediately upon approval by the Board of Trustees of East Carolina University and shall supersede any previous authority granting leave for faculty, if any.  (Approved: May 6, 2005, East Carolina University Board of Trustees)~~

Resolution #10-49

Approved by the Faculty Senate:  April 20, 2010
Approved by the Chancellor:  June 2, 2010

Curriculum matters contained in the minutes of the [March 25, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum310.htm), and [April 8, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum4101.htm), meeting.

Resolution #10-50

Approved by the Faculty Senate:  April 20, 2010
Approved by the Chancellor:  June 2, 2010

Approval of Foundation Curriculum Course for Arts, [ART 1250: Digital Photography](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410as1.pdf) for  Non-Art (SOAD) Majors.

Resolution #10-51

Approved by the Faculty Senate:  April 20, 2010
Approved by the Chancellor:  June 2, 2010

Approval of Foundation Curriculum Course for Humanities, [CLAS 1500 Classical Mythology.](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410as2.htm)

Resolution #10-52 **(Submitted earlier as #10-08 and resubmitted later as #10-78, #11-16, #11-35, #11-51)**Approved by the Faculty Senate: April 20, 2010
**Rejected** by the Chancellor: June 2, 2010

Additional Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, New Subsection: Final Examinations.

Please note these additional revisions follow those already adopted by the Faculty Senate (FS Resolution #10-08) in February 2010 and address suggested revisions offered by Chancellor Ballard in his [letter dated 3-24-10](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa210chancellorapprovalltr.pdf) **(noted in red).**

**Revise and maintain in the Faculty Manual.**Final Examinations
The normal expectation is that the completion of **both face to face and online** courses will include a final examination. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. If a final examination is not given during the final examination period, the faculty member must meet with the class during the scheduled examination time and use the allotted time for an appropriate instructional activity.

Final examinations are held at the close of each term and a final examination schedule is determined each semester by the Calendar Committee. There will be no departure from the printed schedule of examinations. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

No test intended to substitute for the final exam may be given during the week preceding the final examination period. Faculty may not give an examination nor an assignment in lieu of an examination on Reading Day. Students should not be permitted to continue a test or an examination after the end of the examination period.

Resolution #10-53
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,
Section I. Academic Procedures and Policies, Subsections K. Office Hours and L. Ordering Textbooks and Collateral Material.

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

**Revise and keep in the Faculty Manual.**K. Office Hours
**In addition to teaching, each instructor must maintain office hours five hours during a work-week to be available to advisees and to campus and online students who wish to consult with him or her. It is strongly recommended that the instructor be available either on campus or online at least one hour each day during the work-week.**

**Instructors who teach only face to face Courses: Instructors must maintain office hours in a designated location for a minimum of five hours during the work-week to be available to counsel students or to answer email.**

**Instructors who teach only online courses: Instructors mustestablish a time frame of a minimum of five hours during the work-week in which they are available to answer email from students who wish to consult with them.**

**Instructors who teach a hybrid online face to face course or a combination of online and face to face courses: Instructors must maintain office hours in a designated location for a minimum of five hours during the work-week to be available to counsel students to answer the email of their online students.**

**Each Instructor is to submit to the unit administrator a schedule of their office hours and the unit administrator is to have a complete schedule of the office hours of all Instructors of the unit. The office hour availability schedule is to be posted on the Instructors office door and/or on the online course website.**

~~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 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. 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. (FS Resolution 09-24, June 2009)~~

**Revise and keep in the Faculty Manual.**L. Ordering Textbooks and Collateral Material
**All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester in a format provided by the Dowdy Student Stores. Book requisitions received on the requested due dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.**

**In a cooperative arrangement the Dowdy Student Stores provides an instructor publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The coursepack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department.  A complimentary desk copy of their coursepack is available to the instructors upon request.**

**Unit administrators or their designees will inform instructors when textbook and course supply orders are due.  Instructors submit a requisition for each course providing the information needed to order the necessary books and supplies. If no textbook is required for a course this should be so noted. Unit administrators should retain a copy of the requisitions in each departmental office for future reference.**

~~The university-owned Dowdy Student Stores, located in the Wright Building, has available the books and supplies that are needed by the students to obtain their education. All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester on forms provided by store. These forms are sent to the departments approximately two weeks prior to the dates listed below. In order to allow ample time for the ordering and receiving process, the manager of the store requests that all requisitions be turned in by the following dates:
 Fall Semester Requisitions Preceding March 17
 Spring Semester Requisitions Preceding October 19
 Summer Session Requisitions Preceding February 20~~

~~Book requisitions received on these dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.~~

~~Deans and department chairpersons distribute these requisitions and collect the completed forms from the instructors involved in book and supply ordering. The entire group of requisition forms from the school or department is forwarded, as soon as possible, to Dowdy Student Stores. A textbook requisition form should be completed for each course giving all the information needed to order the books and materials. When no textbook is required for a course, the form should be filled out to this effect. The information should be typed on the forms, if possible, and the designated copy retained in each departmental office for future reference.~~

~~Careful and accurate estimates of student enrollments should be furnished to the textbook manager of Dowdy Student Stores in order to avoid overstocking of books and supplies which may become obsolete and result in financial loss to the university. Members of the faculty should acquaint themselves with certain information concerning textbook and supply orders at the time the order forms are distributed to them.~~

~~1. Dates that publishers furnish for the availability of new books are almost invariably over-optimistic, and instructors should order an edition only after it has been published rather than on the strength of the publisher's promised date of publication.
2. Unless there is some compelling reason for using an old edition, instructors should use the newest edition available.
3. Only textbooks that are requisitioned for the following term will be bought back at 50 percent of the new retail price for resale purposes, provided the store is not already overstocked.
4. Supplies that the students will be required to purchase should be requisitioned on the supplies requisition form provided by Dowdy Student Stores.~~

Resolution #10-54
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Proposal for a [Certificate in Community Health Center Administration](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppccommunity.htm), Department of Public Health, in the School of Medicine and Department of Health Services and Information Management, in the College of Allied Health Sciences.

Resolution #10-55
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: April 28, 2010

Request for Authorization to Plan a [PhD in Epidemiology](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppcepidemiology.pdf), Department of Public Health, School of Medicine.

Resolution #10-56
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Proposal for a [Certificate in Hydrogeology and Environmental Geology](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppchydrogeology.htm), Department of Geological Sciences, College of Arts and Sciences.

Resolution #10-57
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Proposal for a [Certificate in Teaching English to Speakers of Other Languages (TESOL)](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppctesol.htm), Department of English,  College of Arts and Sciences.

Resolution #10-58
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Request for [discontinuation of the Departmental Certificate in Spanish](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppcspanish.pdf), Department of Foreign Languages and Literatures, College of Arts and Sciences.

Resolution #10-59
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Request to add a new [Special Education Concentration](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppcspecial.htm) to the Master of Arts in Teaching Program, Department of Curriculum and Instruction, College of Education.
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Resolution #10-60
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Request to add two new concentrations entitled Software Design and Development and Software Project Management and Quality Assurance to the [Master of Science in Software Engineering](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppccomputer.htm), Department of Computer Science, College of Technology and Computer Science.
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Resolution #10-61
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Notification of Intent to Plan a [Master of Science in Health Informatics and Information Management,](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppchealth.htm) Department of Health Services and Information Management, College of Allied Health Sciences.
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Resolution #10-62
Approved by the Faculty Senate: April 20, 2010
**Rejected** by the Chancellor: August 25, 2010 ([link to response](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseaugust2010.pdf))
Rescinded rejection by the Chancellor with editorial change: February 3, 2011  ([link to response](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseApril20102.pdf))

Request to change the name of the Bachelor of Science degree in Health Education and Promotion to Bachelor [of Science in Public Health](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa410eppcnamechange.htm) **Studies,** College of Health and Human Performance.
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Resolution #10-63 **(Later resubmitted as #10-92)**
Approved by the Faculty Senate: April 20, 2010
Acted on by the Chancellor: June 2, 2010 with further revisions requested ([link to response](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseapril2010.pdf))

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsections X. Student Conduct.

**Revise and maintain in the Faculty Manual.**X.  Student Conduct
**The Student Code of Conduct and the procedures for its administration and enforcement exist to promote standards of behavior that create a positive environment in which students can learn and live. Instructors should be familiar with the Student Code of Conduct and refer students whose behavior violates community standards and/or disrupts any normal curricular or extracurricular functions of the university to the Office of Student Rights and Responsibilities or the Dean of Students.  In addition, instructors should follow the steps for addressing Disruptive Academic Behavior in the classroom as outlined in Section Y.  The Student Code of Conduct applies to both individual students and student groups/organizations. The Student Code of Conduct is available at:** [**http://www.ecu.edu/cs-studentlife/policyhub/conduct\_code.cfm**](https://www.piratemail.ecu.edu/owa/redir.aspx?C=6c3df902379e4c6c89e1354f1057f770&URL=http%3a%2f%2fwww.ecu.edu%2fcs-studentlife%2fpolicyhub%2fconduct_code.cfm)**.**

**The Academic Integrity Policy governs student conduct directly related to academic activities involving ECU students.  All alleged violations of the policy must be resolved in accordance with the procedures outlined in the Academic Integrity Policy as found in Part IV Academic Integrity of the ECU Faculty Manual. The Academic Integrity Policy is available to students at:** [**http://www.ecu.edu/cs-studentlife/policyhub/academic\_integrity.cfm**](https://www.piratemail.ecu.edu/owa/redir.aspx?C=6c3df902379e4c6c89e1354f1057f770&URL=http%3a%2f%2fwww.ecu.edu%2fcs-studentlife%2fpolicyhub%2facademic_integrity.cfm)**.**

~~At times it may seem appropriate for an instructor to refer problems of student conduct in class to other agencies for assistance. Conduct such as verbal or physical harassment should be reported to the dean of students. Destructive or unruly behavior in class should be reported to the dean of students. Appropriate disciplinary action will be taken against a student who participates in any illegal activity which results in the disruption of any normal curricular or extracurricular functions of the university. Cheating or plagiarism will be dealt with according to the procedures outlined in Part IV, Academic Integrity of the~~ *~~ECU Faculty Manual~~*~~.~~

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Resolution #10-64
Approved by the Faculty Senate: April 20, 2010
Approved by the Chancellor: June 2, 2010

Proposed Revisions to the ECU Faculty Manual, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection V. Student Advising.

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

**Revise and keep in the Faculty Manual and Link with other advising information.
Faculty Academic Advising
Academic advising is a primary responsibility of faculty which is integral to student success. Student and faculty interaction outside the classroom is associated with greater student engagement and learning. The important contributions of faculty academic advising should be recognized at all levels of the university.**

**Undergraduate Advising**

**The academic advising process provides the opportunity for faculty members to influence students' approach to the learning experience and better understand the Liberal Arts Foundations, the major discipline, and related careers.**

**In those academic units in which faculty are assigned undergraduate academic advising faculty members are expected to meet these responsibilities by:**

* **Being familiar with the undergraduate catalog, knowing the foundation curriculum requirements and the requirements of the majors in their unit.**
* **Making advising readily available during the semester.**
* **Encouraging student decision-making and responsibility for their educational progress.**
* **Discussing the rationale and integration of the liberal arts foundations with the coursework and experiences in the major and minor field of study.**
* **Assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities.**
* **Promoting major-related student organizations, including interest, service, honorary, and professional organizations as available.**
* **Working closely with students on senior summaries to assure their accuracy.**
* **Making appropriate referrals to other university resources when necessary to assist the student.**
* **Maintaining files and notes on student progress.**

~~V. Student Advising
To assist students in their academic programs, the university has established in each college, school, and department a system of student advising wherein the student is assigned to a faculty member who serves as his or her adviser. The adviser helps to plan the student's academic program, particularly during registration periods; keeps a record of progress; and is available throughout the year for additional counseling. In advising students, faculty members should make themselves thoroughly familiar with official announcements, posted on official bulletin boards at key locations on campus, and with academic regulations described in the undergraduate and graduate catalogs. Advisers should make every attempt to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters; but, the final responsibility for meeting all academic requirements for a selected program rests with the student. The student may obtain additional help from the chairperson of the major department or the dean of the college or school. Further counseling needs are met through the services of the Counseling Center, Career Services, the Testing Center, the Speech and Hearing Clinic, the Student Health Services, and Handicapped Student Services. Personal counseling is also offered by residence counselors.~~

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Resolution #10-65 **(Later resubmitted as #10-82)**
Approved by the Faculty Senate: April 20, 2010
Acted on by the Chancellor: June 2, 2010 with further revisions requested ([link to response](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseapril2010.pdf))

Proposed revisions to the ECU Faculty Manual, [Part XIII](https://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/10-65Part13.htm). Promotion and Tenure Timeline.

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Resolution #10-66
Approved by the Faculty Senate: April 27, 2010
Approved by the Chancellor: June 2, 2010

Proposed Revisions to the Undergraduate Catalog, Section 5: Academic Regulations, Subsection Grading System, Grade Appeals (to reflect current policy approved by the Chancellor in November 2009).

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

Grade Appeals

**Students may appeal a final grade in a course if the appeal is based on 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.**

**A formal grade appeal 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. 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.**

**A discussion with the instructor should be the first step to resolve differences between an instructor and student concerning a grade. 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. 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 with the
instructor.**
* **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 as necessary. 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 instructor and will provide the student with written notification of the outcome of this step within seven calendar days after receiving the instructor’s response.**

**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.**

**If this 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.**

**This 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.**

~~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 departmental chairperson, school director, or college dean not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The instructor’s chairperson, director, 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.~~\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #10-67
Approved by the Faculty Senate: April 27, 2010
Approved by the Chancellor: June 2, 2010

Budgetary Recommendations for the academic year 2009-2010.

1. Budget cuts and allocation of new funding should be made in line with the Value Statement of the Board of Governors and the Board of Trustees policy framework for resource allocation that protect to the greatest extent possible the academic core and our commitment to teaching, research, and service.
2. Budgetary cuts should minimize any adverse effects on student learning or the safety of students and University personnel.
3. Consistent with the views expressed by your administration, budgetary cuts should seek to prevent or if necessary minimize reductions in force.
4. It is important to continue open lines of communication and transparency among all constituencies (students, staff, faculty, and administration) of the University.
5. Budget cuts should minimize damage to the University in ways that are not easily reversed upon the return of an improved economy.
6. Budgetary cuts should be avoided that adversely affect areas of revenue generation including but not limited to student credit hours, grants and contracts, and medical services.
7. The University should continue to review efficiencies to realize cost-savings.
8. The Budget Task Force should remain in place until the budget outlook has improved.
9. The University should continue to pursue appropriate state reimbursement for indigent care provided by ECU Physicians.
10. The University should continue to pursue appropriate state funding of the dental school.

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Resolution #10-68
Approved by the Faculty Senate: April 27, 2010
Approved by the Chancellor: April 28, 2010

Resolution on The 2010-2011 North Carolina State Budget.

**Whereas**, education plays a vital role in our State’s future economic health and the aspirations of millions of North Carolina families; and,

**Whereas**, an educated and highly skilled workforce is necessary for the economic progress of the State; and,

**Whereas**, the University of North Carolina System plays a leadership role in educating the people of our State and in the overall economic growth of North Carolina; and,

**Whereas**, continued excellence depends upon sustained, adequate funding; and,

**Whereas**, the projected budget cuts are of an enormous and shocking magnitude, especially following budget cuts over the past two years; and,

**Whereas**, the budget cuts will limit access to higher education for many residents of our State at a time when higher education enrollments are growing; and,

**Whereas**, academic reputations are built slowly over many years, and once compromised cannot be easily regained; and,

**Whereas,** the proposed cuts would *change the very nature of our universities* resulting in fewer academic advisors, fewer financial aid officers, and reduced student access to the courses they need to graduate on time; and,

**Whereas**, the University of North Carolina General Administration estimates that any budget cuts in excess of 2% would harm the academic core of the University and significantly reduce the quality of academic instruction and student experiences at all UNC campuses; and,

**Whereas**, the University of North Carolina has already absorbed approximately $300 million or 29% of the current state budget reversions while the University represented only 13% of the total state budget; and,

**Whereas**, the proposed state budget currently recommends a reduction of 5.9% or $154 million (a 3.9% reduction on top of the existing 2% cut) for the UNC System; and,

**Whereas**, 75% of the state budget allocated to the UNC System supports personnel expenses making it impossible to absorb large cuts without eliminating more jobs; and,

 **Whereas**, the proposed cuts would result in the loss of 1,200 additional jobs in the UNC System; and,

**Whereas**, ECU’s share of the proposed cuts would result in at least 100 lost positions, all affecting fundamental academic and student support, half of which would be faculty positions; and,

**Whereas**, previous budget reversions were largely taken from administrative cuts that protected the academic core; and,

**Whereas**, the previous rounds of budget cuts have already resulted in increased class sizes and fewer course offerings across the UNC System; and,

**Whereas**, these proposed budget cuts would cause retention and graduation rates to decline resulting in students leaving the University with accumulated debt and without achieving their academic goals; and,

**Whereas**, numerous academic programs, including those in high-demand fields such as nursing and the STEM disciplines, would be downsized; and, therefore,

**Be It Resolved** that the Faculty Senate of East Carolina University urges the State Legislature to prevent the most serious erosion in the quality of higher education in North Carolina by providing sufficient and appropriate funding for higher education; and,

**Be It Further Resolved** that the State budget include full funding for need-based financial aid to ensure access to higher education for the people of the State of North Carolina; and,

**Be It Further Resolved** that the State Legislature appropriately continue its historical commitment and attention to our State’s higher education needs as envisioned in the original *Act of Incorporation (1789)* for the University of North Carolina by providing adequate higher education funding to ensure “the happiness of a rising generation, and endeavor to fit them for an honorable discharge of the social duties of life by paying attention to their education.”
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Resolution #10-69 **(Earlier submitted as #10-24)**
Approved by the Faculty Senate: September 7, 2010
Approved by the Chancellor: October 18, 2010

Revised [University Scholarship of Engagement Award Procedures](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/aa/scholarshipaward.htm).

Resolution #10-70
Approved by the Faculty Senate: September 7, 2010
Approved by the Chancellor: October 18, 2010 ([with minor addition](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseoctober2010.pdf))

Addition to the *ECU Faculty Manual*, Part V. Section I. Academic Procedures and Policies, Subsection V. Student Advising.
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Resolution #10-71 (presented later #12-57)
Approved by the Faculty Senate: September 7, 2010
Accepted by the Chancellor: October 18, 2010 [(holding for further study)](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseSeptember2010.pdf)

Approved by the Chancellor: March 1, 2012 [(with edits)](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseSeptember2010x2.pdf)

Revisions to the [College of Allied Health Sciences](http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/alliedhealthsciences.htm) Unit Code of Operation.

Resolution #10-72
Approved by the Faculty Senate: October 5, 2010
Approved by the Chancellor: November 2, 2010

Curriculum matters contained in the [September 9, 2010](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum9101.htm), and [September 23, 2010](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum9102.htm), University Curriculum Committee meeting minutes.

Resolution #10-73
Approved by the Faculty Senate: October 5, 2010
Accepted by the Chancellor: November 2, 2010 [(holding for further study)](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseOctober2010.pdf)
**Rejected** by the Chancellor: March 1, 2012 [(with suggestions for revision)](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseSeptember2010x2.pdf)

Revised [College of Technology and Computer Science](https://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/technology.htm) Unit Code of Operation.

Resolution #10-74
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010

Approval of the Fall 2010 Graduation Roster, including honors program graduates.

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Resolution #10-75
Approved by the Faculty Senate: November 2, 2010
**Received** by the Chancellor: December 3, 2010

Resolution in Support of the UNC Faculty Assembly [*Resolution on Academic Freedom*](http://www.ecu.edu/cs-acad/fsonline/customcf/fsminute/fsm1010academicfreedom.htm)*.*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #10-76
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010

Curriculum matters contained in the [October 14, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum1010.htm), University Curriculum Committee meeting minutes.
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Resolution #10-77
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010

New section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Section IV. [Distance Education Policies](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/10-77DEpolicies.pdf).

“IV. Distance Education Policies

Distance education is a formal educational process in which the majority (i.e. more than 50%) of instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not co-located. Instruction may be synchronous or asynchronous. The course may use Internet, closed circuit, cable, fiber optics, DVDs, CD-ROM or other electronic means to communicate. (The Southern Association of Colleges and Schools definition of “distance education.”)

A. Distance Education Courses and Programs

Programs offered via distance education shall be consistent with the mission of East Carolina University and the academic unit offering the courses or programs.  There shall be no distinctions in academic rigor or content between programs offered through distance education and those offered on campus. Development of new online programs and courses will follow the same development and approval procedures as for face-to-face programs and courses (Part V, Section III). Selection of courses and programs to be offered via distance education is the purview of the offering academic unit.  The academic units shall provide oversight of programs and courses delivered via distance education to ensure that each is coherent and complete and has learning outcomes appropriate to the level and rigor of the course or program.

B. Oversight of Distance Education

The Office of the Provost shall ensure that academic units adhere to the distance education policies described in this section. The faculty assumes primary responsibility for ensuring the rigor of programs and the quality of instruction offered through distance education.

C. Courses Delivered by Distance Education

The faculty member teaching a distance education course shall have the same control of content and instruction as in face-to-face courses, consistent with university policies on instruction and academic freedom. Proposals for distance educations courses shall be evaluated at the department or school, college and university level. The faculty member, unit curriculum committees, and the unit administrator play a significant role in guiding the development and implementation of distance education courses. Only those proposals demonstrating suitable content and sufficient quality and rigor shall be approved.

Faculty members develop syllabi for distance education courses consistent with the ECU Standards for Online Learning. These standards address learning objectives and other things necessary for student success in distance education courses. The structure of distance education courses and programs reflects consideration of the challenges of time management and the risk of attrition for students in these courses. Course design takes into consideration the need for and importance of interaction between faculty and students and among students.

D. Faculty Preparation

All courses offered via distance education shall be taught by a qualified, credentialed faculty member approved and assigned by the unit administrator. Faculty who teach distance education courses and programs shall have the same academic qualifications as faculty who teach face-to-face courses. Each faculty member who teaches one or more distance education course must complete a university training program. Academic units that wish to develop their own training program must use the university training program until their own training program is approved by the appropriate vice chancellor.

Unit administrators are responsible for ensuring that each faculty member teaching distance education courses has the appropriate distance education training. All faculty teaching distance education courses will engage in at least one training activity each academic year that addresses advances in the methodologies and technologies used in distance education. Training is documented in the faculty annual report of each faculty member teaching one or more distance education course. The unit administrator will provide a complete list of faculty members teaching distance education courses and documentation that each faculty member has met the training requirements annually to the Provost’s office.

Faculty members teaching a distance education course have access to consultation, implementation, and evaluation support from appropriate supporting units (i.e. Office of Faculty Excellence, IPAR, college Instructional Support Consultants, library services, etc). The University shall provide appropriate equipment, software, and communications access to faculty necessary to provide effective distance education. The University will ensure the availability of continuing faculty education and training to enhanceproficiencies in the methodology and the technologies used in distance education.

E. Quality Standards

Distance education courses shall comply with the ECU Standards for Online Learning.

F. Evaluation of Distance Education

DE Courses and faculty members teaching through distance education are subject to periodic review in addition to the faculty annual evaluation (at a minimum, once every three years). Faculty teaching multiple DE courses will submit only one course for review. Instruction in distance education courses shall be evaluated according to the instruction evaluation procedures in effect for face-to-face courses with appropriate additions consistent with the delivery method, including use of the University Peer Review Instrument for Online Learning or an approved Peer Review Instrument developed by the academic unit. Units that wish to develop their own Peer Review Instrument must use the university instrument until their own instrument is approved by the appropriate vice chancellor.Peer reviewers will be selected based on criteria determined by the faculty of the college, school or department.

Student opinion of instruction will be evaluated through an online evaluation specific for distance education courses approved by the Faculty Senate and the chancellor and administered through the Office of Institutional Planning, Assessment and Research.

Each distance education academic degree program shall be assessed in the same manner and the same frequency as the unit's assessment of academic programs offered on campus. The unit administrator shall review assessment results with assigned faculty and the departmental faculty to facilitate the continual enhancement of the unit’s distance education program.”
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Resolution #10-78 **(Submitted earlier as #10-08, #10-52 and resubmitted later as #11-16, #11-35, #11-51)**Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010

New section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations.

“Part V. Final ExaminationsThe normal expectation is that the completion of both face to face and online courses will include a final examination or an alternate method of evaluating student progress. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. If a final examination is not given during the final examination period, the faculty member must meet with the class during the scheduled examination time and use the allotted time for an appropriate instructional activity.

The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the printed schedule of examinations. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

No test intended to substitute for the final exam may be given during the week preceding the final examination period. Faculty may not give an examination or an assignment in lieu of an examination on Reading Day.”

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Resolution #10-79
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010

Faculty Advice on Proposed Policy on Consequences for Faculty Who Fail to Submit Grades.

“1. Purpose
 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, by which all grades must be submitted.

Grades must be submitted electronically not later than the deadline established by the Office of the Registrar. This regulation outlines the consequences for faculty who fail to submit grades prior to the submission deadline.

2. Consequences

2.1 Upon notification from the Office of the Registrar, the unit administrator will determine why the grades were not submitted by the approved deadline.

2.1.1. If the unit administrator determines that the faculty member whose grades were not submitted by the approved deadline did not get his or her grades recorded due to circumstances outside his or her control, then no further action will be taken by the unit administrator.

 2.1.2 If the unit administrator determines that the faculty member whose grades were not submitted by the approved deadline is at fault, the unit administrator will initiate the consequences as specified in this regulation.

 2.2 First Offense - The Department Chair or Director will initiate a meeting with the faculty member within 30 days after the grade submission deadline, and a written summary of that meeting will be provided to the faculty member and placed in his/her personnel file. Emphasis will be placed on contractual obligations of faculty relative to submission of grades and professional neglect of duty or misconduct, as well as detailed information regarding the faculty member’s failure to comply with such contractual obligations and professional standards.

 2.3 Second Offense - The Dean will initiate a meeting with the faculty member within 30 days after the grade submission deadline, and a written reprimand from the Dean and appropriate Vice Chancellor will be provided to the faculty member and placed in his/her personnel file. This reprimand will be reflected in the faculty member’s annual evaluation and consideration for merit adjustments.

 2.4 Third Offense - The faculty member will no longer be eligible to earn additional compensation, including summer teaching, overload, etc., as well as the benefit of university sponsored travel for a period of two years.

 2.5 Fourth and Subsequent Offenses - A faculty member who fails on four or more occasions to submit grades prior to the submission deadlines may be subject to imposition of serious sanctions in a manner consistent with Section 603 of The Code of the Board of Governors of The University of North Carolina and Appendix D, Part VI of the ECU Faculty Manual.

2.6 If the faculty member appropriately submits grades as per established university policies and procedures for a period of three consecutive years, the consequences noted above will reset for any subsequent offense.

2.7 At the end of the academic year, the dean is responsible for generating a report which shall include the names of violators for the academic year and the consequence as defined in this regulation.”
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Resolution #10-80
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010

Request for Approval of a [Residential Construction Track](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1110eppcconstruction.pdf) in the Bachelor of Science in Construction Management program, within the Department of Construction Management, College of Technology and Computer Science.
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Resolution #10-81
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010

Request for Approval of a [Commercial Construction Management Concentration](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1110eppcconstruction2.pdf) in the Bachelor of Science in Construction Management program, within the Department of Construction Management, College of Technology and Computer Science.
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Resolution #10-82
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010 EFFECTIVE JULY 1, 2011

Revisions to the *ECU Faculty Manual*, [Part XIII. Promotion and Tenure Timeline](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/10-82.pdf).
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Resolution #10-83 **(submitted earlier as #08-12 and #09-19)**
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: May 26, 2011Approved by the Board of Trustees: September 23, 2011 (with editorial change to add, under I.A. (last paragraph) and under V. (second paragraph) “or (g) budgetary considerations.”
Revisions to the *ECU Faculty Manual*, [Appendix C.](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/10-83.pdf) Personnel Policies and Procedures for the Faculty.
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Resolution #10-84
Approved by the Faculty Senate: November 2, 2010
**Rejected** by the Chancellor: December 3, 2010 ([link to response](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponsedecember2010.pdf))

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money as follows:

Remove text from the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money and add text (noted in bold) to the *ECU Faculty Manual*, Part V: Academic Information, Section I.L. Ordering Textbooks and Collateral Material, to read as follows:

“L. Ordering Textbooks and Collateral Material

All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester in a format provided by the Dowdy Student Stores. Book requisitions received on the requested due dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.

In a cooperative arrangement the Dowdy Student Stores provides an instructor publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The coursepack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy of their coursepack is available to the instructors upon request.

Unit administrators or their designees will inform instructors when textbook and course supply orders are due. Instructors submit a requisition for each course providing the Part V-8 information needed to order the necessary books and supplies. If no textbook is required for a course this should be so noted. Unit administrators should retain a copy of the requisitions in each departmental office for future reference. (FS Resolution #10-53, April 2010)

**When special instructional materials (*e.g.,* magazines, field-related supplies, etc.) are required for a course, collections of funds for those materials should be made by a designated student, not by a faculty member.”**

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Resolution #10-85
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: not applicable

Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection C. Employee Involvement in Political Candidacy and Office Holding were tabled and the report would be forwarded to the Faculty Governance Committee for consultation.

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Resolution #10-86
Approved by the Faculty Senate: November 2, 2010
Approved by the Chancellor: December 3, 2010

Revisions to the *ECU Faculty Manual*, Part VI. Section VI.  Equal Employment Opportunity/Affirmative Action Policy.

“VI. Equal Employment Opportunity/ Affirmative Action Policy and University Commitment to Diversity

East Carolina University celebrates diversity among its faculty, staff, and students, and is committed to fostering respect for human difference and equal opportunities for all, regardless of membership in a University protected class. To that end, the Office of Equity, Diversity and Community Relations develops and implements equal employment opportunity policies and diversity programs. Information about the Office of Equity, Diversity and Community Relations programs and policies, the University’s protected classes and related nondiscrimination policies and procedures may be found by visiting the Office’s Web site at [www.ecu.edu/edc](http://www.ecu.edu/edc).”

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Resolution #10-87
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: January 28, 2011

Curriculum matters contained in the [November 11, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum1110.htm), University Curriculum Committee minutes.

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Resolution #10-88
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: not applicable

2011-2012 Faculty Senate and Agenda Committee meeting dates.

#  Agenda Committee will meet: 2011/2012 Faculty Senate will meet:

|  |  |
| --- | --- |
| August 30, 2011 | September 6, 2011  |
| September 20, 2011 | October 4, 2011 |
| October 18, 2011 | November 1, 2011 |
| November 15, 2011 | December 6, 2011 |
| January 10, 2012 | January 24, 2012 |
| February 7, 2012 | February 21, 2012 |
| March 13, 2012 | March 27, 2012 |
| April 3, 2012 | April 17, 2012 |
|  | April 24, 2012 (2012/13 organizational mtg.) |

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Resolution #10-89
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: not applicable
Revised 2011/2012 Research/Creative Activity [Granting Guidelines](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/rg/proposal.htm).

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Resolution #10-90
Approved by the Faculty Senate: December 7, 2010
Accepted by the Chancellor: January 28, 2011

[Formal Faculty Advice](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/10-90workload.htm) on proposed Faculty Workload Regulation.

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Resolution #10-91
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: January 28, 2011

Policy to Remove Foundation Curriculum Credit from Courses.

“Units wishing to remove Foundation Curriculum credit from a course must send a memo to the Academic Standards Committee by email attachment stating the requested action and a list of the courses for which Foundation Curriculum credit should be removed. The list should include the name of the person requesting the action, and the prefix, number, and name of the course. If the course is cross-listed with another unit or is otherwise a cognate in another unit, a letter of approval from the cognate department must be submitted with the request to remove Foundation Curriculum credit. The Academic Standards Committee will consider the request and, if approved, will take the request to the Faculty Senate for final approval.”

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Resolution #10-92
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: February 21, 2011

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection X. Student Conduct.

“X.  Student Conduct
The Student Code of Conduct and the procedures for its administration and enforcement exist to promote standards of behavior that create a positive environment in which students can learn and live. Instructors should be familiar with the Student Code of Conduct and refer students whose behavior violates community standards and/or disrupts any normal curricular or extracurricular functions of the university to the Office of Student Rights and Responsibilities or the Dean of Students. ~~In addition, instructors should follow the steps for addressing Disruptive Academic Behavior in the classroom as outlined in Section Y.~~  The Student Code of Conduct applies to **on- and off-campus behavior of** both individual students and student groups/organizations, **and to both undergraduate and graduate students. The Student Conduct Process, which applies to all ECU students is available at:** [**http://www.ecu.edu/PRR/11/30/01**](http://www.ecu.edu/PRR/11/30/01)**. When appropriate, instructors should follow the steps for addressing Disruptive Academic Behavior in the classroom or other academic settings as outlined in Subsection Y of Part V of the ECU Faculty Manual. If student behavior appears threatening or likely to result in immediate physical harm, the faculty member should contact the ECU Police Department.**

The Academic Integrity Policy governs student conduct directly related to academic activities involving ECU students.  All alleged violations of the policy must be resolved in accordance with the procedures outlined in the Academic Integrity Policy as found in Part IV Academic Integrity of the ECU Faculty Manual. The Academic Integrity Policy is available to students at:  http://www.ecu.edu/cs-studentlife/policyhub/academic\_integrity.cfm.”

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Resolution #10-93
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: August 15, 2011

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsections C. Certification, P. Re-examinations, Q. Release of Directory Information, T. Resale of Complimentary Textbooks, U. Senior Summary Sheet, and BB. Used Books.

**Remove from the Faculty Manual.**

~~C. Certification~~

~~Current certification requirements for teachers and administrative personnel applicable in the State of North Carolina may be found in the School of Education. In order to assist students in pursuing their various programs, faculty members are requested to become acquainted with these requirements. If there are any questions regarding their interpretation, faculty members are urged to consult with the dean of the School of Education and the director of teacher education. For other regulations governing student programs, see the undergraduate and graduate catalogs.~~

**Remove from the Faculty Manual.**

~~P. Re-examinations~~

~~Only those graduating seniors in the last semester, who are passing a course at the time an examination is given, and who fail the examination will be given one re-examination on the course. No other re-examinations are to be given. A grade change resulting from a re-examination must be on file in the registrar’s office one week after the original scheduled examination.~~

**Remove from the Faculty Manual.**

~~Q. Release of Directory Information~~

~~It is the policy of the university to make routinely available certain directory information on its students. This policy is for the convenience of students, parents, other members of the university community, and the general public. In compliance with the Family Educational Rights and Privacy Act (P.L. 93-380), the university will continue this policy of releasing directory information, such information being defined by the act as some or all of the following categories: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institute attended by the student. If any student does not wish any or all of this directory information released without his or her prior consent, then the student must notify the Office of the Registrar in writing within seven days after registration day of the current term of enrollment.~~

**Remove from the Faculty Manual.**

~~T. Resale of Complimentary Textbooks~~

~~East Carolina University has an established policy against the resale of complimentary copies of textbooks and encourages faculty to ask book buyers who come on campus to show their permit to solicit required by university regulations. Faculty are encouraged to dispose of complimentary copies of textbooks by giving them to students or returning them to the publisher. (Faculty Senate Resolution #88-53, December 1988.)~~

**Remove from the Faculty Manual.**

~~U. Senior Summary Sheet~~

~~Advisers shall confer with first-semester seniors concerning their remaining requirements for graduation. At this time the senior summary sheet is filled out in triplicate, one copy to be sent to the registrar for immediate verification, one to be kept by the student, and the third to be retained by the student’s major department or school. The senior summary sheet will note the appropriate undergraduate catalog edition carrying the requirements to be met, the degree sought, the intended date of completion of all requirements, and the requirements unfulfilled to date. Remaining requirements will be listed specifically as provided in the appropriate catalog.~~

**Remove from the Faculty Manual.**

~~BB. Used Books~~

~~At the beginning of each semester, Dowdy Student Stores try to have on hand as many used books as possible since this is the best means available to help students keep the cost of their textbooks down. The store will pay 50 percent of the new price provided the store is not already overstocked on readopted texts. The used book will be~~ *~~sold at 75 percent of the new price. If that book is resold to the store, 50 percent of the new price will be paid~~**~~again.~~*

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Resolution #10-94 (**submitted earlier as #09-05, #09-30, #10-03, #10-06 and later as #11-38)**
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: January 28, 2011 [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponse1210.pdf)

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, [Section III. Curriculum Development](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/10-94curriculum.htm).
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Resolution #10-95
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: February 21, 2011 ([with minor editorial revisions](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponsedecresol2010.pdf))

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section III. Institutional Services Available to Faculty, Subsection R. Tuition Privileges for Faculty.

**Revise and keep in the Faculty Manual.**

“Tuition Privileges for Faculty

In accordance with North Carolina General Statute, East Carolina University faculty are eligible to take classes at a reduced cost. See <http://www.ecu.edu/cs-admin/financial_serv/cashier/Tuition-Waiver.cfm> for more information.”

Resolution #10-96
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: not applicable

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies returned to Faculty  Welfare Committee for further review.
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Resolution #10-97
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: February 21, 2011 ([with minor editorial revisions](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponsedecresol2010.pdf))

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section VII. Other Policies, Subsection A. Substance Abuse Policy.

**Revise and keep in the Faculty Manual.**

**“A. Substance Abuse Policy**

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

**The substance abuse policy of East Carolina University is located at http://www.ecu.edu/prr. The UNC Board of Governor's Policy on Illegal Drugs (Chapter 1300.1) is located at http://www.northcarolina.edu/policy/index.php.”**

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Resolution #10-98
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: not applicable

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section II. Welfare and Benefits, Subsections A. Hospitalization Insurance, B. Disability Income Plans, C. Mandatory Enrollment in Group Life Program, D. Group Insurance Plans, E. Social Security, F. Deferred Compensation Plan, G. Supplemental Retirement Income Plan of NC(401K), H. Tax Deferred Annuity, I. US Savings Bonds, J. Unemployment Compensation Benefits, K. Vacation and Sick Leave, L. Workers’ Compensation, M. Flex Reimbursement Accounts returned to Faculty Welfare Committee for further review.

Resolution #11-01
Approved by the Faculty Senate: January 25, 2011
Approved by the Chancellor:  February 21, 2011

Curriculum matters contained in the [December 9, 2010](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum1210.htm) University Curriculum Committee minutes.

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Resolution #11-02
Approved by the Faculty Senate: January 25, 2011
Approved by the Chancellor:  February 21, 2011

Three foundation curriculum courses for humanities, entitled RELI 2400 Religion and Film, RELI 3796 Paul and His Letters and RELI 3896 Life and Teachings of Jesus. ([Link](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa111religiousstudies.pdf) to information on all three courses).
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Resolution #11-03
Approved by the Faculty Senate: January 25, 2011
Approved by the Chancellor:  February 21, 2011

Proposed revisions to [Spring 2012 University Calendar](http://www.ecu.edu/cs-acad/fsonline/customcf/calendar/spring2012.pdf). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-04
Approved by the Faculty Senate: January 25, 2011
Approved by the Chancellor:  February 21, 2011

Request to establish a [Distance Education Master of Arts in Education](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa111maed.pdf) in Physical Education, Department of Exercise and Sport Science, College of Health and Human Performance. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-05
Approved by the Faculty Senate: January 25, 2011
Approved by the Chancellor:  February 21, 2011

Request to establish a [Certificate in Physical Education Clinical Supervision](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa111certificate.pdf), Department of Exercise and Sport Science, College of Health and Human Performance.

Resolution #11-06
Approved by the Faculty Senate: January 25, 2011
Approved by the Chancellor:  February 21, 2011

Request to [discontinue the BA in EXSS](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa111discontinue.pdf), Department of Exercise and Sports Sciences, College of Health and Human Performance.

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Resolution #11-07
Approved by the Faculty Senate: January 25, 2011
Approved by the Chancellor:  February 21, 2011

Request for authorization to establish a new B.A. in [Religious Studies](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa111eppcreligious.pdf), within College of Arts and Sciences. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-08
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection C. Employee Involvement in Political Candidacy and Office Holding, as follows:

**Remove current text from Faculty Manual and place elsewhere in University Policy Manual with a link to the Board of Governors policy (see item 300.5** <http://www.northcarolina.edu/policy/index.php>**) .**

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Resolution #11-09
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Faculty advice on Administrator Evaluation of Chancellor to split question #5 of the current Administrator Evaluation of Chancellor into two questions as noted below:

1. Allocates the resources of the institution effectively.

2. Allocates the resources of the institution equitably. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-10
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 18, 2011

Curriculum matters contained in the [January 13, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum111.htm) University Curriculum Committee minutes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-11
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Resolution on Budget Matters, as follows:

Whereas, Enrollment at East Carolina University has increased by 42% since the 2001/02 academic year, while total faculty at ECU has only increased 34.8% during this same time period; and

Whereas, State Appropriations as a percentage of total revenue for East Carolina University have declined from 38% in 2001/02 to 34% this year. Over the same time period the percentage of total revenue derived from Grants and Contracts rose from 12% to 13%, Patient Care Revenues rose from 18% to 21%, and Student Tuition and Fees rose from 12% to 17%; and

Whereas, There has been a permanent reduction in the State appropriations to East Carolina University in each of the past 10 fiscal years, resulting in a total decrease of $55 million. In addition, non recurring reductions in State Appropriations over this same time period have been nearly twice as large; and

Whereas, The financial well-being and solvency of the University are in the best interest of all parties; including the State, Students, Staff, Administration, and Faculty. Only with this financial well-being can the University continue providing the high quality education for which it is recognized. Furthermore, continued reductions in State Appropriations in the face of continued enrollment growth in the absence of alternative means to fund the University are untenable and detrimental to the long-term economic and societal interests of the State, and

Whereas, Resolution of these issues will require the collective action of faculty, administration, students, parents, and the State of North Carolina.

Therefore be it resolved, that in order to maintain the mission of excellence in teaching, research, service and patient care for which the University is recognized, additional sources of funding will need to be approved to mitigate any further decreases in State Appropriations. It is imperative that any increases in tuition and fees remain at the campus level to cover the costs of providing the education of students at East Carolina University and at other state-supported institutions of higher education. It is also imperative that further growth in enrollment be accompanied by enrollment growth funding from State Appropriations at levels adequate to cover the increased costs, and that campus-based decisions on the allocation of funding remain with the University.

Be it further resolved, that the Faculty Senate strongly urges the Chancellor to communicate this resolution to the UNC President, UNC Board of Governors, and the North Carolina General Assembly.

Be it further resolved, that the Faculty Senate of East Carolina University respectfully asks its Faculty Assembly Delegates to present this resolution to the Faculty Assembly of the University of North Carolina System for its endorsement and adoption.

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Resolution #11-12
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Revisions to the *ECU Undergraduate Catalog*, Academic Regulations, Subsection During Schedule Change Period, as follows:

**The proposed revisions are to take effect First Summer Session 2011.**

(Revisions are noted in **bold** print and deletions in ~~strikethrough~~.)
“During Schedule Change Period
During the first five days of classes (Mondays through Fridays) of the fall and spring semesters, a student may drop or add a course or courses to his or her schedule. The student should discuss schedule changes with his or her advisor prior to making the changes via the web~~. On the day following the five-day schedule change period, a student may make final additions to his or her schedule~~**. Course drops during this drop/add period do not count against a student’s course drop allocation. (See course Drop Allocations, below.)** ~~See below for instructions on requesting schedule changes after the scheduled change period.~~
During the summer, the schedule change period **when students are allowed to drop or add a course or courses** is limited to the first two days of classes each term. ~~On the day following the two-day schedule change period, a student may make final additions to his or her schedule in accordance with the policies outlined above for the regular semesters~~. Course drops during this drop/add period do not count against a student’s course drop allocation. (See course Drop Allocations, below.)
**See below for instructions on requesting schedule changes after the scheduled change period. “**

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Resolution #11-13
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Approval of Foundation Curriculum Course for Arts, [THEA 2015](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa211thea.htm). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-14 **(Submitted earlier at #10-27 and resubmitted later as #11-52)**

Approved by the Faculty Senate: February 22, 2011
Returned by the Chancellor:  March 28, 2011 [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseFebruary2011.pdf)

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection Y. Disruptive Academic Behavior, as follows:
(Revisions are noted in **bold** print.)

**Revise and keep in the Faculty Manual, deleting the old text.**

“Disruptive Academic Behavior
East Carolina University is committed to providing each student with a rich, distinctive educational experience. Disruptive academic behavior impedes the learning environment and hinders other students’ learning. 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. Students who repeatedly violate 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 “drop” according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.

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.

Disruptive Academic Behavior

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 or leaving early from 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.

Procedure for Instructors

A student who does not follow reasonable standards of academic decorum should first receive a private verbal warning from the faculty member **(1).** 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. Instructors should keep written documentation of all actions taken during this process.

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 immediate assistance.

Student Appeals

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.”

**Footnote**

**1 “ECU provides reasonable accommodations to students with disabilities. When communicating a warning to a student, faculty should ensure the discussion is private and refer any student who discloses a disability to Disability Support Services.”**

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Resolution #11-15
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Policy to

 Remove Foundation Curriculum Credit to read as follows:

**Revise and place in the Faculty Manual.**
“Policy to Remove Foundation Curriculum Credit
Units wishing to remove Foundation Curriculum credit from a course must send a memo to the Academic Standards Committee by email attachment stating the requested action and a list of the courses for which Foundation Curriculum credit should be removed. The list should include the name of the person requesting the action, and the prefix, number, and name of the course. If the course is cross-listed with another unit or is otherwise a cognate in another unit, a letter of approval from the cognate department must be submitted with the request to remove Foundation Curriculum credit. The Academic Standards Committee will consider the request and, if approved, will take the request to the Faculty Senate for final approval.

[**Revised Goals of the Liberal Arts Foundations Curriculum**](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/as/liberalartsfoundation.htm)[**Foundations Assessment Guidelines**](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/as/FoundationsAssessmentGuidelines.htm)[**Request For Foundations Credit**](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/as/foundationform.doc)**”**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-16 **(Submitted earlier as #10-08, #10-52, #10-78 and resubmitted later as #11-35, #11-51)**
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  not applicable

New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations was returned to the Academic Standards Committee for further review.
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Resolution #11-17
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011(3-1-11 editorially revised by FM Steering Committee)

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection B. Application for Graduation, as follows:

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

**Revise and keep in the Faculty Manual.**

“Application for Graduation

Advisers should remind students that **an** application ~~to~~ ~~graduate~~ **for graduation** (http://www.ecu.edu/cs-acad/registrar/upload/Undergraduate-Graduation-Application-2.pdf) must be **submitted to** ~~made on a form provided by~~ the Registrar’s Office ~~university registrar~~ not later than two semesters before the completion of the requirements for an undergraduate degree or one semester for a graduate degree. ~~The graduation fee must accompany the application.~~”

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Resolution #11-18 (submitted later as #11-80)
Approved by the Faculty Senate: February 22, 2011
Returned by the Chancellor: March 28, 2011  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseFebruary2011.pdf)

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection E. Orientation of New Faculty, as follows:

**Revise and keep in the Faculty Manual, deleting the old text.

“New Faculty Orientation**

**New faculty are encouraged to attend the East Carolina University New Faculty Orientation Program. The program offers a variety of resources, including information on benefits, parking, technology, research, and tenure:**[**http://www.ecu.edu/cs-acad/facultyorientation**](http://www.ecu.edu/cs-acad/facultyorientation)**. Additional faculty orientation activities may be required by academic units.  As part of the orientation process, new faculty members are informed about the University system of shared governance and invited to serve in shared governance of the university. Orientation of new faculty will be continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the university. Ongoing programs, including information on mentoring, are available through the Office for Faculty Excellence:** [**http://www.ecu.edu/ofe/**](http://www.ecu.edu/ofe/)

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

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Resolution #11-19
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor: March 28, 2011  [editorial revision made](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseFebruary2011.pdf)

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection L. Travel and Expense Allowances, as follows:

**Revise and keep in the Faculty Manual, deleting the old text.

“Travel and Expense Allowances**

**Paid Travel**

**All business related travel must have written authorization and be approved in advance as requested by either the academic department or college. Full documentation and explanation are required for all travel ~~out of state and out of country~~. Business related travel may be covered by the university using department funds or through grant funds or other sources. All reimbursement requests shall be filed for approval and payment made within thirty days after the end of the travel period for which reimbursement is being requested.**

**The mode of transportation for travel could be completed by the following methods: private car, state car, rental car, airplane, bus, taxi, railroad, etc. For more information on travel approval and reimbursements, refer to the following Financial Services websites:**

**http://ecu.edu/cs-admin/financial\_serv/indextraveloffice.cfm**

**http://ecu.edu/cs-admin/financial\_serv/accountspayable/TravelApprovaland Reimbursement.cfm**

**Unpaid Travel**

**If a faculty member is traveling for business reasons, but is not going to be reimbursed for travel expenses, the pre-approved travel authorization forms still need to be completed. This process helps with the authorization of workers’ compensation should an accident occur during the travel period.”**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-20
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section VII. Other Policies, Subsection B. Weapons Policy, as follows:

**Revise and keep in the Faculty Manual, deleting the old text.**“**Weapons Policy
It is a violation of University policy for a member of the University community to possess and/or use a weapon on any university owned or controlled property, or at extracurricular events sponsored by the university. Any faculty member who violates this policy may be subject to serious sanctions imposed by the university in accordance with due process as outlined in the university’s tenure and promotion policies and procedures, as well as punishment in accordance with state criminal law. For further details and certain exceptions, see North Carolina General Statute § 14-269.2 located online at:** <http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-269.2.html>”

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Resolution #11-21
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Request to rename the [Department of Counselor and Adult Education](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa211education.pdf) to Department of Higher, Adult, and Counselor Education, within the College of Education. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-22
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Request to rename the [Lean Six-Sigma Certificate](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa211blackbelt.pdf) to Lean Six-Sigma Black Belt Certificate, within the Department of Technology Systems, College of Technology and Computer Science. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-23
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Request to establish an [Interdisciplinary Minor in Linguistics](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa211linguistics.pdf), within the Department of English, College of Arts and Sciences.
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Resolution #11-24
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Request to rename [SPED-MAEd Licensure Certification in Mental Retardation Program](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa211sped.pdf) to SPED-MAEd Licensure Certification in Intellectual Disabilities Program, within the Department of Curriculum and Instruction, College of Education. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-25
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Request for a new [Health Information Technologies Concentration](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa211indus.pdf) in the Bachelor of Industrial Technology Degree, within the Department of Technology Systems, College of Technology and Computer Science. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resolution #11-26
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Request for [Discontinuation of the Pathology Assistant Certificate Program](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa211path.pdf), within the Department of Pathology and Laboratory Medicine, School of Medicine.
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Resolution #11-27
Approved by the Faculty Senate: February 22, 2011
Approved by the Chancellor:  March 28, 2011

Request for [Discontinuation of the Bachelor of Arts degree in Studio Art](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa211art.pdf), within the School of Art and Design, College of Fine Arts and Communication.
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Resolution #11-28
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor:  April 6, 2011

Approval of the Spring 2011 Graduation Roster, including honors program graduates, subject

to the complete of degree requirements.

Resolution #11-29
Approved by the Faculty Senate: March 29, 2011
Accepted by the Chancellor:  April 1, 2011

Ranked University Quality Enhancement Plan (QEP) Topics as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Topic Ranked 1st with 167 votes***[“The Vertical Writing Curriculum: Integrating and Aligning WritingInstruction at ECU”](http://www.ecu.edu/cs-acad/ipar/CustomCF/DL/QEP/TheVerticalWritingCurriculumQEP.pdf) (english) | ***Topic Ranked 2nd with 135 votes***[Support for Students in High Enrollment Courses](http://www.ecu.edu/cs-acad/ipar/CustomCF/DL/QEP/SupportforstudentsinhighenrollmentcoursesQEP.pdf) (math) | ***Topic Ranked 3rd with 117 votes***[Unity in Diversity: Building Connections Between Students, the University Experience, and Global Citizenship](http://www.ecu.edu/cs-acad/ipar/CustomCF/DL/QEP/UnityinDiversityQEP.pdf) (globalization) | ***Topic Ranked 4th with 93 votes***[Discovering Leadership: The ECU Leadership Portfolio Framework of Action](http://www.ecu.edu/cs-acad/ipar/CustomCF/DL/QEP/LeadershipQEP.pdf) (leadership) |

Resolution #11-30

Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor:  May 5, 2011

Curriculum matters contained in the minutes of the [February 10, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum2111.pdf) and [February 24, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum2112.pdf),

meetings.

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Resolution #11-31
Approved by the Faculty Senate: March 29, 2011
Returned by the Chancellor: May 5, 2011  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseMarch2011.pdf)

[Distance Education Professional Development Requirement](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-31DE.pdf).

Resolution #11-32
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor:  n/a

[Peer Review of Online Distance Education Courses and DE Peer Review Instrument](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-32DEpeerreview.pdf) returned to Academic Standards Committee for additional review.

Resolution #11-33
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor:  May 5, 2011

Foundation Curriculum Course in Humanities: [FORL 1060: Global Understanding through Literature](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa311FORL.pdf).

Resolution #11-34
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor:  May 5, 2011

Foundation Curriculum Credit in Basic Social Science: [GEOG 2350](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa311GEOG.pdf).

Resolution #11-35 **(Submitted earlier as #10-08, #10-52, #10-78, #11-16 and resubmitted later as #11-51)**
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor:  n/a

Action on the proposed new section to the *ECU Faculty Manual*, Part V. Academic Information,

entitled Final Examinations was postponed until the April 19, 2011 Faculty Senate meeting.

Resolution #11-36
Approved by the Faculty Senate: March 29, 2011
Returned by the Chancellor: May 5, 2011  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseMarch2011.pdf)

Approved by the Chancellor following additional review: June 8, 2011

Revisions to the *ECU Faculty Manual*, Part IV. [Academic Integrity](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-36AcademicIntegrity.pdf) and to the online [Student Handbook](http://www.ecu.edu/cs-studentlife/policyhub/handbook.cfm) as follows:

**The proposed revisions are to take effect Fall 2011.**

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

**Revise and keep in the Faculty Manual.**

**Principle of Academic Integrity**

**Academic integrity is a cornerstone value of the intellectual community at East Carolina University. Academic integrity ensures that students derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages the reputation of the university and undermines its educational mission. Without the assurance of integrity in academic work, including research, degrees from the university lose value, and the world beyond campus (graduate schools, employers, colleagues, neighbors, etc.) learns that it cannot trust credits or a diploma earned at ECU. For these reasons, academic integrity is required of every ECU student.**

**Maintaining the academic integrity of ECU is the responsibility of all members of the academic community. Faculty should ensure that submitted work accurately reflects the abilities of the individual student. Toward this end, faculty should—through both example and explicit instruction—instill in students a desire to maintain the university’s standards of academic integrity and provide students with strategies that they can use to avoid intentional or accidental violation of the academic integrity policy.**

**Purpose and Scope**

**This document sets forth procedures to be followed for suspected academic integrity violations at ECU. It also details possible penalties for violations. Additional penalties for academic integrity violations may be established by academic departments, programs, colleges, and schools. Any such additional penalties must be established democratically by the faculty in a means compatible with school or college policies and/or unit codes.**

**In addition to the penalties outlined below, individual units may have additional ethical and behavioral expectations of their students, particularly at the graduate level, including expectations for the conduct of research, and may take corrective action according to their regulations or rules.**

**ECU’s policy on research misconduct, as elaborated by the Division of Research and Graduate Studies (http://www.ecu.edu/cs-acad/rgs/Research-Policies.cfm), is necessary to ensure university compliance with this UNC system policy as well as with state and federal laws. All faculty, staff and students should be familiar with it. The procedures for reporting, investigating and determining penalties in cases of academic integrity violations shall not supersede procedures for reporting, investigating and determining penalties for research misconduct.**

**Definitions of academic integrity violations**

**An academic integrity violation is defined as any activity that exhibits dishonesty in the educational process or that compromises the academic honor of the university. Examples of academic integrity violations include, but are not limited to, the following:**

***Cheating*. Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work.**

***Some examples of cheating (note that this is not an exhaustive list)*: Copying from another student's paper or receiving unauthorized assistance during a quiz or examination; using books, notes or other devices when these are not authorized; improperly obtaining tests or examinations; collaborating on academic work without authorization and/or without truthful disclosure of the extent of that collaboration; allowing or directing a substitute to take an examination.**

***Plagiarism*. Copying the language, structure, ideas, and/or thoughts of another and adopting the same as one’s own original work.**

***Some examples of plagiarism (note that this is not an exhaustive list):* Submitting a paper that has been purchased or downloaded from an essay-writing service; directly quoting, word for word, from any source, including online sources, without indicating that the material comes directly from that source; omitting a citation to a source when paraphrasing or summarizing another's work; submitting a paper written by another person as one’s own work.**

***Falsification/Fabrication*. The statement of any untruth, either spoken or written, regarding any circumstances related to academic work. This includes any untrue statements made with regard to a suspected academic integrity violation.**

***Some examples of falsification/fabrication (note that this is not an exhaustive list)*: making up data, research results, experimental procedures, internship or practicum experiences, or otherwise claiming academic-related experience that one has not actually had; inventing or submitting deceptive citations for the sources of one’s information; submitting a false excuse for absence from class or other academic obligation.**

***Multiple submission*. The submission of substantial portions of the same academic work for credit more than once without authorization from the faculty member who receives the later submission.**

***Some examples of multiple submission (note that this is not an exhaustive list)*: Submitting the same essay for credit in two courses without first receiving written permission; making minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new work.**

***Violation assistance*. Knowingly helping or attempting to help someone else in an act that constitutes an academic integrity violation.**

***Some examples of violation assistance (note that this is not an exhaustive list)*: Knowingly allowing another to copy answers during an examination or quiz; distributing test questions or examination materials without permission from the faculty member teaching the course; writing an essay, or substantial portions thereof, for another student to submit as his or her own work; taking an examination or test for another student.**

***Violation attempts*. Attempting any act that, if completed, would constitute an academic integrity violation as defined herein. In other words, it does not matter if a student succeeds in carrying out any of the above violations—the fact that a violation was attempted is itself a violation of academic integrity.**

**The University of North Carolina Policy on Research Conduct defines research misconduct as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting the results.” More specifically,**

1. **Fabrication is making up data or results and recording or reporting them.**
2. **Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from the research inquiry and includes, but is not limited to research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, books, dissertations, and journal articles.**
3. **Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.**
4. **Research misconduct does not include honest error or differences of opinion.**

**University-wide responsibility to report academic integrity violations**

**Because academic integrity violations are unfair to honest students and because they damage the reputation of the entire university, ignoring academically dishonest behavior is almost as problematic as actively participating in a violation.**

1. ***Faculty Member Responsibility*.
If a faculty member suspects that a student has violated the academic integrity policy in a manner severe enough to merit a grade reduction or other substantial academic penalty, he or she should, as a matter of academic duty, follow the procedures outlined below, making sure that the OSRR is aware of students who might be endangering the integrity of the university. Faculty are strongly encouraged to include a statement regarding this policy in their syllabi because it puts students on notice of the faculty member’s policy and it alerts students to the importance of academic integrity to the ECU community. Sample policy language is available from the OSRR.**

**In some instances, a faculty member may deem it best to approach a potential matter involving academic dishonesty as a learning opportunity. In such cases, a faculty member may require that a student complete additional work in order to better understand the severe nature of academic dishonesty and to learn ways of avoiding future infractions. If at any point, however, the faculty member determines that a grade reduction or other substantial academic penalty is merited in the case, either as a result of the initial infraction or as a result of a student not sufficiently completing the additional work agreed to, she or he must follow the process outlined below, including reporting the situation to the Office of Student Rights and Responsibilities (OSRR) for its review and handling.**

1. ***Student Responsibility*.
Students are also expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A student knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR.**
2. ***University Community Member Responsibility*.
All other university community members are also expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A university community member knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR.**
3. ***OSRR Responsibility*.
When a suspected violation is reported to the OSRR, the office will, if applicable, first discuss the suspected violation with the faculty member(s) in charge of the course(s) involved. The OSRR, in consultation with the faculty member(s), will follow the procedures outlined in this policy.**

**Procedures for responding to a suspected academic integrity violation**

**These procedures apply to all students. If face-to-face meetings are not possible, alternative arrangements will be made as appropriate. Procedural guidelines for working with distance education students on issues of academic integrity are available from the OSRR.**

**For undergraduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred directly to the University Committee on Academic Integrity for an Academic Integrity Board hearing (see “University Committee on Academic Integrity” below).**

**For graduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred to the student’s Faculty Advisor who will serve in the role of the faculty member in the steps that follow. In the event that no Faculty Advisor can be identified, the Graduate Program Director will serve in the role of the faculty member in the process outlined below**

**In the case of a suspected violation reported directly to OSRR for which an instructor of record can be identified, that office will first consult with the faculty member(s) in charge of the course(s) affected. The faculty member will determine if he or she wishes to pursue an academic penalty for the student in her or his course. Following this consultation, if the suspected violation involves multiple students, the OSRR may decide to pursue additional academic penalties outside of that course by taking the case to the University Committee on Academic Integrity for an Academic Integrity Board (AIB) hearing (see below).**

**In the procedures outlined below, “faculty member” refers to the faculty member in charge of the course, or, in cases in which the suspected academic integrity violation occurs outside of a specific course at the graduate level, to the student’s Faculty Advisor or Graduate Program Director.**

**Except where calendar day is specified, the word “day” in these procedures means any day except Saturday, Sunday, or an institutional holiday; in computing any period of time, the day on which notice is received is not counted, but the last day of the period being computed is counted.**

**Under documented, exceptional circumstances (e.g., the instructor of the course or the student involved will be travelling or otherwise unavailable for an extended period of time at some point during the steps described below), reasonable adjustments may be made as needed to the stipulated deadlines.**

1. ***Faculty member notifies student in writing of suspected violation and requests a meeting***

**When a faculty member believes an academic integrity violation has occurred in his or her class, the faculty member must request--in writing and sent by some method with evidence of dispatch (e.g., email from the faculty member’s official ECU email account to the student’s official ECU email account; hand-delivered letter accompanied by a brief form that the student signs to indicate the note was delivered; receipt-request postal mail)--that the student meet with him or her to discuss the suspected violation. This written notice must be sent to the student(s) involved within 7 calendar days of the time the suspected violation comes to the attention of the faculty member.**

**In the event that the violation is discovered or the notification sent during a time when classes are not being held, the 7 calendar days will be counted starting with the next day classes are held.**

**\*Note that a student may not withdraw from a course while a suspected academic integrity violation is being investigated.**

**In the event that a faculty member discovers a suspected violation at a time immediately after which he or she will no longer be under contract with the university, the instructor should refer the case, including all evidence related to the suspected violation, to the University Committee on Academic Integrity for an Academic Integrity Board hearing. The AIB will review the evidence submitted through its normal hearing procedures and impose an appropriate academic penalty if a violation is found.**

**In all cases, a faculty member should not penalize the student’s grade or impose any other substantial academic penalty unless and until it is determined, following the procedures below, that a violation has occurred.**

1. ***Student responds to notification***
	1. **Upon delivery of the written notification from the faculty member, the student has 7 calendar days to contact the faculty member and schedule a meeting day and time. If the student fails to respond to faculty notification within 7 calendar days, the student will forfeit the opportunity to present his or her understanding of the situation to the faculty member.**
	2. **In the event of the student’s lack of response, the faculty member may find the student responsible for the violation and may impose sanctions as outlined below. In this case, the faculty member will complete an Academic Integrity Violation Form (AIV form) and submit it to the OSRR within 18calendar days of the date on which the notice of a suspected violation was sent to the student. The OSRR will notify the student, in writing, of the faculty member’s decision and penalty within 7 calendar days of receiving the AIV form*.***

**In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.**

**The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.**

1. ***Initial meeting occurs***
	* + - 1. ***Scheduling*. The initial meeting between the faculty member and the student suspected of an academic integrity violation should be held within 18 calendar days of the time that the suspected violation has come to the attention of the faculty member.**
				2. ***Nonparticipating observer(s)*. The student and the faculty member may each have a nonparticipating observer at the initial meeting. The faculty member’s nonparticipating observer should be another faculty member from the department. The chair of the department should be notified of the meeting. The student may select a faculty member or student who is not involved in the suspected violation. The observer(s) is/are to watch the procedures impartially and take careful notes for reference in the event of an appeal of the decision made by the faculty member (see Appeals of Decisions, below).**
				3. ***Meeting procedures*. At the meeting, the faculty member will explain the reasons for his or her suspicion of an academic integrity violation. The student will be given the opportunity to respond and to explain any circumstances that he or she believes the faculty member needs to consider with regard to the situation.**
2. ***Faculty member determines outcomes of the initial meeting***

**One of the following outcomes of the initial meeting will be communicated to the student within 10 calendar days of the meeting:**

1. ***No violation found—no penalty.* If the faculty member believes that no violation occurred, he or she will impose no penalty. He or she will notify the student in writing of this decision, and no AIV form will be submitted to the OSRR.**
2. ***Violation found—academic penalty assigned by faculty member.* If the faculty member believes there has been a violation, he or she will assign an appropriate academic penalty, including, for instance, reducing the grade on the assignment or reducing the course grade. The faculty member’s penalty can be as severe as failure for the course and a grade of “XF” recorded on the student’s transcript to indicate that failure in the course was the result of an academic integrity violation. The “X” designation must remain on the student’s transcript for at least one year and will be removed from the official transcript after one year only if the student has completed the academic integrity training module and obtained the approval of the Director of the OSRR. The approval of the Director of the OSRR must be obtained through the submission of a formal written request for removal of the “X” designation. Courses in which a student receives a grade of “XF” are not eligible for grade replacement even if the “X” is removed from the official transcript with the approval of the Director of the OSRR. In all cases, courses for which a student receives an “XF” will be factored into the student’s GPA, even if the “X” is removed from the official transcript and the course is retaken.**

**The faculty member will impose an academic penalty by completing an Academic Integrity Violation Form (AIV form, available from the OSRR). The completed AIV form will be submitted by the faculty member to the OSRR within 10calendar days after the initial meeting. The OSRR will notify the student, in writing, of the faculty member’s decision and penalty within 7 calendar days of receiving the AIV form.**

**In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.**

**The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.**

***Violation found—severe enough for referral to University Committee on Academic Integrity (UCAI, see below) for an Academic Integrity Board (AIB) hearing.* If the faculty member believes that a failing grade in the course alone is inadequate disciplinary action given the severity of the violation, he or she may recommend to the OSRR that the case be forwarded to the UCAI to pursue further action (see below). The OSRR will inform the student of the referral to the UCAI within 7 calendar days of receiving the faculty member’s recommendation. Note that the role of the AIB hearing in this case is *not* to review the faculty member’s assignment of an academic penalty but to determine if *additional* sanctions should be assigned.**

**Students with repeated violations**

**If, upon receiving an AIV form from a faculty member, the OSRR discovers that the student has prior academic integrity violations in his or her file, the case will be referred to the UCAI for an AIB hearing to consider more severe academic penalties. If a student is suspended or expelled as a result of an academic integrity violation, a record of the penalty will be kept permanently in the student’s file.**

**Violations involving multiple students**

**The OSRR will receive all reports of violations involving multiple students (for example, paper mills or cheating rings). Faculty members, students, and community members should, in all cases, report suspected violations involving multiple students to the OSRR. In the event that the OSRR receives credible reports of multi-student violations, that office reserves the right to refer the case to the University Committee on Academic Integrity for an AIB hearing.**

**Appeals of Decisions Reached by the Faculty Member**

***Conditions for Appeal***

**If a faculty member imposes a grade penalty or other substantial academic penalty for a first violation of the academic integrity policy, the student may only appeal the decision to the Academic Integrity Appeal Board (AIAB, see below) if one of the following applies:**

* **The student believes that the faculty member has not sufficiently supported his or her decision based on the materials discussed during the initial meeting.**
* **The student believes that the penalty is not appropriate for the violation and/or is in conflict with course policies as stated in the syllabus. Note that if specific penalties are indicated in the course syllabus, it is expected that students who have violated the academic integrity policy will be held to those penalties.**

**A student may appeal a faculty member’s imposition of a penalty even if the faculty member has not properly followed the steps outlined above. In such a case, the faculty member should, upon receiving notice that a student has appealed an academic penalty imposed as a result an academic integrity violation, fill out the AIV form indicating the violation and the academic penalty imposed, submit the form to the OSRR, and participate in the appeal process as outlined below.**

***Process for Appeals***

**Students wishing to appeal a faculty member’s imposition of a penalty for an academic integrity violation must complete the “Academic Integrity Violation Appeal Form,” available from the OSRR. Upon receipt of the completed appeal form, a three-member panel, consisting of one administrator from the OSRR, and one trained student and one trained faculty member from the University Committee on Academic Integrity (UCAI, see below), will review the appeal request to determine if it is appropriate to forward to the Academic Integrity Appeal Board (AIAB, see below). The student and faculty member participating in this panel will not be eligible to participate in any subsequent hearing of the AIAB. If the three-member panel determines that there is no clear basis for appeal in the student’s request, it will report this finding to the student, who may, if desired, revise his or her appeal request and submit it for reconsideration. Request for appeal through the “Academic Integrity Violation Appeal Form” may only be revised and resubmitted once for each academic integrity case. If a student’s request for an appeal is found to be without sufficient basis for a second time, the faculty member’s initial academic penalty shall stand and no other avenues of appeal may be pursued.**

***Time limit on Appeals***

**A student wishing to appeal an academic integrity penalty must submit the “Academic Integrity Violation Appeal Form” to the OSRR within 7 calendar days after receiving notification of the decision made by the faculty member. Failure to do so will result in the faculty member’s initial academic penalty being the final, and no further appeal will be possible.**

**University Committee on Academic Integrity (UCAI)**

***Composition/Membership***

1. **Faculty members - Sixteen faculty members, at least six of whom should have graduate faculty status, elected for three-year staggered terms by the Faculty Senate.**
2. **Student members – Sixteen students, at least six of whom should be graduate students, elected by and from among the members of the Student Conduct Board. These students shall serve for a year and may be reelected for one additional year.**

**The Director of the OSRR, or designee, shall serve as administrative officer of the committee, but shall not participate in hearings.**

***Academic Integrity Board (AIB)***

**When a case is referred directly to the UCAI (for example, in the case of repeat violations, multi-student violations, or suspected violations at the undergraduate level that occur outside of a specific course), a panel of five UCAI members—three faculty members and two students—will be selected to serve as the AIB for the case. If the case involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the board have graduate faculty status, but in all cases at least two of the three faculty members must have graduate faculty status. In cases involving possible violations by graduate students, the student members of the board must be graduate students. The AIB is charged with determining whether a student has violated this policy and, if appropriate, assigning sanctions. The AIB will select a chair from among its faculty membership. All members of the AIB may vote on the selection of a chair.**

***Academic Integrity Appeal Board (AIAB)***

**In the case of appeals of decisions made by a faculty member or by the AIB, a panel of five UCAI members—three faculty members and two students—will be selected to serve as the AIAB. In the case of appeals to decisions reached by the AIB, the UCAI members hearing the appeal should not have ruled on the initial case. If the appeal involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the appeal board have graduate faculty status, but in all cases at least two of the three faculty members must have graduate faculty status. In cases involving possible violations by graduate students, the student members of the appeal board must be graduate students. The AIAB will select a chair from among its faculty membership. All members of the AIAB may vote on the selection of a chair.**

***Bias***

**Individuals coming before either the AIB or the AIAB may challenge the participation of any panel member due to his/her previous knowledge, experience, belief, or emotion that would influence decision making either positively or negatively. The challenging party will be asked to provide specific reasons for the challenge. The Chair of the UCAI along with the Director of the OSRR, or designee, will determine whether the identified panel member should be removed. If the removal of a panel member results in less than five panel members being able to serve, parties will be given the option to continue with the existing panel or to reschedule the hearing for review by a full panel.**

***Procedures for the AIB and the AIAB***

**The Director of the OSRR, or designee, will notify the parties involved of a meeting of the AIB or the AIAB (whichever board is appropriate) within 10 calendar days of receiving an appeal that has been forwarded by the three-member appeal review panel or notice of a case that requires an AIB hearing. The faculty member (if appropriate), the student, witnesses, Student Advisors, and the Student Case Presenter (see below) shall be provided not less than 10 calendar days’ notification of the date, time, and place of the meeting. Appropriate waivers of the Family Educational Rights and Privacy Act (FERPA) must be obtained prior to any hearing. f a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.**

**Those who may be present at a hearing include**

1. **The student, who has the right to be accompanied by a Student Advisor**
2. **The faculty member, who has the right to be accompanied by a Student Advisor**
3. **A Student Case Presenter, who gives an extensive and detailed summary of the case and presents materials relevant to the case**
4. **The Director of the OSRR (nonparticipating)**
5. **Witnesses for the faculty member or student**
6. **Any other person called by the chair**

**Attorneys are not permitted to participate unless the student is facing pending criminal charges stemming from the incident in question.  In such situations, the attorney may only advise his/her client. The attorney is not permitted to ask questions or present information. The student will assume all responsibility for attorney fees.**

**Should the student or the faculty member (if appropriate) fail to appear without prior approval of the administrative officer, the AIB or AIAB will proceed with an absentia hearing.**

**Detailed procedures for AIB and AIAB hearings are available from the Office of Student Rights and Responsibilities.**

**A majority of the appropriate board will decide the issue. The chair will vote only in the case of a tie.**

**The Director of the OSRR, or designee, will serve as administrative officer and is responsible for maintaining accurate and complete records of the proceedings.**

**The Director of the OSRR, or designee, will notify each party in writing, and by some method with evidence of receipt (e.g., hand delivery letter or via receipt-request postal mail), of the decision of the board within 10 calendar days after the conclusion of the hearing.**

**In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.**

***Possible Actions by the AIB and AIAB***

1. ***Determination that the evidence is insufficient to sustain the charge or charges*. In the case of an appeal of a decision reached by a faculty member, the academic penalty imposed by the faculty member will be removed*.* When this action is taken, in order to protect both the student and the faculty member, continuation in the class(es) and other related issues must be resolved by the unit administrator in consultation with the student and the faculty member. If the department chair is involved in the case, the dean will resolve any issues. In the event that the faculty member or student wishes to appeal the unit administrator’s decision, final authority rests with the dean. Any special arrangements for continuation in the course (e.g., switching the student into another section of the course for the remainder of the semester, arrangements for outside assessment/grading of student work, etc.) must be agreed to in writing and kept by the dean, unit administrator, and student for 8 years.**
2. ***Determination that the evidence is sufficient to support the charge or charges.* The board’s actions may include, but are not limited to, one or more of the following:**
3. **Sustain, following a student appeal, the academic penalty imposed by the faculty member or the AIB.**
4. **Issue, following a student appeal, a revised academic penalty if the initial penalty is deemed too severe for the violation. This action may only be taken in cases in which specific penalties for specific violations are not clearly stated in the course syllabus. In all cases in which there is sufficient evidence to support the charges and the specific penalties for violations are clearly stated in the course syllabus, those penalties will be upheld.**
5. **Recommend, in cases where a suspected violation has been directly referred to the AIB, that the faculty member(s) involved assign a failing grade for the course or some portion thereof.**
6. **Recommend that the Provost, in accordance with policies and procedures of the UNC policy manual, impose disciplinary suspension from the University for a designated period of time.**
7. **Recommend that the Chancellor, in accordance with policies and procedures of the UNC policy manual, impose expulsion from the University. The academic transcript records the expulsion permanently.**
8. **Recommend to appropriate offices or units that a degree be revoked should a violation be discovered after graduation.**
9. **Recommend to appropriate offices or units that the student be removed from employment as a graduate assistant.**
10. **Recommend to the Dean of the Graduate School that the student be dismissed from his or her graduate program.**
11. **Recommend to appropriate offices or units that the student be required to attend a period of counseling with a member of the university staff or a counseling professional of the student’s choice and at the student’s expense. It will be the responsibility of the student to provide evidence to the OSRR of having fulfilled this requirement.**
12. **Recommend to appropriate offices or units that the student be prohibited from officially representing the university in any capacity (as a member of an athletic team, as a member of a campus organization or group, etc.)**
13. **Assign, and ensure the completion of, an educational task.**

**Appeals of decisions reached by the Academic Integrity Board and Academic Integrity Appeal Board**

**The student may appeal an original decision of AIB to the AIAB following the “Process for Appeals” explained above.**

**With the exception of cases in which a student is being expelled from the university, the decisions of the AIAB are final, and no other avenues of appeal may be pursued. If the student is being expelled from the university, s/he has a right to appeal the decision to the Chancellor, the East Carolina University Board of Trustees, and finally to the University of North Carolina Board of Governors.**

**Annual Reports**

**At the end of each academic year, the University Committee on Academic Integrity shall prepare a report that summarizes its work. This annual report shall be submitted early in the fall semester to the Faculty Senate, the Student Government Association Legislature, and the Academic Council.**

Approved: 26 April 1983, East Carolina University Chancellor

Amended: 18 January 1985, East Carolina University Chancellor
Amended: 8, June 2011, East Carolina University Chancellor

~~I. Principle~~

~~Academic integrity is expected of every East Carolina University student. Academic honor is the responsibility of the students and faculty of East Carolina University.~~

~~II. Academic Integrity Violations~~

~~Academically violating the Honor Code consists of the following:~~

~~A. Cheating ‑ Unauthorized aid or assistance or the giving or receiving of unfair advantage on ` any form of academic work.~~

~~B. Plagiarism ‑ Copying the language, structure, ideas, and/or thoughts of another and adopting same as one's original work.~~

~~C Falsification ‑ Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.~~

~~D. Attempts ‑ Attempting any act which if completed would constitute an academic integrity violation as defined herein.~~

~~III. Student Observation of Suspected Violation~~

~~A student or group of students knowing of circumstances in which an academic violation of the Honor Code may have occurred or is likely to occur is encouraged to bring this knowledge to the attention of the responsible faculty member, or to the dean or department chairperson, or to the attention of a member of the University Academic Integrity Board.~~

~~IV. Organization and Procedures~~

~~A. The faculty member has original jurisdiction in all suspected violations. In cases where the faculty member believes a violation has occurred, the faculty member must summon the student to a primary interview in accordance with the procedure below.~~

~~B. Primary Interview~~

 ~~1. Notification~~

 ~~A student who is believed to have violated academically the Honor Code shall be informed of the charge by the faculty member who identified the violation. Subsequently, the student will be called to an interview with the faculty member concerned. The interview shall be set within three class days after the alleged violation has come to the attention of the faculty member.~~

 ~~2. Composition~~

 ~~The student and the faculty member may each have a nonparticipating observer at the interview. The faculty observer shall be the chairperson of the department or dean, associate dean, or assistant dean of the college or school. The student may select a student or faculty member as he/she desires. The observer(s) is/are to observe the procedures impartially and to be prepared to testify in the event of an appeal from the judgment of the faculty member.~~

 ~~3. Procedure~~

 ~~a. At the interview, the faculty member shall present evidence in support of the charge or charges against the student. The student shall be given an opportunity to respond and present evidence to rebut the charge or charges.~~

 ~~b. After hearing the student, the faculty member may either dismiss the charge or find it supported on the basis of the evidence. If supported, the faculty member may record a failing grade in the course or some portion thereof or take other appropriate action. He or she shall report the action taken to the associate dean of students and director of student services.~~

 ~~4. Referral to Academic Integrity Board~~

 ~~After completion of the primary interview and on the basis of the evidence presented, if the faculty member is of the opinion that a failing grade in the course(s) is inadequate disciplinary action, the faculty member may refer the entire case to the Academic Integrity Board for appropriate action. Such referral must be made within fourteen calendar days after the primary interview. In each case, a new hearing will be conducted by the Academic Integrity Board without regard to the findings made or any disciplinary action taken during the primary interview.~~

 ~~5. Appeals~~

 ~~a. The student may appeal the decision of the primary interview to the Academic Integrity Board if:~~

 ~~(i.) the student believes the penalty too severe considering the offense or~~

 ~~(ii.) the student contests the decision of the faculty member on the basis of the evidence presented.~~

 ~~b. The appeal must be submitted to the office of the Associate Dean of Students and Director of Student Services within five class days after notification of the decision by the faculty member.~~

~~C. University Academic Integrity Board~~

 ~~1. Composition~~

 ~~a. Four faculty members and four alternates elected for three‑year staggered terms by the Faculty Senate.~~

 ~~b. Three students and four alternates nominated by the SGA Executive Council and elected by the SGA Legislature. These students shall serve for a year and may be reelected for one additional year.~~

 ~~c. A quorum shall consist of four faculty members and three students.~~

 ~~d. The chairperson, elected for a one‑year term, shall be a faculty member of the board, elected by members of the entire board and may be re-elected.~~

 ~~e. The associate dean of students and director of student services shall serve as administrative officer of the board.~~

 ~~2. Original Jurisdiction~~

 ~~The Academic Integrity Board shall have original jurisdiction over academic violations of the Honor Code if the faculty member elects to refer the case after the primary interview.~~

 ~~3. Appellate Jurisdiction~~

 ~~The Academic Integrity Board shall have appellate jurisdiction in cases appealed by the student pursuant to the provisions of IV.B.5., above.~~

 ~~4. Procedures~~

 ~~a. The associate dean of students and director of student services on behalf of the chairperson, shall notify the parties involved of a meeting of the Academic Integrity Board within ten class days after an appeal by a student. The faculty member, the student, witnesses, and the independent nonparticipating observer(s), shall be provided not less than seven days notification of the date, time, and place of the meeting. If a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.~~

 ~~b. Those present at the hearing shall be:~~

 ~~1) the student, who has the right to be accompanied by witnesses;~~

 ~~2) the faculty member, who has the right to be accompanied by witnesses;~~

 ~~3) independent nonparticipating observer(s) if present at the primary interview;~~

 ~~4) any other person called by the chairperson; and~~

 ~~5) the student attorney general and the student public defender.~~

 ~~c. Should the student or the faculty member fail to appear without prior approval of the administrative officer, the Academic Integrity Board shall proceed with an absentia hearing.~~

 ~~d. The Academic Integrity Board will follow the hearing procedures established for the University Honor Board.~~

 ~~e. A majority of the board shall decide the issue. The chairperson shall vote only in the case of a tie.~~

 ~~f. The associate dean of students and director of student services shall serve as administrative officer for maintaining accurate and complete records of the proceedings.~~

 ~~g. The administrative officer of the Academic Integrity Board shall, on behalf of the chairperson, notify each party of the decision of the board.~~

 ~~5. Actions by the Board~~

 ~~a. Evidence insufficient to sustain charge or charges~~

 ~~When this action is taken, in order to protect both the student and the faculty member, continuation in the class(es) and other related issues must be resolved by the dean or department chairperson in consultation with the student and the faculty member.~~

 ~~b. Evidence sufficient to support the charge or charges~~

 ~~The board may impose one or more of the following sanctions:~~

 ~~1) sustain the decision of the faculty member or recommend to the faculty member that the student receive a failing grade for the course(s) or some portion thereof;~~

 ~~2) impose probation for a period of time not to exceed one year;~~

 ~~3) impose suspension or dismissal from the university;~~

 ~~4) require a period of counseling with a member of the university staff or a counseling professional of the student's choice. It will be the responsibility of the student to provide evidence to the board of having fulfilled this requirement; and/or~~

 ~~5) take any other action commensurate with the findings. See~~ *~~Student Government Association Handbook.~~*

 ~~6. An appeal of a decision of the Academic Integrity Board may be submitted to the vice chancellor for student life. The vice chancellor for student life and the vice chancellor for academic affairs shall jointly review the decision and take appropriate action.~~

 ~~7. Annual Reports~~

 ~~The Academic Integrity Board shall submit a summary report of its proceedings to the Faculty Senate, the SGA Legislature, the vice chancellor for student life, and the vice chancellor for academic affairs.~~

Resolution #11-37
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor:  May 5, 2011 [with editorial revisions](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseMarch2011.pdf)

[Summer 2012 – Spring 2013 University Calendars](http://www.ecu.edu/cs-acad/fsonline/senate/fscalend.cfm).

Resolution #11-38 (**submitted earlier as #09-05, #09-30, #10-03, #10-06, #10-94)**
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. [Curriculum Development](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-38CurriculumDevelopment.pdf) as follows:

Proposed text was presented to the Faculty Senate in January 2010 (Resolution #10-03) and later returned to the Committee by the Chancellor for additional review. Following that review, additional changes were approved by the Faculty Senate in December 2010 (Resolution #10-94). However, following the meeting, additional revisions relating to Appendix D were brought to the attention of the Committee by the Chair of the Faculty and those revisions are now noted in **bold** print for Faculty Senate consideration.

**Revise and keep in the Faculty Manual.**“III. Academic Program and Curriculum Development
Program and curriculum development is a faculty responsibility. Program and curriculum changes may be initiated, prepared, and presented for review to all relevant ECU campus bodies by voting faculty as defined in *ECU Faculty Manual*, *Appendix L.* Development of new academic degree programs and certificates is governed by the policies and procedures of the General Administration (GA). Consultation with the ECU Office of Academic Programs is recommended before preparing program development requests. Instructions on specific procedures and documents for program and curriculum development proposals are available on the office of [Academic Programs website](http://www.ecu.edu/cs-acad/acadprograms/PoliciesForms.cfm).

The Academic Program Development Collaborative Team, an advisory body to the Academic Council, collaborates with units to strengthen program proposals and informs the Educational Policies and Planning Committee of its recommendations to the Academic Council and to the dean of the Graduate School concerning graduate programs under consideration. The office of Continuing Studies processes requests to deliver new and existing academic programs through distance education. The chancellor has the final campus authority on academic program decisions.

A. Definitions

1. Degree Programs
A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the twelve-digit CIP code level. As a general rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master’s-level program requires that at least one-half of the total hours be in the program area. Programs with fewer hours are designated a concentration within an existing degree program. Degree programs require the approval of the GA and the Board of Governors (BOG). Minors and concentrations receive final approval at the campus level.
2.Certificates
A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. Certificate programs are offered at the pre-baccalaureate, post-baccalaureate, and post-master’s levels. UNC-GA has indicated that post-baccalaureate and post-master’s certificates must require a specified number of hours (18 sh for post-baccalaureate, and 24 sh for post-master’s) to be reported to the Integrated Postsecondary Education Data System (IPEDS). Program planners should be aware that not meeting these criteria may impact consideration of financial aid eligibility. Once a certificate is approved, ECU will submit it to the Department of Education to determine if the program is eligible for participation in the Title IV (financial aid) programs.
3. Teacher Licensure Areas (TLA)
These are specific course clusters which meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or a certificate. These may be at the entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, the senior vice president for academic affairs of UNC-GA must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

B. Curriculum Approval Process

Curriculum development includes developing courses and requirements for new academic programs, and developing and revising courses and requirements for existing programs.

The following is the order for seeking campus approval for undergraduate curriculum changes (1000-4000-level):

* Curriculum committee of dept/school in which the program is/will be housed;
* Voting faculty of dept/school in which the program is/will be housed;
* Academic Standards (if requesting Liberal Arts Foundations Curriculum Credit);
* Writing Across the Curriculum Committee (if requesting Writing Intensive credit);
* University Service-Learning Committee (if requesting Service-Learning credit);
* Communicate with units and programs that may be directly or indirectly affected by the curriculum;
* Chairperson/director of dept/school in which the program is/will be housed;
* Curriculum committee of the college in which the program is/will be housed;
* Council on Teacher Education (for Teacher Licensure Areas);
* Dean of the college in which the program is/will be housed;
* University Curriculum Committee;
* Faculty Senate;
* Chancellor

The following is the order for seeking campus approval for graduate curriculum changes (5000~~-~~level and above):

* Curriculum committee of dept/school in which the program is/will be housed;
* Voting faculty of dept/school in which the program is/will be housed;
* Communicate with units and programs that may be directly or indirectly affected by the curriculum;
* Chairperson/director of dept/school in which the program is/will be housed;
* Curriculum committee of the college in which program is/will be housed and TLA proposals to Council on Teacher Education;
* Dean of the college in which the program is/will be housed;
* Graduate Curriculum Committee;
* Graduate School Administrative Board;
* Chancellor

C. Program Development Approval Process

Program development includes developing new academic degree programs, minors, certificates, and new concentrations within existing degree programs, as well as requesting degree title changes, and moving or discontinuing programs.

1. New Degree Programs

Proposals for new academic degrees must include a list of all UNC and private in-state institutions that offer the same or a similar degree. Program planners are expected to contact those institutions regarding their experience with program productivity (applicants, majors, job market, placement, etc.). To facilitate this portion of the planning process, the UNC-GA Division of Academic Affairs provides a link to the UNC Academic Program Inventory and a link to program inventories for other in-state institutions. In addition, proposals must include the Classification of Instructional Programs code under which the proposed program is to be classified. Faculty should allow ample time for review of proposals at all levels.

The approval process to plan or establish new undergraduate or graduate degree programs involves three distinct steps:

 Step I: Notification of Intent to Plan (NIP) for bachelor's or master's; Request for Authorization to Plan (RAP) for doctoral
 Step II: Program Requirements/Course Approval
 Step III: Request for Authorization to Establish (RAE)

In Step I, the appropriate planning document (NIP for bachelor's or master's; RAP for doctoral) is submitted in the following order for seeking campus approval:

* Consultation with Academic Program Development Collaborative Team
* Curriculum committee of dept/school in which the program is/will be housed;
* Voting faculty of dept/school in which the program is/will be housed;
* Chairperson/director of dept/school in which program is/will be housed;
* Curriculum committee of the college in which program is/will be
 housed; TLA proposals to Council on Teacher Education;
* Dean of the college in which the program is/will be housed;
* Appropriate Vice Chancellor (for information purposes only)
* University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
* Graduate School Administrative Board for master's or doctoral programs
* Educational Policies and Planning Committee
* Faculty Senate and Academic Council;
* Chancellor

In Step II, the approval of new degree requirements and courses is completed as specified above in “Curriculum Approval Process” for undergraduate and graduate programs.

In Step III, a request for authorization to establish a bachelor's, master's, or doctoral program is submitted in the following order for seeking campus approval:

* Consultation with Academic Program Development Collaborative Team;
* Curriculum committee of dept/school in which the program is/will be housed;
* Voting faculty of dept/school in which the program is/will be housed;
* Chairperson/director of dept/school in which the program is/will be housed;
* Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;
* Dean of the college in which the program is/will be housed;
* External review (master’s and doctoral programs only);
* Appropriate Vice Chancellor (for information purposes only)
* University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
* Graduate School Administrative Board for master's or doctoral programs;
* Educational Policies and Planning Committee;
* Faculty Senate and Academic Council;
* Chancellor

2. New Minors, Certificates, Concentrations; Degree Title Changes; Teacher Licensure Areas; andDiscontinuing Degree Programs

The following is the order for seeking campus approval for undergraduate or graduate minors, certificates, concentrations, degree title changes, teacher licensure areas, and discontinuing a degree program. (Discontinuing minors, certificates, concentrations, and teacher licensure areas are considered curricular actions.) The Chancellor or his or her designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action. Failure to report by the established deadline shall be considered an abstention and the proposed action shall progress to the next level for consideration.

▪ Curriculum committee of dept/school in which the program is/will be housed;

▪ Voting faculty of dept/school in which the program is/will be housed;

* Chairperson/director of dept/school in which the program is/will be housed;
* Curriculum committee of the college in which the program is/will be
 housed; TLA proposals to Council on Teacher Education;
* Dean of the college in which the program is/will be housed;
* Appropriate Vice Chancellor (for information purposes only)
* University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
* Graduate School Administrative Board for graduate programs;
* Educational Policies and Planning Committee;
* Faculty Senate and Academic Council;
* Chancellor (Once new teacher licensure areas are approved by the North Carolina State Board of Education, they must be submitted to UNC-GA.)

**In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the ECU Faculty Manual, Appendix D will apply.**

3. Moving Degree Programs

The following is the order for seeking campus approval for moving a program.

▪ Curriculum committee of dept/school in which the program is currently and will be housed;

▪ Voting faculty of dept/school in which the program is currently and will be housed;

* Chairperson/director of dept/school in which program is currently and will be housed;
* Curriculum committee of the college in which program is currently and will be housed; TLA proposals to Council on Teacher Education;
* Dean of the college in which the program is currently and will be housed;
* Appropriate Vice Chancellor (for information purposes only)
* University Curriculum Committee orGraduate Curriculum Committee as appropriate for degree level;
* Graduate School Administrative Board for graduate programs;
* Educational Policies and Planning Committee;
* Faculty Senate and Academic Council;
* Chancellor

 4. Process Completion

The proposing academic unit, in collaboration with the office of Academic Programs, prepares the final version of undergraduate and graduate program requests for the chancellor’s consideration. Once the chancellor has made an affirmative decision, the office of Academic Programs submits the new program request and chancellor’s communiqué to UNC-GA.

Resolution #11-39
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Request for Authorization to Plan a New [Doctor of Nursing Practice](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa311nursing.pdf) Degree within the College

of Nursing.

Resolution #11-40
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Request for a New [Concentration in Software Testing](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa311engineering.pdf) within Masters Software Engineering

Program in the Department of Computer Science within the College of Technology and

Computer Science.

Resolution #11-41
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Request for a [New Certificate Program in Elementary Mathematics Education](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa311educcertificate.pdf) in the

Department of Mathematics, Science and Instructional Technology within the College of

Education.

Resolution #11-42
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Request to change the name of the Department of Exercise and Sport Science to the

[Department of Kinesiology](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa311exercise.pdf) within the College of Health and Human Performance.

Resolution #11-43
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Interpretation of the *ECU Faculty Manual*, [Appendix D.](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/appendixd.pdf) Tenure and Promotion Policies and

Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent

Tenure to read as follows:

“Faculty candidates for promotion and/or tenure consideration during 2011-2012 and members of their respective unit Tenure Committees are selecting external peer reviewers at this time. The purpose of this interpretation is to provide clarity on the current provisions stated in the *ECU Faculty Manual*, [Appendix D.](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/appendixd.pdf) Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure as follows:

*‘By the last week of March of the Spring term prior to the academic year in which a promotion or tenure decision is scheduled, the unit Tenure Committee shall produce a list of possible external reviewers. The candidate for promotion and/or permanent tenure shall provide a similar list, noting for each name the professional relationship, if any, between the reviewer and the candidate. The candidate shall also provide similar relationship information for each name on the unit Tenure Committee's list. These two lists must be independently compiled and if the two lists contain a common set of prospective external reviewers, the unit Tenure Committee list shall be revisited and new possible external reviewers shall be identified as replacement for those originally on both lists.’*

The statement (noted in red) indicates that prospective external reviewers appearing on the two independently compiled lists cannot serve and that new reviewers must be identified to replace those reviewers originally on both the candidate’s list and the committee’s list. **This provision was NOT intended to prevent a unit Tenure Committee from selecting an external peer reviewer who was also suggested by the faculty candidate.”**

The Faculty Governance Committee will review these regulations in their entirety and propose to the Faculty Senate revisions to Appendix D in Fall 2011. Until revisions are approved, the Faculty Governance Committee is asking the Faculty Senate and Chancellor to approve this interpretation as formal notification that an individual suggested by both the faculty candidate for promotion and/or tenure and the unit’s Tenure Committee **may be selected** to serve as an approved external peer reviewer.

Resolution #11-44
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Revisions to the *ECU Faculty Manual*, Part III. [Academic Freedom](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-44AcademicFreedom.pdf) as follows:

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

 “The East Carolina University faculty and administration believe that in writing or speaking each member of the faculty has the same rights and duties as any other citizen. They believe also that each faculty member in exercising his or her right of free speech must realize that in the minds of many people he or she occupies a representative position and that in consequence the reputation of the university lies partly in his or her hands. Therefore, it is his or her duty to safeguard the reputation of the university and of his or her colleagues with special care.

**East Carolina University accepts the following statement of principles as derived from the 1940 *Statement of Principles on Academic Freedom and Tenure* by the American Association of University Professors.** ~~East Carolina University accepts the following statement of principles made in 1940 by the American Association of University Professors~~.

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

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

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

East Carolina University also accepts the following statement concerning "Professors and Political Activity" made in 1969 by the American Association of University Professors.

The college or university faculty member is a citizen and, like other citizens, should be free to engage in political activities so far as he or she is able to do so consistently with his or her obligations as a teacher and scholar.

Many kinds of political activity (e.g., holding part‑time office in a political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part‑time political office) are consistent with effective service as a member of a faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full‑time position) may require that the professor seek a leave of absence from his or her college or university.

In recognition of the legitimacy and social importance of political activity by faculty members, universities and colleges should provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's work load or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

A faculty member seeking leave should recognize that he or she has a primary obligation to his or her institution and to his or her growth as an educator and scholar; he or she should be mindful of the problem which a leave of absence can create for his or her administration, his or her colleagues, and his or her students; and, he or she should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments in his or her favor are made, such as a reduction of a work load, he or she should expect them to be limited to a reasonable period.

A leave of absence incident to political activity should come under the institution's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

The policy set forth by the board of governors regarding political activities of university employees can be found in **The University Policy Manual with a link to the Board of Governors policy (see item 300.5 http://www.northcarolina.edu/policy/index.php)** ~~is summarized in~~ [~~Part VI.~~](http://www.ecu.edu/fsonline/FacultyManual2/Part6/Part-6.pdf) ~~General Personnel Information of the~~ *~~ECU Faculty Manual~~*~~.~~“

Resolution #11-45
Approved by the Faculty Senate: March 29, 2011
Accepted by the Chancellor: May 5, 2011 [(holding for further study)](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseMarch2011.pdf)

Approved by the Chancellor: May 24, 2012

Revisions to the *ECU Faculty Manual*, Appendix L. [East Carolina University Code](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-45AppendixL.pdf) as follows:

(Additions are noted in **bold** print, deletions in ~~strikethrough~~ and further action in **purple** print.)

**Revise and keep in the Faculty Manual as a new section.**

**FACULTY INVOLVEMENT IN SELECTION AND EVALUATION OF ADMINISTRATORS

The faculty involvement in selection and evaluation of administrators are regulated by the following policies and guidelines:**

1. [**Board of Trustee Policy**](https://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixl/1107BOTpolicy.pdf) **on Appointment and Review of Administrative Officers at ECU, November 2007**
**B.** [**Board of Trustee Implementation Guidelines**](https://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixl/1107BOTimplementation.htm)**, Spring 2009**

**C.** Annual Evaluation of University Administrators
 Faculty shall evaluate administrators annually, employing an instrument approved by the Faculty Senate and the Chancellor. The results of such evaluations shall be made available to the administrator and the administrator's supervisor.

Approved:

Faculty Senate Resolution #93-41

10 December 1993

East Carolina University Board of Trustees

Amended:

Faculty Senate Resolution #96-5, March 1996

Faculty Senate Resolution #96-15, May 1996

Faculty Senate Resolution #98-28, November 1998

Faculty Senate Resolution #00-20, April 2000

Faculty Senate Resolution #03-05, March 2003

Faculty Senate Resolution #03-32, April 2003 (editorial revisions)

Faculty Senate Resolution #03-37, October 2003

Faculty Senate Resolution #03-51, December 2003

Faculty Senate Resolution #05-08, April 2005
Faculty Senate Resolution #11-45, May 2012

Interpretations:

Section A. (2-11-98, 9-6-96, and 2-23-94)

Section A. and F. (2-1-00)

Section D.2. (Faculty Senate Resolution #01-12, February 2001)

Section D.1.f. (Faculty Senate Resolution #05-07, February 2005)

Section B.1.c. (Faculty Senate Resolution #05-40, September 2005)

Resolution #11-46
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic

Procedures and Policies, Subsection G. Faculty Absence and Part VI. General Personnel

Policies, Section I. Employment Policies, Subsection D. Leaves of Absence to read as follows:

**Revise and combine with text located in Part VI. Section I.D. and keep in the Faculty Manual.**

~~G. Faculty Absence
Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with his or her unit administrator. The unit administrator then makes arrangements for this absence as well as substitute arrangements with the appropriate vice chancellor. A petition to travel form must be completed and submitted to the office of the appropriate vice chancellor at least two weeks in advance for in-state trips, at least three weeks in advance for out-of-state trips, and at least four weeks for out-of-country trips. In the event of an absence caused by an emergency or illness, a faculty member is advised to inform the dean or chairperson at his or her earliest convenience.~~

**Revise and keep in the Faculty Manual under Benefits and Leave with other reorganized items.**

~~D. Leaves of Absence~~

**“Faculty Absence and Leave**

**Faculty members unable to perform their duties are expected to make arrangements in advance with their unit administrators. The unit administrator then determines the acceptability of the absence from duty, and if necessary, will coordinate substitute arrangements with the appropriate administrator (dean or vice chancellor). If the absence from duty is associated with travel, faculty must be in compliance with the East Carolina University travel policy (**[**http://www.ecu.edu/cs-admin/financial\_serv/accountspayable/travelmanual.cfm**](http://www.ecu.edu/cs-admin/financial_serv/accountspayable/travelmanual.cfm)**) which mandates that all university travel is subject to availability of budgeted funds and must be approved before travel may begin. In the event of an absence from duty caused by an emergency or illness, a faculty member is advised to inform the unit administrator at his or her earliest convenience; normally the notification should be within one business day. Faculty members incurring an illness or emergency for more than three consecutive business days are to be notified by the unit administrator of their potential entitlements under the Family and Medical Leave Act (FMLA). Refer to http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm for additional information on leave and benefits coverage under FMLA.**

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

**Faculty members requesting a professional leave of absence should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor.**

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

**1. Professional leave. Leave is granted to give permanently tenured faculty members opportunities for research, advanced study and/or professional growth. For both permanently tenured and probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Fulbright or Fogarty Fellowships, allowing research or advanced study opportunities.**

**2. Faculty Scholarly Reassignment. Leave is granted for a faculty member to pursue full-time a project involving research or creative (scholarly) activity. Details of the ECU Faculty Scholarly Reassignment policy, including eligibility and terms and conditions, are located at (link to be provided).**

**3. Personal leave. In accordance with ECU’s Faculty Serious Illness and Parental Leave Policy, a faculty member may request personal leave for purposes such as serious illnesses, maternity leave, or parental leave as defined by the Family and Medical Leave Act (FMLA). See http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm for more information.**

**4. Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and request a leave of absence. See “Political Activities of Employees” of the UNC policy manual policy (**[**http://www.northcarolina.edu/policy/index.php?pg=vb&node\_id=331**](http://www.northcarolina.edu/policy/index.php?pg=vb&node_id=331)**) for more information on this type of leave.**

**5. Community Service Leave. Leave is granted under certain criteria for volunteers to support schools, communities, citizens, and non-profit charitable corporations. See the University Policy Manual (**[**http://www.ecu.edu/business\_manual/Human\_Resources\_Policy13.htm**](http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm)**) and the UNC “community service leave” policy (**[**http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return\_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapte r%2B300**](http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapte%20%20%20%20r%2B300)**) for more information on this type of leave.**

**6. Military Service Leave. Leave is granted to fulfill a military obligation*,* such as a call to active duty for a reservist. See policy link (**[**http://www.ecu.edu/business\_manual/Human\_Resources\_Policy13.htm**](http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm)**) for more information.**

**Faculty members may retain voting privileges while they are on leave of absence but in attendance at specified committee meetings, such as personnel, promotion, and tenure committees. Please refer to Section IV. of the** [**ECU Tenure and Promotion Policies and Procedures**](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/appendixd.pdf) **located in the *ECU Faculty Manual*. Leaves of absence for probationary-term faculty members may, under cases of severe personal exigency or other compelling personal circumstances, include extension of the length of the probationary term. The conditions for, and approval process of, extensions of the probationary term can be found in Section II.C.4 of the** [**ECU Tenure and Promotion Policies and Procedures**](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/appendixd.pdf)**, located in the *ECU Faculty Manual*. Continuation of benefits for faculty members on leave is covered by university and state regulations.**

**Prior to taking leave, faculty members are encouraged to speak with a university benefits counselor to determine benefit continuation options. Additional information is available at the following website: http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm.”**

~~A faculty member may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years.) The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.~~

~~A faculty member who is requesting a professional leave of absence for one semester (or appropriate period of time for the School of Medicine) or more should forward a written request to the unit administrator. The request should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor. (This does not include request for leave subject to the Family Medical Leave Act. For a copy of that procedure, please contact the Department of Human Resources.) (Faculty Senate Resolution #00-30, November 2000)~~

~~There are generally 3 types of leaves of absence.~~

~~1. Professional leave. This type of leave is granted to give a permanently tenured faculty member opportunities for research, advanced study and/or professional growth. For probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Board of Governors Doctoral Assignment Fellowship, Fulbright Fellowship, or Fogarty Fellowship programs, allowing research or advanced study opportunities.~~

~~2. Personal leave. Faculty members may request personal leave for purposes such as illness, childbirth, and/or child care.~~

~~3. Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and use this type of leave.~~

~~Policies governing this type of leave are explained in the ECU Faculty Manual, Part VI., Section 1., Employee Involvement in Political Candidacy and Officeholding. A leave of absence for the purpose of holding public office may not exceed two years. Any requests for leave of absence must be made in writing, in accordance with unit codes and with ECU Faculty Manual, Appendix D. Tenure and Promotion Policies and Procedures of ECU. Requests must accompany the personnel recommendation form. Leaves of absence are subject to Appendix D., Section II.C.3. Extensions of the Probationary Term. For faculty members who do not have tenure, a period of leave might not count as a part of the probationary period. The tenure decision might be postponed for a period as specified in Appendix D., Section II.C.3. Since leaves are often granted under circumstances that place an ethical obligation on the recipient of such leaves to return, the faculty member on leave should observe the same rules regarding adequate notice of resignation as found in Appendix D, II.A.5., Notice of Resignation. The returning faculty member's pay will begin in the semester in which he or she returns from leave. The contract between the faculty member on leave and the university will be renewed. Raises and promotions awarded during the period of leave will be placed into effect at the time that the faculty member returns from leave. While on leave, the faculty member will have the opportunity to maintain group life, health, and total disability insurance consistent with the policies of the university. It should be noted that if the health insurance is not continued while on leave of absence, the employee and dependents will be subject to a preexisting clause for any medical condition, whether diagnosed or not, for one year upon their re-enrollment in the plan. (Faculty Senate Resolution #98-5, February 1998)~~

~~The University also has a Serious Illness and Disability Leave for Faculty policy that is detailed in Section VII.C. of this document.~~

Resolution #11-47
Approved by the Faculty Senate: March 29, 2011
Approved by the Chancellor: May 5, 2011

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I.

Employment Policies, Subsection B. Collection of Money and Part V: Academic Information,

Section I.L. Ordering Textbooks and Collateral Material to read as follows:

**Remove text from the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money.**

 ~~B. Collection of Money~~

~~No individual or department of the university may collect any money without being authorized to do so by the business office, and reports of all such collections, when authorized, shall be made on forms provided by the business office. All money collected shall be turned in to the business office promptly for deposit. All disbursements are to be made by check drawn by the business office. The foregoing regulation by the board of trustees applies to university funds and does not apply to civic and charitable fund campaigns. Collections of funds for special instructional materials, such as magazines, should be made by a designated student and not a faculty member.~~

**Add text (noted in bold) to the *ECU Faculty Manual*, Part V. Academic Information, Section I.L. Ordering Textbooks and Collateral Material, to read as follows:**

“L. Ordering Textbooks and Collateral Material

All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester in a format provided by the Dowdy Student Stores. Book requisitions received on the requested due dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.

 In a cooperative arrangement the Dowdy Student Stores provides an instructor publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The course pack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy of their course pack is available to the instructors upon request.

 Unit administrators or their designees will inform instructors when textbook and course supply orders are due. Instructors submit a requisition for each course providing the Part V-8 information needed to order the necessary books and supplies. If no textbook is required for a course this should be so noted. Unit administrators should retain a copy of the requisitions in each departmental office for future reference. (FS Resolution #10-53, April 2010)

**When special instructional materials (*e.g.,* magazines, field-related supplies, etc.) are required for a course, the Institutional Trust Funds Office within the Division of Administration and Finance should be contacted in order to provide guidance regarding the special course fee process and whether these services can be provided by the Dowdy Student Stores. ”**

Resolution #11-48 (submitted later as #11-81)
Approved by the Faculty Senate: March 29, 2011
Returned by the Chancellor: May 5, 2011  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseMarch2011.pdf)

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies to read as follows:

**Revise and keep in the Faculty Manual.**

“Salary Policies

Faculty annual salaries are paid semimonthly**. New employees receive the first payment on the first available payroll date as stated on the employee contract.** When the 15th or last day of a month falls on a non-work day for the business office, **distribution of payment** ~~paycheck~~ will be made on the last work day prior to that day.  Arrangements must be made with the payroll office to have all **payments** ~~paychecks~~ deposited in a local bank to the faculty **member**’s account. Salaries for summer **teaching are paid in accordance with the employee contract.**  ~~term I teaching are paid in three installments. Salaries for summer term II are paid in two installments, and salaries for 11-week summer term are paid in five installments.~~

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

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

**For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) see the following resources:**

**ECU Policy Manual:** [**http://www.ecu.edu/prr/**](http://www.ecu.edu/prr/)**, Human Resources:** [**http://www.ecu.edu/hr/**](http://www.ecu.edu/hr/)**,**

**Financial Services (payroll):** [**http://www.ecu.edu/cs-admin/financial\_serv/payroll/payrollforms.cfm**](http://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm)**.”**

~~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, 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 the close of each term.~~

~~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.~~

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.ecmedu/forms. (Faculty Senate Resolution #03-14, March 2003)”

Resolution #11-49
Approved by the Faculty Senate: March 29, 2011
Rejected by the Chancellor: May 5, 2011  [(reason why for rejection)](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseMarch2011.pdf)

Resolution on Library Support, as follows:

**WHEREAS,** both the J.Y. Joyner and the William E. Laupus Health Sciences Libraries are an

 integral part of the academic core of East Carolina University, and

**WHEREAS,** funding for both libraries has experienced reductions over the past several years and the libraries anticipate substantial additional reductions in FY 2012.

**THEREFORE BE IT RESOLVED, THAT** funding for library collections and services be secured in order to preserve this aspect of ECU’s academic core, and that the libraries be spared from future reductions in funding that might adversely affect the education and research missions of East Carolina University.

Resolution #11-50 (submitted later as #11-71)

Approved by the Faculty Senate: March 29, 2011
Approved AND Returned by the Chancellor: June 27, 2011  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf%22%20%5Ct%20%22_blank)

Revisions to several Standing University Academic Committee Charges, including:

[Faculty Governance Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/fg.pdf) - [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf%22%20%5Ct%20%22_blank)

[Faculty Welfare Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/fw.pdf) **APPROVED**

[Teaching Grants Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/tg.pdf) **APPROVED**

[Unit Code Screening Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/uc.pdf) - [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf%22%20%5Ct%20%22_blank)

[University Budget Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/ub.pdf) - [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf%22%20%5Ct%20%22_blank)

Resolution #11-51 **(Submitted earlier as #10-08, #10-52, #10-78, #11-16, #11-35)**
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations.

**Place in the Faculty Manual.**“Part V. Final ExaminationsThe normal expectation is that the completion of both face to face and online courses will include a final examination or an alternate method of evaluating student progress. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. If a final examination is not given during the final examination period, the scheduled time for the exam should be treated as regular class with appropriate instructional activity. Online courses that do not give a final exam must use the final exam week for instructional purposes. The chair of the unit is responsible for monitoring adherence to scheduled examination requirements.

The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the printed schedule of examinations except for clinical and non-traditional class schedules, including graduate level courses. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

No test intended to substitute for the final exam may be given during the week preceding the final examination period. Faculty may not give an examination or an assignment in lieu of an examination on Reading Day.”

Resolution #11-52 **(Submitted earlier as #10-27 and #11-14)**
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection Y. Disruptive Academic Behavior.

**Revise and keep in the Faculty Manual.**“Disruptive Academic Behavior
East Carolina University is committed to providing each student with a rich, distinctive educational experience. Disruptive academic behavior impedes the learning environment and hinders other students’ learning. 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. Students who repeatedly violate 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 “drop” according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.

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.

Disruptive Academic Behavior

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 or leaving early from 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.

Procedure for Instructors

A student who does not follow reasonable standards of academic decorum should first 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. Instructors should keep written documentation of all actions taken during this process.

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 immediate assistance.

Student Appeals

The student may appeal the decision of the instructor and the department chair to remove him/her from the course 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 receipt of the decision by the student. 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.

Footnote

ECU provides reasonable accommodations to students with disabilities. When communicating a warning to a student, faculty should ensure the discussion is private and refer any student who discloses a disability to Disability Support Services.”

Resolution #11-53 Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

[Peer Review Instrument for On-line Courses](https://author.ecu.edu/cs-acad/fsonline/customcf/committee/as/peerreviewinstrumentforonlinecourses.pdf).

Resolution #11-54
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

Request to [Remove Foundation Curriculum Credit](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa411foundationhonors.pdf) from HNRS 2116, 2216, 2316 and 2416.

Resolution #11-55
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

Curriculum matters contained in the minutes of the [March 24, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum3111.pdf), and [March 31, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum3112.pdf) meetings.

Resolution #11-56
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

Request for Authorization to Discontinue a [Certificate in Aquatic Management](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa411recreation.pdf), within the Department of Recreation and Leisure Studies, College of Health and Human Performance.

Resolution #11-57
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  n/a

Educational Policies and Planning Committee Criteria for Reviewing Unit Academic Program Reviews, as follows:

Did the unit response acknowledge each of the external reviewer’s recommendations?

Did the unit response address each of the recommendations in an action plan that is specific, measureable, achievable, realistic, and time-bound?

Resolution #11-58
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

Formal faculty advice offering no wording changes to the interim Religious Accommodation University Regulation.

The Committee reviewed the proposed interim regulation and offers no wording changes.

### The Committee does wish to bring to the attention of the Faculty Senate that the Dean of Students should be contacted by the student when needing to miss a class due to a religious holiday in order to have the Dean verify the holiday according to the current [Class Attendance and Participation Regulations](http://www.ecu.edu/cs-acad/ugcat/regulations.cfm#attendance), located in the *University Undergraduate Catalog,* Academic Regulations.

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1. Introduction
The University strives to ensure that applicants, employees, students, and visitors do not suffer discrimination because of religion or national origin. The University does not discriminate against any qualified student, employee or applicant for employment because of race, sex, creed, religion, national origin, age, color, handicapping condition, sexual orientation, veteran's status, political affiliation, or genetic information.

2. Accommodations Requirements

2.1. Minimum Requirements for Students: Students shall be allowed a minimum of two excused absences each academic year for religious observances required by the faith of the student. Students shall provide written notice to the faculty member for the affected class of their request for an excused absence for a religious observance in a reasonable time prior to the date of the observance. If a faculty member determines a specific minimum period of prior notice to be reasonable with regard to a class for purposes of complying with this requirement, he or she should communicate that to the students in the class.

2.1.1. Students shall be given the opportunity to make up tests and other work missed due to such an excused absence for a religious observance.

2.1.2. The Requirements in 2.1 are effective immediately and shall apply at the beginning of the 2010-11 academic year.

2.2. Considerations: The University accommodates the religious observances and practices of employees and students except where such accommodation causes undue hardship on the conduct of the University's business, but always in compliance with applicable law. The extent of the University's obligation is determined initially by considering statutory requirements, and any obligation of accommodation beyond that shall be determined with consideration of business necessity, financial costs and expenses, and resulting personnel and/or academic problems.

3. Complaints or Grievances Regarding these Provisions
Any member of the University community desiring information or having a complaint or grievance in regard to these provisions should contact the Associate Provost for Equity, Diversity, and Community Relations, Dr. Taffye Benson Clayton, Office of Equity, Diversity and Community Relations, Suite G-406 Old Cafeteria Building, East Carolina University, Greenville, North Carolina 27858-4353. Telephone (252) 328-6804. Internet: <a href="http://www.ecu.edu/edc">www.ecu.edu/edc</a>.

4. Retaliation for Participating in a Complaint Regarding these Provisions
Any act by a University employee or student of reprisal, interference, restraint, penalty, discrimination, coercion, retaliation, or harassment against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates University policy. Accordingly, members of the University community are prohibited from acts of reprisal and/or retaliation against those who file complaints, are involved as witnesses, or otherwise try to responsibly use University policies.

**Additional References:** NC General Statutes Sec. 116-11(3a)

Resolution #11-59
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor: n/a

Review of [Class Attendance and Participation Regulations](http://www.ecu.edu/cs-acad/ugcat/regulations.cfm%22%20%5Cl%20%22attendance) to address the below question:

 Is it consistent with the university excused absence policy for instructors to declare on their syllabus that there will be no make-up exams and the lowest grade on quizzes/exams will be dropped?

 Without specific recommended revisions to the current regulations, the Committee does not see a need to offer revisions at this time. The Committee does suggest that members of the Athletics Department consider drafting a generic form for instructors to sign and return to either the Department or student verifying that the instructor agrees to honor valid university excused absences and provide reasonable and equitable means for a student to make up work missed as a result of those absences. The Committee also reminds the Athletics Department of the appeal process included in the current [Class Attendance and Participation Regulations](http://www.ecu.edu/cs-acad/ugcat/regulations.cfm#attendance).

Resolution #11-60
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

Revisions to the *ECU Faculty Manual*, Part VI. Section I. Employment Policies, Subsections H. Phased Retirement, I. Retirement and K. Emeritus Faculty Privileges, as follows:

**Revise and keep in the Faculty Manual with other retirement information, including Phased Retirement and Emeritus Faculty Privileges.**“Retirement
All full-time faculty of the university with a permanent appointment must participate in the university’s retirement program. Information regarding the retirement plans can be found at the online links below:

Overview of retirement plan options:

<http://www.ecu.edu/cs-admin/humanresources/customcf/Benefits/Benefits_Retirement_Plans.pdf>

Statutory provisions for the State Retirement system:

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

NC State Treasurer’s Retirement home page:<http://www.nctreasurer.com/dsthome/RetirementSystems>

Privileges for Retired Faculty

The following University websites provide information on privileges awarded to retired faculty:

1. ECU Retired Faculty Association

**The East Carolina University Retired Faculty Association (ECURFA) provides retired faculty with a continuing link to the university and to colleagues and friends through social activities, receptions, and group travel. It also provides an opportunity to give back to the university through an endowment fund. Go to the following below to obtain further information:** <http://www.ecu.edu/ecurfa>

2. Parking permits
The parking privileges for retired faculty are outlined in The Parking and Transportation Policy (200-0070) under “Special Parking Situations”, sections “Phased Retirement” and “Retired Faculty”. Refer to the link below to obtain current information on parking privileges for retirees:<http://www.ecu.edu/parking/standard_manual.cfm>

3. ECU 1 Card
The ECU 1 Card is the official university photo ID card. Some privileges for retired faculty require presenting an ECU 1 Card (Retiree version). Procedures for obtaining an ECU 1 Card for retirees can be found at the website listed below:
<http://www.ecu.edu/cs-admin/1card/getthecard.cfm>

4. E-mail

Retired faculty may continue to use their ECU e-mail account in accordance with University guidelines. Details can be found at the ITCS website:
<http://www.ecu.edu/cs-itcs/email/FacultyStaffEmail.cfm>

5. Student Recreation Center membership

Retired faculty may purchase annual, semester, or summer memberships to the Student Recreation Center. They must present their ECU 1 Card when purchasing a membership. Refer to the website below to obtain further information:<http://www.ecu.edu/cs-studentlife/crw/membership/fees.cfm>

6. Joyner Library access

Retired faculty may apply for borrowing privileges at the Joyner Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: <http://www.ecu.edu/cs-lib/accesssrv/circulation/circpolicy.cfm>

7. Laupus Library access

Retired faculty may apply for borrowing privileges at the Laupus Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: <http://www.ecu.edu/cs-dhs/laupuslibrary/circulation.cfm>”

**Revise and keep in the Faculty Manual with other retirement information, including Retirement and Emeritus Faculty Privileges.**

“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 as detailed in the policy available online at: <http://www.northcarolina.edu/policy/index.php?tag=300.7.2>

Application Forms can be found at the following website:

<http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm>"

**Revise and keep in the Faculty Manual with other retirement information, including Phased Retirement and Retirement. Also add LINK to this subsection in Faculty Marshals, Mace Bearer, and Academic Apparel subsections of the Faculty Manual.**“Emeritus Faculty Privileges

Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, in accordance with criteria defined in the unit code, the chancellor may grant the faculty retiree emeritus status (as defined in Personnel Policies and Procedures for the Faculty,[Appendix C](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixc/c1.htm)) which includes the continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty.**”**

Resolution #11-61
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011 [(with editorial revisions)](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseApril2011.pdf)

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section II. Welfare and Benefits, Subsections A. Hospitalization Insurance, B. Disability Income Plans, C. Mandatory

Enrollment in Group Life Program, D. Group Insurance Plans, E. Social Security, F. Deferred Compensation Plan, G. Supplemental Retirement Income Plan of NC (401K), H. Tax Deferred Annuity, I. US Savings Bonds, J. Unemployment Compensation Benefits, K. Vacation and Sick Leave, L. Workers’ Compensation, M. Flex Reimbursement Accounts, as follows:

**Revise and keep in the Faculty Manual.**“II. Benefits and Leave
A. Benefits
A variety of benefits are available to permanent employees of ECU, based on specific eligibility criteria. All benefits are subject to state regulations, university policies and procedures, and individual plan documents. Employee benefits are subject to change and reasonable notice is provided to employees by Human Resources when changes occur. Information about benefits may be obtained from the University Benefits Office in Human Resources located online at:
<http://www.ecu.edu/cs-admin/HumanResources/Staff_Faculty.cfm>.
See the [University Policy Manual](http://www.ecu.edu/prr/) for more information.

B. Workers’ Compensation

All university employees, including paid student workers, are covered by workers' compensation that provides for certain benefits in the event there is an on-the-job injury or illness. If and when an on-the-job injury or illness should occur, it should be reported immediately to the supervisor who will notify the appropriate university offices. For additional information about workers’ compensation and related forms see the [University Policy Manual](http://www.ecu.edu/prr/) and Environmental Health and Safety website  <http://www.ecu.edu/cs-admin/oehs/ih/workerscomp.cfm>*.*

C. Disability Insurance

ECU has disability insurance coverage for both short-term (2 to 12 months with the possibility of a 12 month extension) and long-term (greater than 12 months) situations. The specific details of the disability insurance options can be found at the HR Benefits website: <http://www.ecu.edu/hr/benefits.cfm>. Questions regarding disability coverage should be directed to a University Benefits Counselor listed online at <http://www.ecu.edu/cs-admin/HumanResources/HR_Staff.cfm>

D. Vacation and Sick Leave

Faculty with twelve-month employment contracts may ~~earn~~ **be granted** leave as authorized by the vice chancellors and chancellor. Teaching faculty with twelve-month employment contracts may only be granted vacation leave and are not eligible for sick leave. Teaching faculty who have a nine-month employment contract do not earn vacation or sick leave.

E. Faculty Serious Illness and Parental Leave Policy

This policy provides leave with pay for eligible faculty for cases of serious health conditions, maternity leave, or parental leave as defined by the Family and Medical Leave Act. See the [University Policy](http://www.ecu.edu/PRR/03/00/02) for more information.”

Resolution #11-62 (submitted later as #11-71)
Approved by the Faculty Senate: April 19, 2011
Approved AND Returned by the Chancellor: June 27, 2011  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf)

Revisions to several Standing University Academic Committee Charges, including:

[Academic Awards Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/aa.pdf) - [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf)

[Foundations Curriculum and Instructional Effectiveness Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/as.pdf) **APPROVED**

[Educational Policies and Planning Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/ep.pdf) - [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf)

Resolution #11-63
Approved by the Faculty Senate: April 19, 2011
Approved by the Chancellor:  May 26, 2011

Formal faculty advice offering no wording changes to the Social Media Use Regulation.

(The below proposed regulation references many items included in the [Social Media Guidelines](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa411socialguidelines.pdf). The guidelines will contain information that changes more frequently.)

### Title: Social Media Use

### PRR Classification #: (List POL, REG RULE and leave #blank. To be done by Legal)

### PRR General Subject Matter: (Leave blank. To be done by Legal)

**Authority: Chancellor
History: New
Related Policies:
Academic Computer Use Policy** [www.ecu.edu/cs-itcs/policies/academicpolicy.cfm](http://www.ecu.edu/cs-itcs/policies/academicpolicy.cfm) **Copyright Policy** [libguides.ecu.edu/copyright](http://libguides.ecu.edu/copyright)ECU Social Media Guidelines www.ecu.edu/cs-itcs/customCF/SocialMediaGuidelines.pdf
E-Discovery Governed by NC State Rule of Civil Procedure [law.onecle.com/north-carolina/1a-rules-of-civil-procedure/index.html](http://law.onecle.com/north-carolina/1a-rules-of-civil-procedure/index.html)
**Family Educational Rights and Privacy Act (FERPA)** [www.ecu.edu/cs-itcs/itsecurity/upload/FERPA%20Flyer.pdf](http://www.ecu.edu/cs-itcs/itsecurity/upload/FERPA%20Flyer.pdf) **Graphics and Licensing Standards** [www.ecu.edu/licensing](http://www.ecu.edu/licensing/) **Healthcare Applicable Use Policies** [www.ecu.edu/cs-dhs/hipaa/aup.cfm](http://www.ecu.edu/cs-dhs/hipaa/aup.cfm)IT Security Compliance & Regulations www.ecu.edu/cs-itcs/itsecurity/regulations.cfm
**Network Use Regulation** [www.ecu.edu/cs-itcs/policies/networkpolicy.cfm](http://www.ecu.edu/cs-itcs/policies/networkpolicy.cfm) **North Carolina Identity Theft Act** [www.ecu.edu/cs-itcs/itsecurity/NCIDTheftDetailed.cfm](http://www.ecu.edu/cs-itcs/itsecurity/NCIDTheftDetailed.cfm)Official and Recognized ECU Social Media Sites [www.ecu.edu/SMofficial](http://www.ecu.edu/SMofficial)
**Social Security Number Resource Page** [www.ecu.edu/cs-itcs/ssnresource/index.cfm](http://www.ecu.edu/cs-itcs/ssnresource/index.cfm) **Trademark and Logo Use** [www.ecu.edu/cs-admin/univpubs/the\_university\_image.cfm](http://www.ecu.edu/cs-admin/univpubs/the_university_image.cfm)
**University Attorney Statement on Copyright** [www.ecu.edu/cs-itcs/policies/copyright.cfm](http://www.ecu.edu/cs-itcs/policies/copyright.cfm) **The University Image** [www.ecu.edu/univpubs/the\_university\_image.cfm](http://www.ecu.edu/univpubs/the_university_image.cfm) **University Marketing Standards** [www.ecu.edu/cs-admin/univpubs/the\_university\_image.cfm](http://www.ecu.edu/cs-admin/univpubs/the_university_image.cfm)
University Marketing www.ecu.edu/mktg
University Student and Employee Computer Use Policy [www.ecu.edu/cs-itcs/policies/staffstudentpolicy.cfm](http://www.ecu.edu/cs-itcs/policies/staffstudentpolicy.cfm)

**Additional References:
Contact for Info: Chief Information Officer, 252.328.9103, norrisj@ecu.edu**

1. Purpose
	1. Social media sites are online communities used increasingly in all aspects of our professional and personal lives to communicate and distribute information. Well-known examples of these sites are Facebook, YouTube, and Twitter.
	2. The increase in usage of this type of media has resulted in new ways to share events, reach out to alumni, and gather feedback on issues. Along with positive effects are new concerns that we want to make employees and students aware of, such as the increased diligence we need to have in communicating on these sites to maintain an atmosphere of integrity, honesty, and respect that is free of harassment, exploitation, and intimidation. To help guide us in the use of these tools, we have created this regulation and the social media guidelines referenced in the Additional references sections for our community of users.
2. Applicability
	1. This regulation is applicable to all East Carolina University (ECU) faculty, staff, temporary employees, students, contractors, and visitors to campus accessing the university network and/or data.
3. Instructional Use
	1. Required student communication for instruction should be limited to university-managed tools that protect student data as required by FERPA and meet the guidelines for legal e-discovery. Several university tools meet these requirements (e.g., Blackboard, Centra, Yammer). An updated list of recommended tools will be maintained within the ECU Social Media Guidelines.
	2. If you choose to use a non-managed social media tool (e.g., Facebook, Twitter, etc.) for supplementary discussion and informal activity, this regulation must be followed.
4. University Business Use
	1. Only university employees, not student employees, are authorized to create external social media networking sites to conduct university business that requires community outreach.
	2. If authorized by the home department and in adherence with this regulation, an employee may post department information, resources, calendars, and events on authorized university social media sites.
	3. Each social media site requires a university employee to act as administrator to manage and monitor the site.
	4. All social media activity must be consistent with the principles set forth in the ECU Social Media Guidelines.
5. ECU Trademark, Logo, and University Mark
	1. Only sites that have been authorized to do so may use the ECU logo or trademarks. Any use of a university mark must be consistent with the regulations and standards established by University Marketing.
	2. Application and authorization for the use of the ECU logo and trademark is outlined in the ECU Social Media Guidelines.
	3. There are two types of authorized sites: (1) Official – a site that represents the entire university and uses ECU trademarks and logos, and (2) Recognized – a site that represents a portion of the university (e.g., a department or college), complies with this regulation, applicable social media guidelines, and approved by University Marketing.
	4. Once all guidelines are met, please register your site with University Marketing. A list of Official and Recognized social media sites will be maintained in one location by University Marketing.
6. Ensuring Privacy in Communications
	1. All sites, regardless of status, are expected to maintain confidentiality by excluding confidential or proprietary information about ECU, its students, faculty, staff, patients, or alumni.
	2. All sites should reflect good ethical judgment and follow university policies and federal requirements, such as FERPA and HIPAA.
	3. ECU strictly prohibits the unauthorized disclosure of protected health information including patient images on any social media sites.
	4. Sites will not use information shared on these sites as part of passwords and/or answers to passphrase security questions.
7. Disclaimer

	1. Individuals or groups within the university community are not permitted to present personal opinions on ECU maintained sites in a manner that implies endorsement by the university.
	2. If posted material may reasonably be construed to imply the support, endorsement, or opposition of the university, including opinions or views on issues, the material will be accompanied by the following disclaimer. “The contents including all opinions and views expressed within this site, are entirely personal and do not necessarily represent the opinions or views of anyone else, including other employees in my department or at ECU. ECU has not approved and is not responsible for the material contained at this site.”
8. Compliance and Monitoring
	1. Users of social media networks must adhere to all university computer policies, regulations, rules, and standards. ECU does not routinely monitor social media sites; however, the university reserves the right to investigate issues that are reported or discovered to enforce applicable federal, state, University of North Carolina Board of Governors, and University laws and policies.

8.2. In response to concerns or complaints, university administrators may examine profiles on social networking sites that are being used to conduct university business and use information in formal or informal disciplinary proceedings.

Resolution #11-64
Approved by the Faculty Senate: April 26, 2011
Approved by the Chancellor: June 27, 2011

Reinstated Standing University Academic [Writing Across the Curriculum Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/wc.pdf).

Resolution #11-65 (submitted later as #11-71)
Approved by the Faculty Senate: April 26, 2011
Approved AND Returned by the Chancellor: June 27, 2011  [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf)

Revised Standing University Academic Committee Charges, including:

[Distance Education and Learning Technology Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/de.pdf) **APPROVED**

[University Curriculum Committee](http://www.ecu.edu/cs-acad/fsonline/customcf/charge/cu.pdf) - [further revisions requested](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseCHARGESJune2011.pdf%22%20%5Ct%20%22_blank)

Resolution #11-66

Approved by the Faculty Senate: September 6, 2011

Approved by the Chancellor: not applicable

Resolution to Celebrate the Fiftieth Anniversary of the Diversification of the East Carolina Campus:

Whereas, the original charter of East Carolina stated that the school educate “white men and women,” in accordance with the "separate but equal" Plessy vs. Ferguson (1896) ruling of the United States Supreme Court; and

Whereas, the United States Supreme Court ruled in the Brown v. Board of Education of Topeka case that "separate but equal" provisions in public schools are unconstitutional in 1954; and

Whereas, the North Carolina General Assembly changed the charter of East Carolina College by dropping the term “white” in 1957, providing simply for the education of "men and women"; and

Whereas, African American teachers participated in off-campus East Carolina College summer enrichment programs from 1957 to 1960; and

Whereas, in the spring of 1961 the East Carolina College Board of Trustees changed the admission policy to accept all qualified students; and

Whereas, in the Summer of 1961 a group of African American teachers attended summer school courses on the main campus of East Carolina College, becoming the first African American students on campus at East Carolina; and

Whereas, today the East Carolina University community—including students, faculty, and staff—consists of people of many races and ethnicities; now therefore

Be it Resolved that, the Faculty of East Carolina University commemorates and celebrates the fiftieth anniversary of the diversification of East Carolina College; and

Be it Further Resolved that, the Faculty of East Carolina University supports a sustained diverse and inclusive learning, living, and working environment.

Resolution #11-67

Approved by the Faculty Senate: September 6, 2011

Approved by the Chancellor: October 4, 2011

Curriculum and academic program matters contained in the [April 14, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum4111.pdf) and [April 28, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum4112.pdf) University Curriculum Committee meeting minutes.

Resolution #11-68

Approved by the Faculty Senate: September 6, 2011

Approved by the Chancellor: September 7, 2011

Revised *ECU Faculty Manual*, Part VII. Research Information, [Section VI.](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-68Part7Research.pdf) Policy and Procedures on Ethics in Research and Creative Activities, as follows:

A. Policy

Faculty, staff, post doctoral fellows and students of East Carolina University have the responsibility to seek honestly and to promulgate ethically the truth in all phases of work. This responsibility governs not only the production and dissemination of research and creative activities, but also all applications for funding, reports to funding agencies, and teaching and publication of teaching materials.

East Carolina University subscribes to the following principles in its research and creative activities:

1. Honesty and truth must underlie all professional relationships of faculty, staff, post doctoral fellows and students with those in their profession, the academic community, and the public.

2. Fabrication and falsification of information that a researcher claims is based on experimentation or observation are unethical.

3. Intentionally selecting data or the treatment of data to present views known by the researcher to be false is unethical.

4. Plagiarism, defined here below to include, without limitation, dissemination under one's own name of the tangible products of another person's work without due credit to that person, is not acceptable.

5. Other practices that seriously deviate from those that are commonly accepted within the scientific or academic community for proposing, conducting, or reporting research are not acceptable.

6. Publication of essentially the same article in more than one journal of a study without citing the duplication is unethical, as is any equivalent duplicity.

7. Faculty and staff members must be fully conversant with and able to defend their part in any work disseminated with their permission under their names and should be generally conversant with the said work as a whole. The guidelines of the International Committee of Medical Journal Editors are, in part, that "authorship should be based only on substantial contributions to (a) the conception and design, or analysis and interpretation of data; (b) drafting the article or revising it critically for important intellectual content; and on (c) final approval of the version to be published. Conditions (a), (b) and (c) must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is also not sufficient for authorship.

8. Faculty and staff members must list co‑authors of a work, disseminated in any form, but only with those persons' expressed consent. The unwarranted inclusion of co‑authors who have not been substantially involved in the work is unethical and may lead to violations of item 7., above.

9. Students completing theses or taking research courses for credit should not be relegated to purely routine work without training or participating in the design of the project or the analysis of the data. Therefore, the involvement of unpaid student assistants in research must be structured to enhance students' education and creative activities. Graduate students must be authors on publications that contain substantial parts of their thesis and/or dissertation. The chair and/or members of graduate student’s thesis or dissertation committee should encourage the student to prepare a manuscript(s) for publication based on his or her thesis or dissertation research. If a student prepares a manuscript for publication based on a thesis or dissertation, he or she should be the first author on the resulting publication. Service on a thesis and/or dissertation committee does not in itself entitle a faculty member to co-authorship of a manuscript or an abstract unless the provisions of this section (Section V.A.7 above) are met.

10. When it is appropriate for students to participate as subjects in research, faculty and staff must assure potential subjects that participation is absolutely voluntary, that participation as a research subject shall not be a course requirement, that participation shall have educational value, that students shall be told at the beginning of the course if there are to be opportunities for extra credit, that alternative opportunities for extra credit shall be available for students not wishing to participate as subjects in research, and that students may withdraw from participation for extra credit at any time without penalty. (*See Part VII, Section IV, Principles and Policy for the Protection of Human Subjects of Research* above.)

11. In all cases of research involving human beings or animals, faculty and staff members must be familiar with and adhere to special regulations and issues of ethics and humane treatment associated with research on these subjects. (See *Part VII, Section II, Animal Care and Use in Research and* I*nstruction* above.)

12. Faculty and staff members must comply with all regulations and laws affecting research and publication (including fiscal management, the use of hazardous materials and patents, licensing, technology transfer), whether these be derived from the grantor, the local community, the university, or the state or federal government. Violation of copyright laws or the use of materials, developed by others, for personal profit is unethical. All members of the university community have a personal responsibility for implementing this policy in their research and creative activities.

B. Procedures for Reporting, Investigating, and Determining Penalties for Unethical Activities

The university shall investigate substantive allegations of fraudulent or unethical research and creative activities with all practical dispatch, with fairness, and with consideration for the rights of the accused and the accuser. The university is obligated to notify all parties affected by such acts, where proven, at appropriate times.

1. Definitions

 a. Allegation - means any written or oral statement or other indication of possible research misconduct made to an institutional official.

 b. Claimant - person or organization alleging that research misconduct has occurred. An individual claimant is also commonly referred to as a “whistleblower”, a term preferred by the federal government.

 c. Conflict of Interest - faculty selected for service on a panel or a committee must be free from conflict of interest due to associations with either a claimant, if an individual, or a respondent. Examples of such associations include, but are not limited to, collaborations, co-authorships or manuscripts, and co-investigation on any grants or contracts.

 d. Deciding Officer - means the institutional official who makes final determinations on allegations of research misconduct and any responsive institutional action. This individual is the Chancellor or his/her delegate, who may carry out any responsibility of the Chancellor under this policy to the extent consistent with the Chancellor’s delegation.

 e. Finding of Research Misconduct – a finding that:

 1. There is a significant departure from accepted practices of the relevant research community;

 and

 2. The misconduct is committed intentionally, or knowingly, or recklessly; and

 3. The allegation is proven by a preponderance of evidence.

 f. Inquiry - assessment of supporting materials and information from witnesses and respondent by a faculty panel to determine whether an research investigation is warranted. This may be known as an "allegation assessment" or an "informal inquiry" in some government documents.

 g. Investigation - formal examination and evaluation of all relevant facts to determine if misconduct has occurred, and, if so, to determine the responsible person(s) and the seriousness of the misconduct. The investigation is conducted by a committee of faculty to include at least one member from outside the unit and when deemed necessary by the Vice Chancellor for Research (VCR), from outside the university. Hearings and testimony are to be recorded.

 h. Preponderance of the evidence means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

i. Research - a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. For the purposes of this policy, research includes all basic, applied, and demonstration research in all academic and scholarly fields. Research fields include, but are not limited to, the arts, the sciences, liberal arts, applied sciences, social sciences, the professions, and research involving human subjects or animals.

 j. Research Integrity Officer - means the institutional official responsible for assessing allegations of research misconduct and determining when such allegations warrant inquiries and for overseeing inquiries and investigations. This individual is the VCR or his/her delegate, who may carry out any responsibility of the VCR under this policy to the extent consistent with the VCR’s delegation.

 k. Research Misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting the results.

 1. Fabrication is making up data or results and recording or reporting them.

 2. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from the research inquiry and includes, but is not limited to research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, books, dissertations, and journal articles.

 3. Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.

 4.  Research Misconduct does not include honest error or differences of opinion.

 l. Research record - means any data, document, computer file, computer diskette, or any other written or non-written account or object that reasonably may be expected to provide evidence or information regarding the proposed, conducted, or reported research that constitutes the subject of an allegation of research misconduct. A research record included, but is not limited to, grant or contract applications, whether funded or unfunded; grant or contract progress and other reports; laboratory notebooks; notes; correspondence; videos; photographs; X-ray film; slides; biological materials; computer files and printouts; manuscripts and publications; equipment use logs; laboratory procurement records; animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.

 m. Respondent - means the person against whom an allegation of scientific misconduct is directed or the person who actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigation.

n. Retaliation - means any action that adversely affects the employment or other institutional status of an individual that is taken by an institution or an employee because the individual has, in good faith, made an allegation of research misconduct or of inadequate institutional response thereto or has cooperated in good faith with an investigation of such allegation.

2. Procedures

 a. Principle of Procedure--Every effort will be made to protect the privacy and reputations of those whose allegations of misconduct are made in good faith and of those against whom allegations of misconduct are not confirmed.

 b. Policies and Regulations-Federal and State policies pertaining to the institution's responsibilities for responding to allegations of research misconduct are on file in the office of Sponsored Research and are available for review.

c Initiation by an Allegation-If a member of the faculty or other employee of ECU is suspected of Research Misconduct, as defined in Policy and Procedures on Ethics in Research and Creative Activities, that person will be reported to the unit's senior administrator unless there is a potential conflict of interest. (Policy and procedures regarding students are described in the *ECU Faculty Manual*, *Part IV, Academic Integrity*) Either documentation or the location of documentation and information pertaining to the allegation will be provided. If claimant brings the allegation to the respondent's supervisor and if the supervisor is neither a chair nor a dean, the supervisor will bring the information to the chair or dean for that unit if considered to be substantive. Thus, if discussions between a supervisor and a claimant suggest that the allegation(s) is(are) serious, and neither frivolous nor malicious, the allegations and supporting information will be presented in a timely manner to the chair or dean, not the respondent.

d. Determination of Procedure-The chair or dean must determine whether the allegations may be dealt with informally or require proceeding with the formal steps for making an Inquiry because the allegations are neither frivolous nor malicious and are deemed substantive. The chair or dean will determine whether and what form of misconduct is alleged to have occurred, what parties are involved or may be affected by the allegations (i.e., co-authors, collaborators, funding agencies, etc.) and what documentation is needed to pursue the allegation. The chair or dean shall notify the VCR of their course of action (i.e., informal solution or recommendation for an Inquiry) regarding all allegations. If the evidence suggests that an Inquiry is warranted, the VCR will be notified immediately. Only the Vice Chancellor for Research has the authority to convene an Inquiry panel or an Investigation Committee. If human or animal subjects are involved, the chair or dean may ask the Administrative University and Medical Center Institutional Review Board or the Animal Care and Use Committee, respectively, to conduct an audit.

e. If the allegations meet any of the following conditions, the office of Research Integrity of the Department of Health and Human Services or any other appropriate federal agency, should be notified immediately:

 1. there is an immediate health hazard involved;

 2. there is an immediate need to protect Federal funds or equipment;

 3. it is probable that the alleged incident is going to be reported publicly;

 4. the allegation involves a public health sensitive issue such as a clinical trial;

 5. there is reasonable indication of a possible Federal criminal violation.

 f. If the allegation is not judged to be frivolous, interim administrative actions will be taken, as appropriate, to protect any Federal funds and the public health, and to ensure that the purpose of any Federal financial assistance is carried out. Such actions may include but not be limited to freezing grant or contract accounts, suspending clinical trials or appointing an interim project director.

g. Protecting the whistleblower - The VCR will monitor the treatment of individuals who bring allegations of misconduct or of inadequate institutional response thereto, and those who cooperate in inquiries or investigations. The VCR will ensure that these persons will not be retaliated against in the terms and conditions of their employment or other status at the institution and will review instances of alleged retaliation for appropriate action. Employees should immediately report any alleged or apparent retaliation to the VCR. Also the institution will protect the privacy of those who report misconduct in good faith to the maximum extent possible. For example, if the whistleblower requests anonymity, the institution will make an effort to honor the request during the allegation assessment or inquiry within applicable policies and regulations and state and local laws, if any. The whistleblower will be advised that if the matter is referred to an Investigation Committee and the whistleblower’s testimony is required, anonymity may no longer be guaranteed.

h. Protecting the Respondent - Inquiries and investigations will be conducted in a manner that will ensure fair treatment to the respondent(s) in the inquiry or investigation and confidentiality to the extent possible without compromising public health and safety or thoroughly carrying out the inquiry or investigation. Institutional employees accused of research misconduct may, at their own expense, consult with legal counsel or a non-lawyer personal adviser (who is not a principal or witness in the case) to seek advice and may bring the counsel or personal advisor to interviews or meetings on the case.

 i. The Inquiry-

1. The VCR will present to the respondent, in writing, the allegations and a copy to respondent's supervisor or chair. If it is necessary to secure notes, data books, computer data, specimens, drafts of manuscripts, grants, contracts or other materials, these will be collected at the time the letter of notice is given to the respondent. Either the VCR or his/her designee will be responsible for securing these items. All materials will be cataloged, receipts provided to respondent, and secured in a locked storage container appropriate for the materials. The Inquiry will be completed within 60 calendar days from the date of delivery of the letter of notice. If the inquiry cannot be completed in 60 days and Federal funds are involved, then the VCR will submit to the appropriate agency a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report, and describes any other necessary steps to be taken.

2. The Inquiry Panel shall consist of three faculty without administrative appointment and conflict of interest. At least one person shall be from outside the department of the respondent. If respondent is a member of the School of Medicine, the Associate Dean for Research will be consulted by the VCR prior to selecting faculty for an Inquiry panel. All will have sufficient expertise to review the materials and interview witnesses and respondent. The VCR will present the allegations to the panel, review ECU policy and procedures, any special requirements for an affected awarding agency, and establish a time line for conducting the inquiry. The panel will decide for itself which materials to review, which individuals to interview and their order. The Inquiry panel will not receive unsolicited input from faculty or staff except through the VCR. Questions regarding the Inquiry will be referred to the VCR. Refusal to answer questions or otherwise cooperate with an Inquiry or a Research Misconduct Investigation may be used as evidence against the respondent. If the panel finds substantiation of any one allegation, this will be reported immediately to the VCR in writing. It is neither necessary nor desired to proceed through a list of allegations once substantiation of one allegation is established by the Inquiry panel. The function of the Inquiry Panel ends with its written report.

 3. The written inquiry report will be prepared by the panel which consists of the name and title of the panel members; the allegations; the PHS support; a summary of the inquiry process used; a list of the records reviewed, summaries of any interviews; a description of the evidence in sufficient detail to demonstrate whether an investigation is warranted; and the committee’s determination as to whether an investigation is recommended.

4. The VCR will provide the respondent with a copy of the draft inquiry report for comment and rebuttal and will provide the whistleblower, if he or she is identifiable, with portions of the draft inquiry report that address the claimant’s role and opinions in the investigation. Within 14 calendar days of their receipt of the draft report, the claimant and respondent will provide their comments, if any, to the inquiry committee. Any comments that the claimant or respondent submits on the draft report will become part of the final inquiry report and record. Based on the comments, the inquiry committee may review the reports as appropriate. If respondent is from the School of Medicine, a copy of the report will be give to the Associate Dean for Research, also. If review of the materials and interviews fail to confirm the allegations, a description of the inquiry process and the finding will be reported in writing to the VCR. The VCR will inform all affected parties of the finding, including respondent, claimant, respondent’s chair, dean and any other parties informed of the inquiry. The VCR will expunge any reference to the allegations from respondent’s personnel file.

5. If the Vice Chancellor for Research, in consultation with the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Sciences, decide that an investigation should be conducted, the VCR will notify the appropriate federal or non-federal agency and will provide them with a copy of the final inquiry report and the institution’s policies and procedures for conducting investigations.

6. If Federal funds are involved and the inquiry is terminated prior to completion of all the steps required by the appropriate agency, the VCR will notify that agency of the planned termination and the reasons therefore.

7. A detailed documentation of the inquiry, regardless of its outcome, will be kept in the VCR’s office for at least five years following completion of the report and will provide copies of this report to any authorized sponsoring agency upon written request of that agency.

j. Additional Procedures if Externally Funded Activities are Involved--The Vice Chancellor for Research will be responsible for informing the funding agency that an Inquiry involving one of their grants or contracts is being initiated. When the findings of the Inquiry Panel are given to the VCR, the appropriate information will be relayed to the funding agency. Since different Federal and State agencies have different regulations which change over time, it is imperative that the VCR assure that the Inquiry and any subsequent investigation meet the funding agency's requirements.

k. The Investigation--A determination that substantive evidence exists supporting allegations of research misconduct necessitates a formal Research Misconduct Investigation to begin within 30 calendar days of the Inquiry Panel's written report. All appropriate sponsors will be notified immediately that an investigation will be performed. The investigation will be completed and a report submitted to the appropriate sponsoring organization within 120 calendar days of the committee's formation. If the investigation cannot be completed in 120 days and Federal funds are involved, then the VCR will submit to the appropriate agency a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report, and describes any other necessary steps taken to date. That the respondent voluntarily leaves or admits guilt does not automatically terminate the process.

1. The Investigation Committee shall consist of five faculty without administrative appointment and conflict of interest, including not more than 2 members from respondent's department and at least 1 member from outside the unit (College or School) or the university, all of whom shall have the necessary expertise to evaluate the evidence and issues related to the allegations, interview the principals and key witnesses and conduct the investigation. If the allegations pertain to a project funded by an external source, one committee member must be from outside the university. If respondent is from the School of Medicine, the Associate Dean for Research will be consulted prior to selection of the committee. The VCR is responsible for charging the panel, including: review of all allegations, this appendix and related university documents that may have a bearing on the investigation, results of the Inquiry Panel and what documentation is available and setting a schedule to complete the investigation within 120 calendar days. If external funds supported the project, then the VCR will communicate progress on the investigation to the funding agency. Documents and specimens will remain secured. All participants have to bear in mind that when external funding, human subjects or animal subjects are involved there is the potential for criminal charges being filed and a "chain of evidence" will be maintained: anyone wishing to remove materials from storage must obtain the permission of the VCR and must sign for each item removed.

2. The Investigation Committee, with advice from the VCR, will decide on the order of presentation of materials and witnesses and schedule one or more hearings. All documentary evidence presented to the committee by the VCR will be made available to respondent at least 10 working days before the hearing. Legal advice shall be provided by the university for the committee. The hearings shall be closed to the public. The respondent shall have the right to be present during presentation of the evidence to the committee. The respondent shall also have the right to an advisor, to present the testimony of witnesses and other evidence, to confront and cross examine witnesses. The respondent's advisor does not have any right to cross examine witnesses. The Chair of the committee has the discretion at any time to allow respondent's advisor to have an active role in the hearing, either by directly questioning witnesses or by submitting questions in writing through the Chair, or to restrict the advisor to advising the respondent, only. An audio recording of all hearings will be made and minutes prepared to be included with the committee's report: both the chair of the committee and respondent will sign the minutes in order to indicate that the minutes accurately represent the proceedings during the hearing. The committee needs to determine whether a preponderance of the evidence exists supporting a Finding of Research Misconduct, as defined by the Policy on Ethics in Research and Creative Activities, has occurred. (Note: this is a less stringent standard than "clear and convincing evidence" and less stringent than "beyond any reasonable doubt.") When the committee has made its determination, a written report will be given to the VCR that describes both the process and the findings of the investigation.

3. Federal funds are involved and the investigation is terminated prior to completion of all steps required by the appropriate agency, the VCR will notify the agency of the planned termination and the reasons therefore.

4. Upon initiation of an investigation, interim administrative action will be taken, as appropriate, to protect any Federal funds and the public health, and to insure that the purpose of any Federal financial assistance are carried out. Such action may include but not be limited to freezing grant or contract accounts, suspending clinical trials or appointing an interim project director.

 l. Completion of the Investigation--When the Investigation Committee has completed its investigation, it will prepare a draft report; and this report, along with minutes of all hearings and tape recordings of the hearings and recommendations will be given to the VCR. If respondent is from the School of Medicine, a copy of the draft report will be given to the Associate Dean for Research.

1. The report must describe the policies and procedures under which the investigation was conducted, describe how and from whom information relevant to the investigation was obtained, state the findings, and explain the basis for the findings. The report should include the actual text or an accurate summary of the views of any individual(s) interviewed.

2. The VCR will provide the claimant, if he or she is identifiable, with those portions of the draft investigation report that address the claimant’s role and opinions in the investigation. The report should be modified, as appropriate, based on the claimant’s comments.

3. The draft report will also be given to the respondent for comment and review. If the respondent elects to provide a rebuttal, he or she must do so within 10 calendar days. The respondent may rebut orally or in writing, and these responses will become part of the permanent record.

4. The draft investigation report will be transmitted to the institutional counsel for a review of its legal sufficiency. Comments should be incorporated into the report as appropriate.

5. In distributing the draft report, or portions thereof, to the respondent and claimant, the VCR will inform the recipient of the confidentiality under which the draft report is made available and may establish reasonable conditions to ensure such confidentiality. For example, the VCR may request the recipient to sign a confidentiality statement or to come to his or her office to review the report.

6. If the committee makes a Finding of Research Misconduct proven by a preponderance of evidence to have occurred in violation of the principles set forth in this policy, the committee may include recommendations for sanctions.

7. If the respondent provides a rebuttal to the evidence for the VCR, the VCR may submit this information to the committee and may request additional deliberations or recommendations from the committee. After deliberation, or if no timely response is received, the committee shall issue its final written report to the VCR. If the VCR disagrees with one or more aspects of the report, the VCR may submit a separate report, but may not modify the committee's report without explicit permission by the majority of committee members. In addition to the findings of the committee, the VCR's report will include recommendations with respect to notification of any journals or other publications with already published or pending publications which are deemed relevant, collaborating institutions or individuals, awarding agencies, and any other individuals or agencies judged to "need to know" in order to avoid further consequences of potentially misleading or fraudulent information. These reports and any rebuttal provided by respondent will be given to the Chancellor and to the appropriate vice chancellor for action as provided herein below. If respondent is from the School of Medicine, copies of these reports and any rebuttal will be given to the Associate Dean for Research.

8. If the committee finds insufficient evidence of fraudulent or unethical behavior in violation of the principles set forth in this policy, the chair of the committee shall notify the VCR who shall immediately notify all individuals and groups involved that the charges have been dismissed; and every attempt will be made to clear the public and private record of the respondent including letters to be sent to all awarding agencies, journals or others who had been informed that a formal inquiry process had been initiated.

9. Investigative offices of Federal agencies will be notified promptly by the VCR as and to the extent required by applicable law regulation, to include:

 a. if at any time during the investigation there is reasonable indication of possible criminal violations,

 b. if there are any developments which disclose facts that may affect present or potential funding for the respondent, and

 c. of the final outcome of the investigation.

10. The detailed documentation to substantiate the findings of the investigation will be maintained for at least five years after the final report is delivered to the VCR or Federal agencies. The report to Federal or other external awarding agencies will include a description of the process used to arrive at the findings within the report.

 m. Prohibition of Expenditure of Funds-If there are any developments during any time of the investigation which disclose facts which suggest that specific funds from awarding agencies are not being expended in an appropriate fashion, a recommendation by the committee to the VCR may be forwarded to the appropriate vice chancellor that the university prohibit further expenditures of these funds pending final outcome of the Research Misconduct Investigation.

 n. Action by the Appropriate Vice Chancellor-

1. The appropriate vice chancellor, after consultation with respondent's dean and VCR, shall determine what disposition to make of the case. The determination shall be transmitted to the respondent promptly. If the vice chancellor determines that the case has not been proven, the vice chancellor may either ask the VCR to provide more information or dispose of the case as in Section V.B.2.i.2. above with the VCR to notify all affected parties that the charges have been dropped. If the vice chancellor chooses this latter action, a written rationale for disposing of the case must be provided by the vice chancellor for the VCR and members of the Investigation Committee.

2. If the appropriate vice chancellor concurs with the reports by the Investigation Committee and the VCR that misconduct has occurred and determines that a sanction will be imposed, the vice chancellor will consult with the VCR and respondent’s dean regarding recommendations for appropriate sanction(s), to include but not limited to, censure, suspension from employment, reduction in rank, removal of tenure, or dismissal and will proceed in accordance with the *ECU Faculty Manual*. Whether or not sanctions are imposed on the respondent, the vice chancellor may prescribe corrective action responsive to the alleged misconduct and take other appropriate action including the recommended notifications of journals, funding agencies and other affected parties by the VCR. The VCR shall notify respondent's dean of sanctions or other actions imposed.

3. Respondent may appeal imposition of sanctions through the appropriate appellate committee as described in the *ECU Faculty Manual, Appendix D, Tenure and Promotion Policies and Procedures of East Carolina University* or, if discharge or serious sanctions are not imposed, through *ECU Faculty Manual, Appendix Y.*

Approved

Faculty Senate Resolution #94-02, February 8, 1994, East Carolina University Chancellor

Amended

Faculty Senate Resolution #95-16, April 18, 1995, East Carolina University Chancellor

Faculty Senate Resolution #98-19, April 21, 1998, East Carolina University Chancellor

Faculty Senate Resolution #11-68, September 6, 2011, East Carolina University Chancellor

Resolution #11-69

Approved by the Faculty Senate: September 6, 2011

Approved by the Chancellor: October 4, 2011

Curriculum and academic program matters contained in the [June 29, 2011](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/ep/epm611.pdf) Educational Policies and Planning Committee meeting minutes.

Resolution #11-70

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

Curriculum matters contained in the [September 8, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum9111.pdf), University Curriculum Committee meeting minutes.

Resolution #11-71 (submitted earlier as #11-50, #11-62, #11-65)

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

Revisions to Standing University Academic Committee Charges, including Academic Awards Committee, Unit Code Screening Committee, University Budget Committee, and University

Curriculum Committee.

Resolution #11-72

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

Revisions to *University Undergraduate Catalog*, Section IV. Academic Advisement, Progression and Support, as follows:

 “A degree from East Carolina University comprises a minimum of 120 semester hours. A minimum of ~~30 semester~~ **25 percent of the credit** hours required for the degree and at least **50 percent** ~~one-half~~ of the total hours required in the major discipline must be completed through enrollment in East Carolina University.”

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Resolution #11-73

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: not applicable

**FAILED** Resolution on Funding 2012-2013 Teaching Grants.

Resolution #11-74

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

[BIOL1150](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1011biol.pdf) course for approval as a Foundation Curriculum Course for Basic Science.

Resolution #11-75

Approved by the Faculty Senate: October 4, 2011

Returned by the Chancellor for [further clarification](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseOctober2011.pdf): October 31, 2011

Approved by the Chancellor: November 16, 2011

Request to change the name of the Department of [Hospitality Management](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1011hospitality.pdf) to the School of

Hospitality Leadership within the College of Human Ecology.

Resolution #11-76

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

Request for discontinuation of Applied [Economics](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1011economics.pdf) Graduate Certificate within the Department of Economics within the College of Arts and Sciences.

Resolution #11-77

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

Request to offer a new concentration in Occupational Health [Psychology](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1011psychology.pdf) within Health Psychology Doctoral program offered by the Department of Psychology within the College of Arts and Sciences.

Resolution #11-78

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

Request to offer a new concentration in Electrical [Engineering](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1011engineering.pdf) offered by the Department of Engineering within the College of Technology and Computer Science.

Resolution #11-79

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

Request to offer a Graduate Certificate in [Marketing](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1011marketing.pdf) within the Department of Marketing and

Supply Chain Management within the College of Business.

Resolution #11-80 (submitted earlier as #11-18)

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: October 31, 2011

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection E. Orientation of New Faculty, as follows:

**Revise and keep in the Faculty Manual, deleting the old text.**“New Faculty Orientation
New faculty are expected to attend the East Carolina University New Faculty Orientation Program. The program offers a variety of resources, including information on benefits, parking, technology, research, and tenure:  <http://www.ecu.edu/cs-acad/facultyorientation>. Additional faculty orientation activities may be required by academic units.  As part of the orientation process, new faculty members are informed about the University system of shared governance and invited to serve in shared governance of the university. Orientation of new faculty will be continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the university. Ongoing programs, including information on mentoring, are available through the Office for Faculty Excellence: <http://www.ecu.edu/ofe/>. New faculty hire letters note a begin date one week prior to the annual convocation with the expectation that all new faculty will attend the New Faculty Orientation Program.

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

Resolution #11-81 (submitted earlier as #11-48)

Approved by the Faculty Senate: October 4, 2011

Returned by the Chancellor for [further study](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseOctober2011.pdf): October 31, 2011

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies, as follows:

**Revise and keep in the Faculty Manual.**

“Salary Policies

Faculty annual salaries are paid semimonthly. New ~~employees~~ **FACULTY** receive the first payment on the first available payroll date as stated ~~on the employee~~ **IN THE INDIVIDUAL’S** contract. When the 15th or last day of a month falls on a non-work day for the business office, distribution of payment ~~paycheck~~ will be made on the last work day prior to that day.  Arrangements must be made with the payroll office to have all payments ~~paychecks~~ deposited in a local bank to the faculty member’s account. Salaries for summer teaching are paid in accordance with the ~~employee~~ **FACULTY MEMBER’S** contract. **NINE MONTH FACULTY SALARIES ARE PAID IN 24 INSTALLMENTS FROM SEPTEMBER 15 TO AUGUST 31. ANY APPOINTMENT CHANGE THAT AFFECTS THIS WILL BE INCLUDED IN THE INDIVIDUAL’S CONTRACT.**

~~term I teaching are paid in three installments. Salaries for summer term II are paid in two installments, and salaries for 11-week summer term are paid in five installments.~~

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

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

For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) please refer to:

[ECU Policy Manual](http://www.ecu.edu/prr/), [Human Resources](http://www.ecu.edu/hr/), and [Financial Services (payroll)](http://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm).

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**

**INFORMATION REGARDING SALARY CONVERSION RATES FOR FACULTY IS DETAILED IN INDIVIDUAL CONTRACTS.**

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.ecmedu/forms. (Faculty Senate Resolution #03-14, March 2003)”

Resolution #11-82

Approved by the Faculty Senate: October 4, 2011

Approved by the Chancellor: not applicable

**FAILED** Resolution Concerning Placement of the Math Lab.

Resolution #11-83

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: December 5, 2011

Approval of Fall 2011 Graduation Roster, including honors program graduates.

Resolution #11-84

Approved by the Faculty Senate: November 1, 2011

Accepted by the Chancellor: December 5, 2011

Formal faculty advice on curriculum and academic matters contained in the Graduate Curriculum

Committee meeting minutes of [September 7, 2011](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1111GC911.pdf) and [September 21, 2011](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1111GC9112.pdf), including proposed

revisions to the *Graduate Catalog*, relating to [Credit and Continuous Enrollment](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1111GC9113.pdf).

Resolution #11-85

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: December 5, 2011

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes

of [September 22, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum9112.pdf) and [October 13, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum1011.pdf).

Resolution #11-86

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: December 5, 2011

Revised Distance Education Professional Development [Requirement](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-86DErequirement.pdf) as follows:

Additional Revisions to Proposed Distance Education Professional Development Requirement

The Faculty Senate acted on this requirement in March 2011 (FS Resolution #11-31) with the Chancellor requesting [additional revisions](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/chancresponseMarch2011.pdf) in May 2011. The below report represents requested revisions to the proposed requirement noted in **bold** print.

Professional Development Activities for Online Instructors

The following all qualify as professional development activity:

* Any of the following activities if it is related to online learning /teaching
	+ Attending an external conference session or webinar *(e.g. teaching of accounting online at a national accounting conference)*
	+ Presenting a research paper *(e.g. comparison of learning outcomes for course taught face-to-face and online, etc.)*
	+ Presenting a seminar (in-house or external)
	+ Publishing a paper or proceeding or other relevant professional publications
	+ Attending a seminar presented by the Office for Faculty Excellence (OFE) or ITCS (see examples in attachment) or individual units. To register for OFE programs, go to <http://www.ecu.edu/ofe/> or <http://www.ecu.edu/cs-acad/ofe/Spring11.cfm>. To register for ITCS programs, go to <http://www.ecu.edu/cs-itcs/faculty.cfm>.
	+ Being a finalist for a distance education award (e.g. Max Joyner, NCDLA, etc.)

*Documentation of the above can include program listings, history of participation, tables of content from program, certificate of completion, etc****.***

* Occasionally, individual units will offer seminars and other programs related to online learning / teaching. As these are announced, they will be posted on both the ITCS website and the OFE website. *Documentation will be provided by the presenter(s). Please add it to your records.*
* Recordings of DE-related programs may be used to meet this activity requirement. To see a list of identified recordings offered by the OFE, go to <http://www.ecu.edu/ofe/DE_workshops.cfm>.

After viewing the recorded program, you will be asked to complete a brief reflection and submit it (reflection template <http://core.ecu.edu/ofe/reflection/index.cfm>). Once the reflection has been reviewed, you will receive an email of completion for your records. ITCS will also provide recorded programs with a reflection for completion of this DE activity.
* Faculty in any program who teach courses related to online learning / teaching (e.g. the COE certificate program) must show evidence of continued study in the field. Attending a seminar on a new technology or software that ECU or a college might adopt would qualify.
* If there is a specific seminar or topic or activity that you think may qualify but you are not certain, or if you have questions or require further information, you can complete the below Petition for Alternative Activity to Meet the ECU Distance Education Professional Development Requirement **and submit it to your unit administrator**. **This form will be placed online once it has been approved by the Chancellor.**
* *Note: A drop down for DE Professional Development has been added to Sedona under Professional Development for your input of this activity. Please enter it and provide your documentation in your annual report submission.*

Petition for Alternative Activity to meet the

ECU Distance Education Professional Development Requirement

Faculty can petition to have an activity other than those identified by the university meet the DE Professional Development requirement. To petition, complete this form, save it, and **email it to your unit administrator.**

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of activity and time Invested in its completion:

What insights, tools, strategies, or information gained in this activity can you use to enrich your teaching in distance education?

Resolution #11-87

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: December 5, 2011

Five Instructional Modules for Distance Education (available on Blackboard) and linked here as examples.

[Course Management](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/de/DEmodulesCoursemgmt.pdf)
[Effective DE Syllabi](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/de/DEmodulesSyllabi.pdf)
[Evaluating Student Progress](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/de/DEmodulesStudentprogress.pdf)
[Learning Technologies](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/de/DEmodulesLearningtech.pdf)
[Student Engagement](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/de/DEmodulesStudentengagement.pdf)

Resolution #11-88

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: December 5, 2011

Request for a new [MAEd in Adult Education](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1111MAEd.pdf) (Distance Education format) in the Department of

Counselor and Adult Education within the College of Education.

Resolution #11-89

Approved by the Faculty Senate: November 1, 2011

Returned by the Chancellor to Committee for additional review: December 5, 2011

Revised *ECU Faculty Manual*, [Appendix Y.](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-89AppendixY.pdf) Grievance Policies and Procedures.

Resolution #11-90

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: December 5, 2011

Removal from the *ECU Faculty Manual*, [Part IX.](http://www.ecu.edu/cs-acad/ipar/research/OrganizationalCharts.cfm) ECU Organizational Charts.

Resolution #11-91

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: December 5, 2011 (with one minor change to reference UNC Policy Manual 300.4.1)

Retain in the *ECU Faculty Manual* with no changes [Appendix U.](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-91AppendixU.pdf) Policy on Improper Relationships Between Students and Faculty.

Resolution #11-92

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: December 5, 2011

Revised *ECU Faculty Manual,* Index of *ECU Faculty Manual* [Interpretations](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-92Interpretations.pdf) as follows:

All manual interpretations dating from 1990 to 2010 have been incorporated into various revisions of policies and procedures included in the *ECU Faculty Manual*. Therefore, the index is being revised to reflect only current interpretations still pending incorporation into revised University policies and procedures. An archives copy of past incorporated manual interpretations will be maintained on the Faculty Senate website.

**Revise and keep linked in the Faculty Manual.**

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

**INDEX OF ECU FACULTY MANUAL INTERPRETATIONS**

~~1990-Present~~**2011-Present**

**I11-01 3-29-11 External Peer Review**

#  Faculty Senate Resolution #11-43, March 29, 2011

 **ECU Faculty Manual, Appendix D, Section IV.C.**

**Interpretation of the *ECU Faculty Manual*,** [**Appendix D.**](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/appendixd.pdf) **Tenure and Promotion Policies and**

**Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent**

**Tenure to read as follows:**

**“Faculty candidates for promotion and/or tenure consideration during 2011-2012 and members of their respective unit Tenure Committees are selecting external peer reviewers at this time. The purpose of this interpretation is to provide clarity on the current provisions stated in the *ECU Faculty Manual*,** [**Appendix D.**](http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/appendixd.pdf) **Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure as follows:**

***‘By the last week of March of the Spring term prior to the academic year in which a promotion or tenure decision is scheduled, the unit Tenure Committee shall produce a list of possible external reviewers. The candidate for promotion and/or permanent tenure shall provide a similar list, noting for each name the professional relationship, if any, between the reviewer and the candidate. The candidate shall also provide similar relationship information for each name on the unit Tenure Committee's list. These two lists must be independently compiled and if the two lists contain a common set of prospective external reviewers, the unit Tenure Committee list shall be revisited and new possible external reviewers shall be identified as replacement for those originally on both lists.’***

**The statement (included in italicized text above) indicates that prospective external reviewers appearing on the two independently compiled lists cannot serve and that new reviewers must be identified to replace those reviewers originally on both the candidate’s list and the committee’s list. This provision was NOT intended to prevent a unit Tenure Committee from selecting an external peer reviewer who was also suggested by the faculty candidate.”**

**The Faculty Governance Committee will review these regulations in their entirety and propose to the Faculty Senate revisions to Appendix D in Fall 2011. Until revisions are approved, the Faculty Governance Committee is asking the Faculty Senate and Chancellor to approve this interpretation as formal notification that an individual suggested by both the faculty candidate for promotion and/or tenure and the unit’s Tenure Committee may be selected to serve as an approved external peer reviewer.”**

~~I05-19 2-22-05 Code Unit Changes~~

#  ~~Faculty Senate Resolution #05-07, February 22, 2005~~

 ~~ECU Faculty Manual, Appendix L, Section D.1.f.~~

~~An interpretation is needed to guide units wanting to move an ”uncoded” department or disciplinary group from a coded unit to another coded unit. Section D.1.f. references “renaming a code unit, in addition, changes in unit nomenclature shall be approved by UNC General Administration before such changes become effective.” The approved interpretation to Section D.1.f. of Appendix L. is:~~

~~“Changes in unit nomenclature” referenced in Appendix L., Section D.1.f. include moving groups of faculty and/or disciplines from one coded unit to another. This type of move does not require UNC General Administration approval.”~~

~~I03-18 4-22-03 Personnel Committee~~

#  ~~Faculty Senate Resolution #03-33, April 22, 2003~~

 ~~ECU Faculty Manual, Appendix L, Section IV.A.3.~~

~~The unit personnel committee recommends the initial rank of faculty appointments.~~

~~I01-17 2-27-01 New academic units~~

~~Faculty Senate Resolution #01-12, February 27, 2001~~

 ~~ECU Faculty Manual, Appendix L, Section D.2.A new professional school's proposal to organize into self-governing autonomous units shall be reviewed by the Faculty Governance Committee and the Faculty Senate as outlined in Appendix L section C.2. Vestigial codes are included with the proposal for the new school and are approved~~

~~by the Educational Policies and Planning Committee, but subsequent unit codes shall be submitted to the Unit Code Screening Committee.~~

**~~I~~**~~01-16 2-27-01 Unit Personnel Committee~~

~~Faculty Senate Resolution #01-11, February 27, 2001~~

~~ECU Faculty Manual, Appendix D, Section IV.A.3.~~

~~Unit administrators are ordinarily excluded from unit Personnel Committee discussions concerning candidates for appointment, re-appointment, promotion, or permanent tenure, and must be excluded from any meeting where votes are taken. However, at the invitation by a majority vote of the membership of the personnel committee, a unit administrator may meet with the committee to discuss initial appointments.~~

~~I00-15 11-14-00 Phrase "spring term"~~

 ~~Faculty Senate Resolution #00-31, November 2000, Appendix D.,~~

~~Section IV. subsection E.~~

~~The sense of the Committee is to understand the phrase "spring term" to refer to the spring semester that ends with Commencement exercises. Therefore, it is advised that all academic divisions use the same dates for nine and twelve month faculty when personnel issues are involved.~~

~~I00-14 4-18-00 Faculty in academic departments may not evaluate related faculty~~

 ~~Faculty Senate Resolution #00-21, April 2000, Appendix D. Section IV.Related faculty within the same academic department (or other comparable institutional subdivision of employment) shall not participate, either individually or as a member of a committee, in the evaluation of related persons for appointment, reappointment, promotion, the conferral of permanent tenure, cumulative review, salary recommendations, or any other personnel action. A faculty member made ineligible for participation in the evaluation of a related person does not count for quorum purposes and his/her ineligibility does not constitute a recommendation against the proposed personnel action.~~

~~I00-13 2-1-00 Voting Faculty Member and Quadrennial Unit Administrator~~

~~Evaluation Faculty Senate Resolution #00-3, February 2000, Appendix L.~~

~~Would the 12 month consecutive calendar month of appointment status (excluding intervening summer months) apply to faculty re-appointed to a position or appointed to a different position because there would not have been a lapse in employment at ECU?~~

~~Interpretation - The definition of a voting faculty member in Appendix L requires that the faculty member have "regular academic faculty rank" at the time of voting. It does not place any restrictions on the type of faculty appointment when requiring that a faculty member be "in at least the twelfth consecutive calendar month of appointment (counting all intervening summer months, if any) to the faculty of the unit in which the voting is to occur...." Appendix D, II.A.1 lists the categories of faculty appointments.~~

~~Who can attend the quadrennial Unit Administrator Evaluation meeting per Appendix L.F.1.? Interpretation - The voting faculty of each unit shall vote on the effectiveness of the unit administrator. During September of the unit administrator's fourth year of appointment and every fourth year thereafter, the voting faculty shall discuss and vote by secret ballot on the effectiveness of the unit administrator. Given that the above procedure refers to "voting faculty shall discuss" and given that the procedure involves personnel matters, only voting faculty members should be in attendance during the discussion."~~

~~I99-12 12-7-99 Non-Concurring Personnel Recommendations~~

~~Faculty Senate Resolution #99-28, December 1999,~~

~~Appendix D, Section IV.I.~~

~~The faculty member should be informed of both concurring and non-concurring recommendations at every level, beginning with the unit administrator's recommendation and continuing up to the level where the final decision is made. The wording in the ECU Faculty Manual, Appendix D, Section IV. H. is clear that the candidate is informed of concurring recommendations. Immediately after the completion of each level of administrative review, the administrator's recommendation shall be communicated to all appropriate lower administrators, the candidate, and the committee of the unit which made the initial recommendation. Whether the candidate is to be informed is not clear for non-concurring recommendations. Since the candidate would be informed if the administrator concurred, the candidate would know that the administrator did not concur if s/he was not informed of the decision. Since the candidate would know the decision, it seems ridiculous not to communicate non-concurrence.~~

~~I99-11 2-10-99 Search Committees~~

~~Faculty Senate Resolution #99-9, March 1999, Appendix D, Section IV.G.~~

~~A search committee may fulfill the responsibilities of reviewing applications, selecting candidates, interviewing candidates, and recommending one or more candidates for the position to the unit's Personnel Committee.~~

~~I98-10 10-8-98 Cumulative Review of Permanently Tenured Faculty Established by Brenda Killingsworth, Chair of the Faculty, Patricia~~

~~Anderson, Faculty Governance Committee Chair, and Richard Ringeisen,~~

 ~~Vice Chancellor for Academic Affairs, Appendix B. If the unit has elected "block review" (all tenured faculty in the unit will undergo cumulative review of permanently tenured faculty (CRPTF) this year and every five years hereafter), all faculty who are currently tenured-regardless of the date tenure was awarded-should be reviewed this year. This applies to faculty who have been tenured less than five years or who were promoted less than five years ago also. If the unit has elected "serial review" (some tenured faculty will be reviewed each year, beginning this year), all faculty who are currently tenured-regardless of the date tenure was awarded-are placed in the pool from which the random selection is made of faculty for review each year. This means faculty who have been tenured less than five years or who were promoted less than five years ago are in the pool with faculty who have been tenured or promoted more than five years ago. The random selection of faculty for review this year will be drawn from this pool. For the first CRPTF cycle, faculty who have been tenured less than five years or who were promoted less than five years ago may then undergo cumulative review less than five years after their most recent personnel action review; however, in subsequent review periods, the policy about promotion review substituting for CRPTF may apply in the unit choosing serial review. The CRPTF cycle for faculty in these units who are tenured in the future will be every five years after the awarding of tenure."~~

~~I98-9 2-11-98 Voting Faculty Established by the Faculty Governance Committee,~~

 ~~Appendix L, Section A. In reference to Appendix L and the definition of a voting faculty member, "university officers" is defined as anyone with the title "Dean" and above.~~

~~I97-8 10-14-97 Formation of Promotion Committee~~

 ~~Established by the Faculty Governance Committee and Endorsed by the Faculty Senate (no resolution # assigned) Appendix D, Section IV.A.2. When a unit has fewer than three permanently tenured voting faculty members of sufficient rank and not holding administrative status, the next higher administrator above the unit level shall appoint permanently tenured faculty at the required rank from other units to increase the committee's membership to three, with at least two-thirds of the members being permanently tenured faculty. These appointments to the committee must be from one list of candidates selected by a vote of the permanently tenured and probationary-term faculty having rank at least equal to the candidate(s) being considered for promotion. The list forwarded to the next higher administrator by the faculty will contain at least twice the number of faculty members required to complete the membership of the committee. Before voting on the list to be forwarded to the next higher administrator, the voting faculty will ascertain that faculty members nominated to have their names placed on the list are willing and able to serve in this important capacity. The list of faculty names recommended to the next higher administrator may not be returned for revision.~~

~~I97-7 10-14-97 Formation of Tenure and Personnel Committees Established by the Faculty Governance Committee and Endorsed by the Faculty Senate (no resolution # assigned) Appendix D, Sections IV.A.1 and IV.A.3.~~

~~When a unit has fewer than three permanently tenured voting faculty members not holding administrative status, the next higher administrator above the unit level shall appoint permanently tenured faculty from other units to increase the committee's membership to three. These appointments to the committee must be from one list of candidates selected by a vote of the permanently tenured and probationary-term faculty of the unit. The list forwarded to the next higher administrator by the appropriate faculty will contain at least twice the number of faculty members required to complete the membership of the committee. Before voting on the list to be forwarded to the next higher administrator, the voting faculty will ascertain that faculty members nominated to have their names placed on the list are willing and able to serve in this important capacity. The list of faculty names recommended to the next higher administrator may not be returned for revision."~~

~~I96-6 9-6-96 Voting Faculty~~

~~Established by Don Sexauer, Chair of the Faculty~~

~~Appendix L, Section A.~~

~~In reference to Appendix L and the definition of a voting faculty member, the teaching/research requirement does not apply to unit administrators (i.e. chairs of departments in the College of Arts and Sciences and deans of units) and other university officers (i.e. chancellor, vice chancellor).~~

~~I96-5 3-13-96 Reduction of Faculty Probationary Term~~

~~Established by the Faculty Governance Committee~~

~~Appendix D, Section II.C.~~

~~Appendix D states that "the normal probationary term for the professorial ranks, as established at the time of initial appointment, shall be...." This was intentional to remove ambiguity in previous versions of Appendix D. Thus, the promotion of an assistant professor to associate professor before the end of the probationary term has no effect on the original contractual probationary term. Of course, a faculty member could apply for early tenure following Section II.C.5."~~

~~I96-4 3-13-96 Off-Track Faculty Probationary Terms~~

~~Established by the Faculty Governance Committee~~

~~Appendix D, Section II.C.~~

~~In order to afford the maximum opportunity for tenure, it is the position of the Faculty Governance Committee that the probationary term for personnel hired at the professorial ranks, whose contract date occurs earlier than the beginning of the Fall semester, will be measured from the beginning of the subsequent Fall semester. Of course, a faculty member could apply for early tenure following Section II.C.5."~~

~~I94-3 2-23-94 Voting Eligibility~~

~~Established by Patricia Anderson, Chair of the Faculty~~

 ~~Appendix L, Section A. Any voting faculty member has voting privileges for departmental issues except those specifically excluded by any portion of the unit code or the Faculty Manual (i.e. some personnel decisions, recommendations on code content, quadrennial evaluations). Section 604C of the UNC Code defines visiting faculty as a "special" faculty appointment, thus making any visiting faculty member ineligible to vote on excluded issues as described above, but eligible to vote on departmental issues not excluded by a unit code or Faculty Manual statement."~~

~~I93-2 3-30-93 Faculty Officers~~

~~Established by George Bailey, Parliamentarian~~

~~Appendix A, Section VII.~~

~~Officers of the Faculty, who are not members of the Faculty Senate will not have vote, count toward a quorum, or vote and occupy a seat assigned to a Faculty Senator.~~

~~I90-1 2-15-90 Personnel Files~~

~~Established by Ben Irons, University Attorney~~

 ~~Appendix C, Section VI. A faculty member who willfully discloses confidential information from a personnel file or allows another to disclose such information has violated State law and University regulations and may be disciplined under University regulations. An individual faculty member such as a department chair of chair of a personnel committee who knows of a faculty member's public disclosure of confidential information but does not act has neglected his or her duties and may also be disciplined in accordance with Appendix D. The Statues clearly define confidential information. G.S. 126-23 provides that an employee's "name, age, date of original employment or appointment to the State service, current position, title, current salary, date and amount of most recent increase or decrease in salary, date of recent promotion, demotion, transfer, suspension, separation, or other change in position classification, and the official station to which the employee is currently assigned" are matters of public record."~~

Resolution #11-93

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: January 19, 2012

Proposed New section in the *ECU Faculty Manual* entitled Statement on [Professional Ethics](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-93Ethics.pdf) as follows:

Statement on Professional Ethics
The East Carolina University faculty and administration expect all ECU faculty to perform all their job responsibilities in conformance with the following *Statement on Professional Ethics* modified from the American Association of University Professors:

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or engage in hostile conduct toward members of the university community. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors give proper acknowledgement to the ideas and data of others and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Resolution #11-94

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: January 19, 2012

Approved by the Board of Trustees: February 24, 2012

Revised *ECU Faculty Manual*, [Appendix C.](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-94AppendixC.pdf) Personnel Policies and Procedures for the Faculty as follows:

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

III. Annual Evaluation

Each faculty member with either a fixed-term, probationary term, or permanently tenured appointment shall **perform his/her duties according to the ECU’s *Statement on Professional Ethics* (see Section xxx) and shall** receive annually an evaluation of his/her performance from the unit administrator which shall be based upon current academic year data. The annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor. This annual evaluation shall:

1. be in writing;
2. be discussed with the faculty member prior to being sent to any other administrator or placed in the faculty member's personnel file; in the case of faculty members with probationary term appointments, a record of this discussion shall be placed in the faculty member's personnel file;
3. be signed and dated by the unit administrator and the faculty member, who may attach to the evaluation a concise comment regarding the evaluation. The faculty member has 4 calendar days after receiving the evaluation to attach the statement. The signature of the faculty member signifies that the faculty member has read, but does not necessarily concur in, the evaluation.

The unit administrator shall forward to each faculty member a copy of that member's annual evaluation within ten calendar days of completing the evaluations of unit members.

The evaluation of probationary term and permanently tenured faculty shall be based upon that year's ~~assigned~~ duties and responsibilities (except data from the previous year's Spring semester survey of student opinion) and shall consider:

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 Committee to determine student opinion of teaching.

b. formal methods of peer review of new and probationary term faculty, including direct observation of teaching, Methods to be used for this peer review are detailed in [Faculty Senate resolution #93-44](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/as/peerreviewprocedures.htm). The peer review instrument is provided in [Faculty Senate resolution #05-03](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/as/peerreviewinstrument.htm). **The peer review instrument for on-line courses is provided in** [**Faculty Senate resolution #11-53**](http://www.ecu.edu/cs-acad/fsonline/customcf/committee/as/peerreviewinstrumentforonlinecourses.pdf)**.**

c. procedures provided for in unit codes;

2. scholarship;

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, scholarship, 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 scholarship.

The evaluation of fixed-term faculty members shall be based on their performance of duties as stated in their contracts.

Resolution #11-95 **(see #12-51)**

Approved by the Faculty Senate: November 1, 2011

Accepted by the Chancellor: January 19, 2012

[Formal faculty advice](http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-95adverseweather.pdf) on proposed Adverse Weather/Conditions and Emergency Closings Regulation by adding the following additional text under 6.4 Activities Affected by Class Cancellation or Classes Held Under Adverse Conditions:

“6.4.3 Make up policies governing class cancellation are established by Faculty Senate

 Resolution#06-14, which state:

Policy for making up missed class days
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 #11-96

Approved by the Faculty Senate: December 6, 2011

Accepted by the Chancellor: January 12, 2012

Formal faculty advice on curriculum and academic matters contained in the Graduate Curriculum

Committee meeting minutes of [October 5, 2011](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1211GC1011.pdf), which include curricular actions within the College of

Allied Health Sciences, Department of Economics, and College of Nursing.

Resolution #11-97

Approved by the Faculty Senate: December 6, 2011

Approved by the Chancellor: n/a

2012-2013 Faculty Senate and Agenda Committee meeting dates, as follows:

|  |  |
| --- | --- |
| 2012/13 Agenda Committee Mtgs. | 2012/13 Faculty Senate Meetings |
| August 28, 2012  | September 11, 2012  |
| September 25, 2012  | October 2, 2012  |
| October 16, 2012  | November 6, 2012  |
| November 13, 2012  | December 4, 2012  |
| January 15, 2013  | January 29, 2013  |
| February 12, 2013  | February 26, 2013  |
| March 5, 2013 | March 19, 2013  |
| April 2, 2013  | April 16, 2013  |
|   | April 23, 2013(2013/14 organizational mtg.) |

Resolution #11-98

Approved by the Faculty Senate: December 6, 2011

Approved by the Chancellor: January 12, 2012

Curriculum matters contained in the [October 27, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum10112.pdf) and [November 10, 2011](http://author.ecu.edu/cs-acad/fsonline/customcf/committee/cu/minutes/cum1111.pdf) University

Curriculum Committee minutes.

Resolution #11-99

Approved by the Faculty Senate: December 6, 2011

Approved by the Chancellor: n/a

# Returned proposed charge for the new Standing University Academic Committee entitled Service Learning back to the Committee on Committees for further review.

Resolution #11-100

Approved by the Faculty Senate: December 6, 2011

Approved by the Chancellor: January 12, 2012

Additional revisions to the Standing University AcademicEducational Policies and Planning

Committee [charge](http://author.ecu.edu/cs-acad/fsonline/customcf/charge/ep.pdf), as follows:

NOTE: The Faculty Senate approved the proposed revisions to this committee charge in April 2011 (#11-62). Following a review, the Chancellor requested additional revisions as noted in this report.

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

1. Name: Educational Policies and Planning Committee

2. Membership:

8 elected faculty members.

 Ex‑officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an
 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 he

 or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
 A. The committee considers the adequacy, balance, and excellence of all of the
 University's undergraduate and graduate programs relative to accepted academic
 standards. This consideration shall cover the undergraduate and graduate programs
 as problems or concerns arise.

 B. The committee advises the Chancellor on the educational policies and organizations,

 goals, standards, and procedures of the University following such consideration, as

 outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty
 Senate.

 C. The committee reviews information concerning proposals for all new curricula,
 programs, and academic policies, or for revisions in all existing policies, prior to the
 implementation of such proposals in the long-range planning of academic programs in
 the College of Arts and Sciences, the various professional schools, the Graduate
 School, and the Division of Continuing Studies. The Committee uses **information**

 **regarding university academic standards and resources** ~~the University Academic~~ ~~Standards and Resources~~ as the basis for its reviews.

 D. The committee acts upon requests for permission to plan and establish all new degree

 programs and requests for permission to establish new minors. The committee shall

 use **information regarding university academic standards and resources** ~~the~~ ~~University Academic Standards and Resources~~ as the basis for its review.

 E. The committee advises the Chancellor of action to be taken if the University

 experiences financial exigency, or in the event that a major curtailment of an existing

 teaching, research, or public service program is considered (*ECU Faculty Manual*,

 Appendix D. Tenure and Promotion Policies and Procedures).

 F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that correspond~~s~~ to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:

 The committee advises the Chancellor through their report to the Faculty Senateas described in 4.B. above. The committee reports to the Faculty Senate concerning requests it has received from the Chancellor. The committee reports to the Faculty Senate the
 action it has taken on requests for permission to plan and establish new degree programs and

 requests for permission to establish new minors.

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 is empowered to advise the Chancellor as described in 4.B above.

8. Standard Meeting Time:

 The committee meeting time is scheduled for the second Friday of each month.

Resolution #11-101

Approved by the Faculty Senate: December 6, 2011

Approved by the Chancellor: January 12, 2012

Revisions to the *ECU Faculty Manual*, [Part II.](http://author.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-101Part2.pdf) University Organization, Subsection II. Vision,

Mission, and Strategic Plan of East Carolina University, as follows:

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

**Revise and keep in the Faculty Manual.**

**II. Vision, Mission Statement, and Strategic Directions of East Carolina University**

**The effective formulation of East Carolina University’s vision and mission demands the broadest possible exchange of information and opinion among the Board of Trustees, the Chancellor, Administration, and the Faculty. Each should have a voice in the determination of ECU’s vision and mission. Therefore, because of their educational, research, service, clinical, and other functions, the faculty should participate in the creation of ECU’s vision, mission, and other** [**strategic planning documents.**](http://www.ecu.edu/cs-admin/mktg/ecu_tomorrow/new_century_opportunities.cfm)

~~A. Vision~~

~~East Carolina University is a public, doctoral institution distinguished by excellence in teaching and research and is committed to serving the people of North Carolina and beyond.~~

~~B. Mission~~

~~The university mission statements express the purpose and character of the university. The statements are the basis for all university strategic planning. They guide the actions of the university and direct the development of evaluation criteria.~~

~~East Carolina University, a constituent institution of the University of North Carolina, is a public, doctoral university committed to meeting the educational needs of North Carolina. It offers baccalaureate, masters, specialist, and doctoral degrees in the liberal arts, sciences, and professional fields, including medicine. East Carolina University is dedicated to educational excellence, responsible stewardship of the public trust, and academic freedom. The university values the contributions of a diverse community, supports shared governance, and guarantees equality of opportunity. East Carolina University ’s motto is “~~*~~Servire~~* ~~,” meaning “To Serve,” and it seeks to meet that obligation through the following interrelated components of its mission.~~

*~~To Serve Through Education~~*

~~The educational mission of East Carolina University is to provide students with a rich, distinctive undergraduate and graduate educational experience. The university is committed to developing each learner ’s ability to discover, evaluate, and communicate knowledge; to make informed decisions; and to recognize a decision’s ethical dimensions. The university also is committed to imparting a sense of citizenship and personal responsibility, fostering lifelong learning, and nurturing an understanding of the interdependencies of people and their environments.~~

*~~To Serve Through Research and Creative Activity~~*

~~The research mission of East Carolina University is to advance knowledge, to encourage creative activity, to solve significant human problems, and to provide the foundation for professional practice through the support of basic and applied research. The university is committed to integrating research and creative activities in the educational experiences of students. It also is committed to enriching culture and being a leader in innovative research applications.~~

*~~To Serve Through Leadership and Partnership~~*

~~The service mission of East Carolina University, as an institution with a tradition of strong regional ties and public outreach, is to provide leadership and to engage in partnerships supporting public education, health care and human services, cultural activities, and regional development.~~

~~C. Strategic Planning Goals for 2000-2005~~

* ~~Expand the educational opportunities provided on and off campus by 20 percent.~~
* ~~Enrich the learning environment for students.~~
* ~~Increase the productivity of faculty, staff, and students in research and creative activity.~~
* ~~Extend external leadership and partnership roles in eastern North Carolina.~~
* ~~Be a leader in the development and application of information technology in higher education.~~
* ~~Improve the quality and efficiency of its services and operations.~~

~~Faculty are encouraged to review the University’s long range goals and objectives by reading~~ *~~Strategies for Distinction, University Directions 2000-2005~~*~~, available through the office of Planning and Institutional Research.~~

Resolution #11-102

Approved by the Faculty Senate: December 6, 2011

Accepted by the Chancellor: January 12, 2012

[Formal faculty advice](http://author.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-102ConflictsofInterest.pdf) on Conflicts of Interest and Conflicts of Commitment Policy reflects no changes to the proposed policy.

Resolution #11-103

Approved by the Faculty Senate: December 6, 2011

Approved by the Chancellor: January 12, 2012

Request to establish a [Master of Science](http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1211eppAHS.pdf) in Health Informatics and Information Management (Distance Education Format) within the Department of Health Services and Information Management in the College of Allied Health Sciences.

Resolution #11-104

Approved by the Faculty Senate: December 6, 2011

Returned by the Chancellor to Committee for additional review: January 12, 2012

[Formal faculty advice](http://author.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-104ResearchSpace.pdf) on a proposed Allocation of Research Space Regulation, as follows:

Suggested additions are noted in **bold print** and deletions in ~~strikethrough~~.

Title: Allocation of Research Space

PRR REG # (REG # blank. To be done by Legal)

PRR General Subject Matter (Leave blank. To be done by Legal)

Authority: Chancellor

History: Not Applicable

Related Policies:

Space Allocation Committee (Institutional Planning, Assessment and Research): *ECU Space Allocation Procedures and Guidelines* (Adopted Dec 2003; Amended, Apr 2007)

([www.ecu.edu/cs-acad/sacs/upload/Space-Allocation-Policy-Revised-April2007.pdf](http://www.ecu.edu/cs-acad/sacs/upload/Space-Allocation-Policy-Revised-April2007.pdf))

Space Allocation/Reallocation Committee (SPARC) (Unit Code of Operations, Brody School of Medicine, [www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/medicine.htm](http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/medicine.htm))

Allocation of University Space. REG07.30.01

[www.ecu.edu/cs-ecu/PRR/customcf/pdf.cfm?policyNumber=07.30.01](http://www.ecu.edu/cs-ecu/PRR/customcf/pdf.cfm?policyNumber=07.30.01)

Additional References:
*A concept for the integration of space and physical planning (*Flye, B. and Duncan, C.S., 2008)

([www.ecu.edu/cs-acad/sacs/upload/A-concept-for-the-Integration-of-Space-and-Physical-Planning-030708.pdf](http://www.ecu.edu/cs-acad/sacs/upload/A-concept-for-the-Integration-of-Space-and-Physical-Planning-030708.pdf))

Campus Space Planning ([www.ecu.edu/cs-admin/ipre/CSP.cfm](http://www.ecu.edu/cs-admin/ipre/CSP.cfm))

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1. Introduction
	1. Research and graduate education are central to the mission of East Carolina University (e.g., *ECU Strategic Action Plan, 2010-13*). These activities require substantial infrastructure, including research space (Code 250 of the *Space Classification Manual*, USDoEd) and research support space (Code 255 of the *Space Classification Manual*, USDoEd). Research space is intended to promote the scholarly activities of faculty members and students in support of ECU’s mission.
	2. This regulation and its foundation principles explicitly align with ECU’s REG 07.30.01, *Allocation of University Space*. The Chancellor has delegated full authority to the University Space Committee (USC) to approve all allocations and reallocations of existing University-owned and leased research space. In addition, ECU’s REG 07.30.01 specifies that issues regarding the use of space in the Brody School of Medicine (BSOM) will first be considered by its Space Allocation and Reallocation Committee (SPARC) with recommendations made to the USC for final approval.
2. Guiding Principles
	1. Research Space. Research space (Codes 250 and 255 of the *Space Classification Manual*, USDoEd) is a valuable resource and is the property of the State of North Carolina and is allocated to, and managed by, ECU as noted above. The USC, with administrative support from the Office of Institutional Planning and Research (IPAR), is ultimately responsible for the allocation and/or reallocation of all space (including research space) to colleges, schools, departments, and other units.
	2. Research Portfolio. Research space allocations are not permanent. Research space is allocated to individuals and groups of individuals in order to engage research activities. Thus, research space may be reallocated as the University’s portfolio of research activities changes. Since that portfolio is reasonably expected to change over time, research space also is expected to be reallocated in response to the changing environment and institutional priorities.
	3. Research Space Management Levels. While possessing authority to allocate and reallocate all ECU research space, the USC recognizes and appreciates the knowledge of programmatic space needs and disciplinary expertise that is held at the unit level and grants relative autonomy to departments, schools, colleges, and centers/institutes. Departments, schools, colleges, and centers/institutes are expected to manage research space effectively so that it aligns with university priorities (see 2.4) and is used efficiently (see 2.5). Research space management levels are:

*Level I* allocations and reallocations occur within departments/units (i.e., between researchers within a department or a unit) and are typically managed by a chair/director; *Level II* allocations and reallocations occur within colleges/schools (i.e., between departments and units within a college or school) and are typically managed by a dean;
*Level III* allocations and reallocations are less frequent, occur between colleges, schools, and divisions and these are managed by IPAR with direction and approval from the USC.
While Level I and Level II allocations and reallocations of research space do not require approvals above their respective levels, all allocations and reallocations must be properly communicated to IPAR so that the University’s space inventory is current and accurate. Given its authority, the USC will hear and reconcile any (research space) disputes that are not negotiated successfully at Levels I and II.

* 1. Unit Priorities and Strategic Alignment. Research space priorities should be established at the departmental/unit level, college/school ~~level,~~ **/**divisional level, and university level. At all levels (I-III), research space allocations and reallocations are made in accordance with established priorities that align with ECU strategic planning goals and objectives.
	2. Efficiency of Use. In addition to strategic alignment, research space allocations and reallocations are made in accordance with efficiency of use. Thus, research space is subject to biennial inventory and efficiency audits by IPAR (see 4 below), as directed by the USC, with the possibility of subsequent allocation or reallocation occurring at any management level (I-III). The conditions for initiating a reallocation at Levels I (within departments) and II (within colleges or schools) are communicated to and approved by higher levels, including the USC.
	3. Frequency. It is impractical to reallocate space too frequently. Effective space-use practice recognizes that research funding and output fluctuate over time and that considerable costs can accompany reallocation activities. Units should cooperate with the current research space occupant(s) to properly relocate or dispose of equipment/instruments.
	4. New Faculty. Prior to a new faculty member joining ECU, the college and/or department should communicate, in writing to the faculty member and to IPAR, any commitment of research space (including Categories 250 and 255 of the *Space Classification Manual*, USDoEd) to accommodate the faculty member’s research agenda. This written commitment must provide adequate detail: general characteristics, proposed location, plan for renovation including budget, time limits for occupancy, and terms under which the space could be reallocated. If this space commitment to a new faculty member requires additional space beyond that already managed at Levels I or II, then it must be approved by administrators at Levels I, II, and the USC. Given its authority, the USC will hear and reconcile any disputes that are not negotiated successfully at Levels I and II.
	5. Sponsored Research. Sponsored research involves agreement of the University to provide adequate space. When additional research space is required to engage a sponsored project, that need must be made known by the principal investigators to all units involved and the USC (through IPAR). Negotiation of a solution to the space need should occur well in advance of any submission deadline.
	6. Emeritus Faculty. Emeritus faculty may be provided with research space at the discretion of the units involved if space is available and the emeritus faculty member remains actively engaged in research that is determined by the unit to be aligned with the programmatic needs and priorities of the University. ~~However, priority for research space will not be given to emeritus faculty.~~
1. Considerations for Allocating and Reallocating Research Space
	1. New allocations or reallocations will bring research space into alignment with long-term University priorities as expressed in units’ strategic plans.
	2. New allocations or reallocations will increase the productivity of individual, departmental/unit, or college research space utilization.
	3. New allocations or reallocations will make explicit the length of the research space commitment.
	4. New allocations or reallocations will consider associated one-time and recurring costs. If subsidies are necessary, funding sources will be specified by end-users.
	5. New allocations or reallocations will consider opportunities to co-locate similar types of research activity in order to share core or common space and equipment.
	6. New allocations or reallocations will consider the effects of space assignments (including equipment and other infrastructure) on health, fire, environmental, accessibility, and safety compliance.
	7. New allocations or reallocations will consider the primary reasons for a research space request and any possible secondary issues (indirect effects) that might result.
2. Research Space Productivity

To insure that space is efficiently and effectively utilized, IPAR (as directed by the USC and assisted by units) will conduct biennial research space audits. Possessing quantitative and qualitative metrics, along with appropriate benchmarks, assists all management Levels (I-III) to ~~allocate, reallocate, and~~ optimize the use of research space. Productivity measures and benchmarks for research space are expected to vary ~~between~~ **among** disciplines. ~~Factors may be weighted or un-weighted within departments and colleges. However,~~ Financial measures ~~should~~ **are expected to** be one part of the overall assessment of research space productivity. Financial measures may include but are not limited to: total external research award dollars ~~/~~ **per** net assignable square foot (NASF), total external research expenditure dollars ~~/~~ **per** NASF, and indirect cost recovery dollars ~~/~~ **per** NASF. Non-financial measures of research productivity may include but are not limited to: number of refereed publications and books **completed or in process**, number of citations of published research **publications in process**, number of graduate students engaged, number of undergraduate students engaged, and other metrics as deemed relevant. **These and other factors may be weighted or un-weighted within departments and colleges.** Because of expected inter-annual variability in research productivity, a five-year moving average will be employed as the unit of research observation.

1. Allocation/Reallocation Procedure
	1. Initial (and subsequently altered) productivity measurement schemes at Level I (unit/department) must be communicated to and approved by the Level II (college/school) administrator and the USC. Productivity measurement schemes at Level II (college/school) must be approved by the USC. This process is intended to provide effective communication and reasonable alignment of approaches. IPAR will assemble, aggregate, maintain, and communicate all necessary research space/productivity data. A 5-year report of productivity of individual research spaces (for Level I analysis by chairs and directors), departmental/unit research spaces (for Level II analysis by deans), and college research spaces (for Level III analysis by the USC) will be prepared by IPAR with assistance from Levels I and II.
	2. All research space requests for allocation or reallocation are initiated through IPAR’s existing Space Allocation Request Portal. These entries can include space requests for new research programming or a change of existing use (to/from research). These requests typically are initiated by Level I or Level II administrators and provide necessary communication of space use in order to keep the inventory current and accurate. The USC must approve Level III (between colleges and/or divisions) requests. The key considerations for space managers at each level are included above (see 3).
	3. Whenever a research space **is deemed unproductive** ~~falls below the 80~~~~th~~ ~~percentile of productivity~~ **among similar facilities** at any space management level (I-III, see 2.3) as a result of the 5-year audit, it will **become eligible to** be reviewed for possible reallocation at that level. **Each level must document and communicate expectations and measures for productivity.**
	4. ~~At Level I, this~~ **Reallocation at Level I will** normally involve~~s~~ a chair’s reallocation between researchers within a department or unit. At Level II, this normally involves a dean’s reallocation of research space between departments. Given its authority, the USC will hear and reconcile any disputes that are not negotiated successfully at Levels I and II. Level III (between colleges/schools/divisions) reallocations by the USC must consider financial and non-financial measures of research productivity. Before any Level III allocation/reallocation is accomplished, a site visit and hearing of affected units will be conducted by the USC. Current research space occupant(s) will be provided with at least a six month notice of intended reallocation.

Resolution #11-105

Approved by the Faculty Senate: December 6, 2011

Approved by the Chancellor: January 12, 2012

[Resolution](http://author.ecu.edu/cs-acad/fsonline/customcf/facultysenate/resolutions/11-105PPC.pdf) regarding the Program Prioritization Committee’s Draft University Self-Study, as follows:

Whereas, the Faculty Senate fully supports the PPC’s efforts to plan strategically and methodically

 for future budget reallocations, and

Whereas, the PPC has taken great pains to be inclusive in seeking data, input and feedback, and

Whereas, the Faculty Senate fully supports the PPC’s goals of transparency and openness, and

Whereas, the Faculty Senate wholeheartedly believes that PPC members have served with honesty and integrity in learning about and making judgments regarding every university department, and

Whereas, the final University Self-Study and recommendations to the Chancellor need to be as

 clear as possible with respect to the report’s intentions and limitations,

Therefore Be It Resolved that the Faculty Senate strongly urges the PPC to carefully and precisely define all key terms, categories and labels in the final Self-Study, and

Be It Further Resolved, that the Faculty Senate strongly urges the PPC to consider the uses proper to the collected data, both quantitative and qualitative, and to include in the final Self-Study a clear statement of the limitations of the collected data and the judgments derived from them, and

Be It Further Resolved, that the Faculty Senate strongly urges the PPC to include a clear statement indicating that any simple ranked order of departments, whether published in the report or derived from the report’s productivity, quality and centrality scores, is not a clear list of the statistically “best” and “worst” departments and it ought not to be considered a criterion for reallocation, and

Be It Further Resolved, that in the interests of transparency, the Faculty Senate strongly urges the PPC to publish the corrected department data spreadsheets and the pre-adjusted department scores for productivity, quality and centrality.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. 6/5/12