FULL TEXT OF FACULTY SENATE RESOLUTIONS

January 1990 – December 2010

(Paper copies of resolutions prior to 1990 are available in the Faculty Senate office.)

Resolution #90-1
Teaching Effectiveness Committee
George Bailey, Reporting

Recommendation under the category of Human Resources Development in the "Faculty and Staff Development Implementation Plan"

Approved by the Faculty Senate: January 23, 1990
Approved by the Chancellor: February 1, 1990
****

Resolution #90-2
Offered by Conner Atkeson, History

Recommended amendment to the Sexual Harassment Policy

Approved by the Faculty Senate: January 23, 1990
Approved by the Chancellor: not required
****

Resolution #90-3
Offered by Marti Engelke, Nursing

Referral of the Sexual Harassment Policy back to the Faculty Affairs Committee

Approved by the Faculty Senate: January 23, 1990
Approved by the Chancellor: not required
****

Resolution #90-4
Calendar Committee
Jim Hix, Reporting

Amendment to the "Guidelines for Setting University Calendars"

Approved by the Faculty Senate: January 23, 1990
Approved by the Chancellor: February 1, 1990
****

Resolution #90-5
Calendar Committee
Jim Hix, Reporting

Amendment to Summer 1990 and Summer 1991 calendars

Approved by the Faculty Senate: January 23, 1990
Approved by the Chancellor: February 1, 1990
****

Resolution #90-6
Offered by Ken Wilson, Sociology and Anthropology

Salutatory resolutions of appreciation to Roger Eldridge and William Bloodworth

Approved by the Faculty Senate: January 23, 1990
Approved by the Chancellor: not required
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Resolution #90-7
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

Writing Across the Curriculum (WAC) Resolution

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-8
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That the Senate support efforts to develop multi-disciplinary and multicultural initiatives, such as Writing Across the Curriculum.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-9
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That the Senate recognize that some incoming students at ECU lack the kinds of writing skills they will need both as students and, once graduated, as professionals.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-10
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That the Senate support the principle that writing can and may be used in classes throughout the university to help students become better learners and improved writers.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-11
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That the involvement of faculty in a WAC program be optional.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-12
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That the faculty who participate in a WAC program be justly rewarded for their efforts.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-13
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That since WAC can include a variety of uses of writing, that any program present teachers with options for the way they might use writing in their classes and rain them to employ those options.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-14
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That WAC be developed by beginning with existing programs, such as the Writing Center, and with courses which currently use writing.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990

****

Resolution #90-15
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That a support system for WAC be built as soon as possible into the Writing Center so that the program can begin as early as Fall, 1990.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-16
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That a committee be appointed by the current Director of WAC to continue the task of developing WAC in cooperation with the office of the Vice Chancellor for Academic Affairs.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-17
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That changes in student writing and learning as a product of WAC be studied over the next three years.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-18
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That any changes in curriculums as a product of WAC be carried out through established committees.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-19
Writing Across the Curriculum Ad Hoc Committee
Pat Bizzaro, Reporting

That WAC should be under the auspices of the office of the Vice Chancellor for Academic Affairs.

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-20
Committee on Committees
Judy Sadler, Reporting

Revised Admissions and Recruitment Committee charge

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-21
Committee on Committees
Judy Sadler, Reporting

Revised Credits Committee charge

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-22
Committee on Committees
Judy Sadler, Reporting

Revised Curriculum Committee charge

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-23
Committee on Committees
Judy Sadler, Reporting

Revised Student Retention Committee charge

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-24
Committee on Committees
Judy Sadler, Reporting

Revised Teaching Effectiveness Committee charge

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-25
Committee on Committees
Judy Sadler, Reporting

New Readmission Appeals Committee charge

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-26
Committee on Committees
Judy Sadler, Reporting

Composition of Ad Hoc Committee to consider the College of Arts and Sciences Chairs' Resolution

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-27
Faculty Governance Committee
Eugene Hughes, Reporting

Amendment to Appendix A regarding the Agenda Committee's role in preparing dates for Faculty Senate meetings

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-28
Calendar Committee
Jim Hix, Reporting

Summer 1992 calendar

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-29
Calendar Committee
Jim Hix, Reporting

Fall 1992 calendar

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-30
Calendar Committee
Jim Hix, Reporting

Spring 1993 calendar

Approved by the Faculty Senate: February 20, 1990
Approved by the Chancellor: March 5, 1990
****

Resolution #90-31

Approval of Spring 1990 Graduation List

Approved by the Faculty Senate: March 20, 1990
Approved by the Chancellor: April 12, 1990
****

Resolution #90-32
Committee on Committees
Dan Hines, Reporting

Recommendation pertaining to the publication of Academic Committee charges

Approved by the Faculty Senate: March 20, 1990
Approved by the Chancellor: April 12, 1990
****

Resolution #90-33
Curriculum Committee
Bill Grossnickle, Reporting

Curriculum Committee Report on Minutes of February 22, 1990

Approved by the Faculty Senate: March 20, 1990
Approved by the Chancellor: April 12, 1990
****

Resolution #90-34
Carl Adler, Reporting

Composition of the Faculty Marshals

Approved by the Faculty Senate: April 17, 1990

Approved by the Chancellor: May 28, 1990
****

Resolution #90-35
Committee on Committees
Dan Hines, Reporting

University Athletic Charge as twice amended.

Approved by the Faculty Senate: April 17, 1990
Approved by the Chancellor: July 21, 1992 (as amended)
****

Resolution #90-36
Faculty Governance Committee
Gene Hughes, Reporting

Amendment to Appendix A regarding the method of election of the Faculty Senate

Approved by the Faculty Senate: April 17, 1990
Approved by the Chancellor: May 28, 1990
****

Resolution #90-37
Faculty Governance Committee
Gene Hughes, Reporting

Ad-Hoc Review Committee established to review the University Implementation Plans

Approved by the Faculty Senate: April 17, 1990
Approved by the Chancellor: N/A
****

Resolution #90-38
Unit Code Screening Committee
Don Sexauer, Reporting

School of Business Unit Code

Approved by the Faculty Senate: April 17, 1990
Approved by the Chancellor: May 28, 1990
****

Resolution #90-39
Faculty Affairs Committee
Carlton Heckrotte, Reporting

Return the draft of the Racial and Harassment Policy and the draft of the Sexual Harassment Policy to the Committee with additional instructions to consult with the two original committees prior to preparing final drafts.

Approved by the Faculty Senate: April 17, 1990
Approved by the Chancellor: N/A
****

Resolution #90-40
Curriculum Committee
Bill Grossnickle, Reporting

Curriculum Committee Report on Minutes of March 22, March 29, and April 5, 1990.

Approved by the Faculty Senate: April 17, 1990
Approved by the Chancellor: May 28, 1990
****

Resolution #90-41
Jim Joyce, Reporting

Ad-Hoc Committee to evaluate faculty governance

Approved by the Faculty Senate: April 17, 1990
Approved by the Chancellor: N/A
****

Resolution #90-42
George Bailey, Reporting

That the Credits Committee consider recommending the revision of the University's policy on transfer credit to permit the transfer of courses in which students have been previously enrolled at ECU.

Approved by the Faculty Senate: April 17, 1990
Approved by the Chancellor: N/A
****

Resolution #90-43

Approval of amended Strategic Planning Documents, including the University Mission Statement, with provision that implementation involving faculty governance must go to the appropriate Faculty Senate Committee.

Approved by the Faculty Senate: September 11, 1990
Approved by the Chancellor: October 3, 1990
****

Resolution #90-44
Maria McMahon, Reporting

Include six representatives from the Professional Schools on the Ad Hoc Committee to Evaluate Faculty Governance.

Approved by the Faculty Senate: September 11, 1990
Approved by the Chancellor: N/A
****

Resolution #90-45
Curriculum Committee
Bill Grossnickle, Chair

Approval of September 13, 1990, Curriculum Committee Minutes.

Approved by the Faculty Senate: October 9, 1990
Approved by the Chancellor: October 19, 1990
****

Resolution #90-46
Educational Policies and Planning Committee
Ken Wilson, Chair

The Faculty Governance Procedures for Developing a New Degree Program.

Approved by the Faculty Senate: October 9, 1990
Approved by the Chancellor: October 19, 1990
****

Resolution #90-47
George Bailey, Reporting

In reference to the Counseling Center situation, the Faculty Senate has asked that the Student Retention Committee do the following:

1. Determine the student/counselor ratio recommended in recent professional publications in the field of university counseling for universities with academic programs and student populations on a par with ECU's.
2. Compare the recommended ratio with ECU's ratio, taking into consideration the unique aspects of ECU's academic programs, student population, and counseling center that would warrant deviating (in either direction) from the nationally recommended ratio.
3. Report its findings and the actions it recommends be taken by the Senate, if any, at the January 29, 1991 Faculty Senate meeting.

Approved by the Faculty Senate: October 9, 1990
Approved by the Chancellor: N/A
****

Resolution #90-48

Approval of Fall 1990 Graduation Roster

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: November 28, 1990

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Resolution #90-49
Credits Committee
Frank Wondolowski, Chair

That the Undergraduate Catalog, Section 3 (Admission), subsection on General Information (pg 31) be modified as follows (additions are bold-face, deletions are underlined):
In exceptional cases, students may secure the equivalent of transfer credit by passing previously arranged special examinations in subjects in which they have systematically acquired knowledge under conditions which did not permit their earning transferable credit. Freshman whose high school records and/or pre-entrance tests show unusual achievement and promise in a subject may take special examinations to receive college credit. (See ADVANCED PLACEMENT AND CREDIT, below.) <u>In either case, a maximum of 25% of the total semester hours of credit required for graduation may be earned by special examination.</u> **Limits on the number of semester hours of credit earned by special examination may be imposed by schools/departments. Credit earned by examination may not be used to reduce minimum residence requirements.**

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: November 28, 1990
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Resolution #90-50
Credits Committee
Frank Wondolowski, Chair

That the Undergraduate Catalog, Section 5 (Academic Regulations), subsection on Transfer Credit; Following Admission (pg 49)--third paragraph--be modified as follows (additions are bold-face):
Approval will not **normally** be granted for any course in which the student has been previously enrolled at ECU. **An exception may be granted only upon approval of both the Chairperson of the student's major department and the Chairperson of the department offering the course at ECU.**

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: November 28, 1990
****

Resolution #90-51

Credits Committee
Frank Wondolowski, Chair

That the Undergraduate Catalog, Section 3 (Admission), subsection on Auditors (pp 35-36) be modified as follows (additions are bold-face, deletions are underlined):
Persons wishing...class. Students regularly enrolled in the university wishing to audit course(s) must have the approval of the instructor and the appropriate departmental chairperson or school dean prior to registering or adding the course(s) to their schedules. **Students may not register to audit a course until the last day of the drop/add period.** Auditing a course...must attend class regularly. <u>No credit may be earned in an audited course by examination or otherwise.</u> Under no circumstances will a grade be assigned, evaluations be made, or performance reports be issued on a student auditing a course. <u>A course that has been audited may not be taken later for credit.</u>

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: November 28, 1990
****

Resolution #90-52
Student Retention Committee
Richard Miller, Chair

That the Undergraduate Catalog, Section 5 (Academic Regulations), subsection on Special Readmission (Forgiveness) Policy (pg 52) be modified as follows (changes are bold-faced):
Students who have been enrolled at another college or university since their last enrollment at ECU must submit official transcripts indicating **eligibility to return to the previous institution. 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.**

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: November 28, 1990
****

Resolution #90-53

Jim Joyce, Reporting

The Faculty Affairs Committee is instructed to look into the potential conflict of interest in selecting textbooks and collateral materials and in generating funds for department use by the copy service method. The Committee should report its findings and any Senate actions at the January 29, 1991, Faculty Senate meeting.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
****

Resolution #90-54
George Bailey, Reporting

That the Faculty Senate request the Faculty Governance Committee completing the draft of the revised Appendix D to include in their revision a statement clarifying both whether or not tenure-track faculty members may apply for tenure prior to the termination of the tenure-track period for faculty at their rank, and whether or not tenure-track faculty members are discouraged
from applying for tenure prior to the termination of the tenure-track period for faculty at their rank.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
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Resolution #90-55
George Bailey, Reporting

That the Faculty Senate request the Faculty Governance Committee completing the draft of the revised Appendix D to include in their revision a statement clarifying whether or not probationary period faculty members may apply for promotion when they believe they qualify for promotion.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
****
****

Resolution #90-56
George Bailey, Reporting

That the Faculty Senate request the Faculty Governance Committee completing the draft of the revised Appendix D

to include in their revision a statement expressing the University's policies and procedures for external peer review for tenure.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
****
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Resolution #90-57
George Bailey, Reporting

That the Faculty Senate request the Faculty Governance Committee completing the draft of the revised Appendix D to include in their revision a statement expressing the University's policies and procedures for external peer review for promotion.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
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****

Resolution #90-58
George Bailey, Reporting

That the Faculty Senate inform the Chancellor and the Faculty Governance Committee revising Appendix D that the Faculty Senate supports a policy of external peer review both for tenure and for promotion.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
****

Resolution #90-59
George Bailey, Reporting

That the Chair of the Faculty inform the Chancellor and the Faculty Governance Committee revising Appendix D that the Faculty Senate supports the policy presently in the Faculty Manual (Appendix D, Section III.C.3.e.2, p. D-6) allowing tenure-track personnel to apply for tenure at any time during the tenure-track period.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
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Resolution #90-60

George Bailey, Reporting

That the Faculty Senate inform the Chancellor and the Faculty Governance Committee revising Appendix D that the Faculty Senate supports a policy allowing new tenure-track appointees, at the point of initial employment, to negotiate one or more years off the regular six-year tenure-track period for prior service.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
****

Resolution #90-61
George Bailey, Reporting

That the Chair of the Faculty inform the Chancellor and the Faculty Governance Committee revising Appendix D that the Faculty Senate supports allowing a probationary period faculty member to apply for promotion when the faculty member believes she or he qualifies for promotion.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
****

Resolution #90-62
George Bailey, Reporting

That the Faculty Senate inform the Chancellor, the Faculty Governance Committee revising Appendix D, and the Faculty Affairs Committee that the Faculty Senate supports removing the reference to confidentiality in the form letter the Vice Chancellor for Academic Affairs suggests be sent to external reviewers.

Approved by the Faculty Senate: November 6, 1990
Approved by the Chancellor: N/A
****

Resolution #90-63
Agenda Committee
Tom Chenier, Chair

Approval of 1991-1992 Agenda Committee and Faculty Senate meeting dates.

Agenda Committee to meet:	Faculty Senate to meet:
August 27, 1991	September 10, 1991
September 24, 1991	October 8, 1991

October 29, 1991	November 12, 1991
November 19, 1991	December 3, 1991
January 7, 1992	January 21, 1992
February 4, 1992	February 18, 1992
March 3, 1992	March 17, 1992
March 31, 1992	April 14 & 15, 1992

Approved by the Faculty Senate: December 4, 1990
Approved by the Chancellor: N/A
****

Resolution #90-64
Committee on Committees
Bob Woodside, Chair

Approval of Dr. Larry Hines, Psychology as replacemnt for Dr. Bud Ferrante on the University Athletic Committee with term expiring in 1993.

Approved by the Faculty Senate: December 4, 1990
Approved by the Chancellor: N/A
****

Resolution #90-65
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee Minutes of October 25, 1990, November 8, 1990, and November 15, 1990.

Approved by the Faculty Senate: December 4, 1990
Approved by the Chancellor: December 14, 1990
****

Resolution #90-66
Unit Code Screening Committee
Don Sexauer, Chair

School of Allied Health Sciences Unit Code

Approved by the Faculty Senate: December 4, 1990
Approved by the Chancellor: December 14, 1990
****

Resolution #91-01
Faculty Affairs Committee

Carlton Heckrotte, Chair

Refer back to the Faculty Affairs Committee the policy on Monetary Conflict of Interest in Selecting Textbooks and Collateral Materials for further review.

Approved by the Faculty Senate: January 29, 1991
Approved by the Chancellor: N/A
****

Resolution #91-02
Faculty Governance Committee
Gene Hughes, Chair

Refer back to the Faculty Governance Committee the recommendation concerning administrator evaluations for further review.

Approved by the Faculty Senate: January 29, 1991
Approved by the Chancellor: N/A
****

Resolution #91-03
Faculty Welfare Committee
Don Guest, Chair

The recommendation that ECU Tenure Track Faculty contracts be established providing for a minimum period of three years employment regardless of promotion toward permanent tenure but with appropriate safeguards written into each contract be tabled until such time as Appendix D is presented to the Senate.

Approved by the Faculty Senate: January 29, 1991
Approved by the Chancellor: N/A
****

Resolution #91-04
Faculty Welfare Committee
Don Guest, Chair

The Faculty Senate supports the Faculty Welfare Committee's recommendation of the University subsidizing dental costs.

Approved by the Faculty Senate: January 29, 1991
Approved by the Chancellor: N/A
****

Resolution #91-05
Faculty Welfare Committee
Don Guest, Chair

The Faculty Senate supports the Faculty Welfare Committee's recommendation of tuition-free education for faculty dependents.

Approved by the Faculty Senate: January 29, 1991
Approved by the Chancellor: N/A
****

Resolution #91-06
Faculty Welfare Committee
Don Guest, Chair

The Faculty Senate supports the Faculty Welfare Committee's recommendation that faculty members be provided with the same death benefit coverage.

Approved by the Faculty Senate: January 29, 1991
Approved by the Chancellor: N/A
****

Resolution #91-07
Chancellor Richard Eakin

The Faculty Senate recommends that the administrative survey not be administered in the 1991 Spring Semester but be administered in the 1992 Spring Semester upon the recommendation of the Faculty Senate and after receiving the report of the Ad Hoc Committee to Review Administrative Evaluations.

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor:
****

Resolution #91-08
Don Sexauer, Chair
Unit Code Screening Committee

Department of English Unit Code

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor:
****

Resolution #91-09
George Bailey, Reporting

That the recommendations from the Ad Hoc Committee to Evaluate Faculty Governance be sent to the below listed committees for consideration; that where a recommendation's intent needs clarification, the committee chair contact the appropriate sub-committee chair of the Ad Hoc Committee; that the listed committees report their findings on what actions should be taken on these recommendations, if any, to the Faculty Senate no later than the October 8, 1991, Faculty Senate meeting.

Agenda: 4. Timeliness of Meetings

Committee on Committees: 10. Resumes for Candidates for Appellate and Elected Committees; 14. Committee Representation; 18. Advising and Registration; 19. Standard Meeting Times for Committees

Admissions & Recruitment: 21.(a) Change to Committee Charge/Procedures

Calendar: 21.(b) Change to Committee Charge/Procedures

Career Education: 21.(c) Change to Committee Charge/Procedures
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Resolution #91-09 (continued)

Continuing Education: 21.(d) Change to Committee Charge/Procedures

Course Drop Appeals: 21.(e) Change to Committee Charge/Procedures

Credits: 21.(f) Change to Committee Charge/Procedures

Curriculum: 21.(g) Change to Committee Charge/Procedures

Educational Policies & Planning: 7. Curriculum Review Process and Budget Review; 21.(h) Change to Committee Charge/Procedures

Faculty Affairs: 13. Discretion Regarding Tenure-Track Continuity; 21.(i) Change to Committee Charge/Procedures

Faculty Computer: 21.(j) Change to Committee Charge/Procedures

Faculty Governance: 1. Code Units; 2. Screening and Implementation of Unit Codes; 3. Description of Senator and Faculty Officer Duties; 5. Orientation Workshops For and Evaluation of Administrators; 8. Personnel Files and Their Role; 9. Faculty Senate/Chair of the Faculty; 12. Reappointment Terms and Emergency Appointment Procedures; 15. Grievance Process; 16. Faculty Policies; 17. Academic Dishonesty Policies; 20. Combining/Deleting Code Units; 21.(k) Change to Committee Charge/Procedures

Faculty Welfare: 21.(l) Change to Committee Charge/Procedures

General College: 21.(m) Change to Committee Charge/Procedures

Libraries: 21(n) Change to Committee Charge/Procedures

Readmission Appeals: 21(o) Change to Committee Charge/Procedures

Research/Creative Activity: 21(p) Change to Committee Charge/Procedures

Teaching Effectiveness: 21.(s) Change to Committee Charge/Procedures

Teaching Grants: 21.(t) Change to Committee Charge/Procedures

The Chair of the Faculty will assign the following recommendations to appropriate committees: 6. Six-Year Cap; 11. Legal Counsel; editorial addition: Clarify the relationship of the Faculty Senate and the Graduate Council.

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor: N/A
****

Resolution #91-10
Jim Hix, Chair
Calendar Committee

Approval of the Summer 1993, Fall 1993, and Spring 1994 University Calendars

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor:
****

Resolution #91-11
Bill Grossnickle, Chair
Curriculum Committee

Approval of curriculum matters contained in the Curriculum Committee Minutes of January 24, 1991

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor:
****

Resolution #91-12
George Bailey, Chair
Teaching Effectiveness Committee

The Faculty Senate recommends that:
In the Fall of 1991, the University shall conduct surveys of student opinion of teaching using both ECU's current survey form and the Student Instructional Report (SIR) form published and processed by the Educational Testing Service, and shall engage qualified persons to compare the results obtained with each form.* These persons shall report their findings to the Teaching Effectiveness Committee, and based on these findings the Teaching Effectiveness Committee shall recommend to the Faculty Senate whether the University should stay with the current form, change the current form or how it is processed, or change to another form, such as SIR. The SIR form shall be given no later than two class periods after the ECU form is given. The results obtained from the SIR form shall not be used for faculty evaluations. To facilitate comparison between the two surveys, a specific word label should be provided for each value (1-5) on the ECU form. The University shall insure proper administration of both forms, and shall insure that students and faculty understand why two forms are being used in one term.

*Questions to be addressed include: Are the results of the two surveys comparable? For example, do instructors have the same rank order on both

forms, does one form discriminate more than the other, and so on? If ECU's current form does not discriminate as well as the SIR form, can ECU's form be modified or can the data from the form be processed in such a way as to make ECU's form more discriminatory?

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor:
****

Resolution #91-13
Ken Wilson, Reporting

Whereas, academic life depends on free and unimpeded access to all types of information; and

Whereas, at ECU, Joyner Library plays a crucial role in the dissemination of information to students and faculty; and

Whereas, the current budget crisis threatened to unreasonably restrict access to Joyner Library; and

Whereas, the Student Government Association responded to this crisis by appropriating funds to hire the people necessary to maintain reasonable operating hours for Joyner Library;

Therefore Be It Resolved, the Faculty Senate of East Carolina University commends the ECU Student Government Association for this admirable and thoughtful action.

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor: N/A
****

Resolution #91-14
Jim Joyce, Reporting

The Faculty Senate Office SACS Self-Study. (A complete report may be reviewed in the Faculty Senate Office.)

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor: N/A
****

Resolution #91-15
Tom Chenier, Reporting

The following resolution was referred to the Faculty Governance Committee to review and report its findings.

Whereas, the ideal of faculty governance involved the democratic representation of all faculty members in those issues which directly affect faculty, and

Whereas, the ideal of faculty governance is based on a broad opportunity for participation by all members of the faculty,

Therefore Be It Resolved, that the Faculty Senate By-Laws be amended as follows:

1. Page A-10, Section V. Faculty Senate Academic Committees, Membership, and Structure, paragraph 1, add the following sentences: associate professor and professor). "Elected members of the Faculty Senate shall be ineligible for election to Faculty Senate Academic Committees. This restriction shall not apply to Faculty Senate or University Appellate Committees."

members of all committees. "The Chair of the Faculty may appoint one elected Faculty Senator as an ex-officio member of each Academic Committee."

their several departments or schools. "Members of Faculty Senate Academic Committees who are subsequently elected to the Faculty Senate will be allowed to complete the appointed term of membership to the Academic Committee."

2. Page A-10, Section V. Faculty Senate Academic Committees, Membership, and Structure, paragraph 2, add the following sentence: of the fall semester. "Members may serve a maximum of six consecutive years on the same academic committee, after which a period of three years must elapse before such a member shall be eligible to be elected again to that committee."

Approved by the Faculty Senate: February 19, 1991
Approved by the Chancellor: N/A
****

Resolution #91-16

Approval of Spring 1991 Graduation Roster subject to completion of degree requirements.

Approved by the Faculty Senate: March 19, 1991
Approved by the Chancellor: April 29, 1991
****

Resolution #91-17
Student Retention Committee
Richard Miller, Chair

WHEREAS, the 1989 national average of full-time counselors in counseling centers for institutions over 10,000 students is 1,723 students per counselor, and

WHEREAS, ECU has experienced within the last two years a reduction in counseling center staff from six full-time professional counselors (doctorate-level) to two full-time professional counselors (doctorate-level), three full-time temporary professional counselors (master's degree-level), and two 1/3-time professional

counselors (master's degree-level). The current ratio at ECU is 3,300 students per counselor, and

WHEREAS, ECU falls short of the national norm, and

WHEREAS, there is growing testimony from students, faculty, and staff of the need to increase the core of full-time certified professional counselors in the Counseling Center.

THEREFORE BE IT RESOLVED, that the Faculty Senate recommends that the student/counselor ratio in the ECU Counseling Center be improved by reducing the ratio to meet the national norm.

Approved by the Faculty Senate: March 19, 1991
Approved by the Chancellor: April 29, 1991 received as a recommendation that will receive positive attention to the extent possible within the constraints of the present difficult budgetary circumstances.
****

Resolution #91-18
Admissions and Recruitment Committee
Patricia Anderson, Reporting

Matriculated Student: A student who is admitted to the University through the University Admissions Office as a degree-seeking student or through the Division of Continuing Education on a performance-based admission policy. (See pages 31-35 of the 1990-1992 Undergraduate Catalog.) Nonmatriculated Student: A student who is seeking to take courses at the University but is not a matriculating student.

NONMATRICULATED STUDENT POLICY
A student may be permitted to enroll on a space-available basis as a nonmatriculated student provided that the student is a high school graduate or equivalent. There are four categories of nonmatriculated students:
1. Auditor - An auditor is a person who wishes to attend University classes without earning college credit. (See pages 35-36 of 1990-1992 Undergraduate Catalog.)
2. Nontraditional Student - A nontraditional student is a person whose class graduated from high school three or more years ago, and
   (a) who has no previous college experience, or
   (b) who has previous college experience and is eligible to return to the previous institution but does not meet all stated University admission requirements, or
   (c) who has previous college experience but is not eligible to return to the previous institution and has not been enrolled at the collegiate level within the last three years.
3. Special Undergraduate Student - A special undergraduate student is a person with previous college experience who is eligible to return to the previous institution and attests that he or she meets requirements for admission as a matriculated student but has not supplied all documentation for matriculated status. This student may enroll for one semester in a maximum of two courses.
4. Visitor - A visiting student is a person who is enrolled as a matriculated student at another college or university. (See page 34 of 1990-1992 Undergraduate Catalog.)
Nonmatriculated students are expected to familiarize themselves with catalog requirements and to seek further advice or clarification.

To convert from nonmatriculated to matriculated status, a student must:
1. satisfy all regular admission requirements, or
2. complete a minimum of 28 semester hours of degree-creditable work at ECU and earn at least a 2.2 grade point average on all hours attempted at ECU.

Applicants who do not meet the high school course work requirements as prescribed by UNC General Administration must complete as part of their program of study six semester hours each of the following subject areas: English, Mathematics, Science, and Social Sciences. The student must also provide documentation of all previous educational background attested to at the time of initial enrollment under the nonmatriculated student policy.

Once the student has matriculated, only 28 hours of undergraduate course work taken as a nonmatriculated student may apply toward a degree program.

Students enrolling under this policy must comply with all University policies regarding the payment of tuition and fees and must comply with N.C. state law concerning health and immunization records.

Approved by the Faculty Senate: March 19, 1991
Approved by the Chancellor: April 29, 1991

PLEASE NOTE: Revisions to this policy were made by the Admissions and Recruitment Committee on November 13, 1991, and <u>not</u> sent back through the Faculty Senate for approval. Reason for revisions was that the title "NONMATRICULATED STUDENT" causes the student to be ineligible for financial aid.

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Resolution #91-19
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee Minutes of February 14, 1991, and February 28, 1991, excluding PHYE 3300.
Approved by the Faculty Senate: March 19, 1991
Approved by the Chancellor: April 29, 1991

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Resolution #91-20
Faculty Affairs Committee
Carlton Heckrotte, Chair

Approval of Appendix V, Sexual Harassment, Discrimination, and Conflicts of Interest Policies. (Amendments made to this on September 10, 1991, Resolution #91-32 and December 3, 1991, Resolution #91-49.) see attached

Approved by the Faculty Senate: March 19, 1991
Approved by the Chancellor April 29, 1991

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Resolution #91-21
Bob Schellenberger, Reporting

WHEREAS, the University calendar is significantly controlled by the procedures required for students who have flunked out but wish to appear before the Readmission Appeals Committee. This procedure involves a typical separation of 26 days from the end of the fall semester exams to the beginning of the spring

semester. Thus a small group of students have forced us to an extended separation between the end of the fall semester until the start of the spring semester.

WHEREAS, all students seeking readmission have received at least 3 previous notices about poor academic performance. Thus the affected students have already received advanced warning.

THEREFORE BE IT RESOLVED, that the Credits Committee and the Readmission
Appeals Committee investigate jointly a change in readmission policies designed to reduce the separation between fall semester and spring semester. Consideration should be given to utilizing this time to delay the start of the fall semester.

Approved by the Faculty Senate: March 19, 1991
Approved by the Chancellor: N/A
****

Resolution #91-22
Bob Schellenberger, Reporting

WHEREAS, students who drop classes represent 15% to 20% and whereas these unused seats preclude needy students from obtaining seats.

WHEREAS, some of these seats are occupied by students who often do not bother to attend class.

THEREFORE BE IT RESOLVED, that the Credits Committee investigate stronger means to curb waste of resources.

Proposals to be <u>considered</u> include but are not limited to:

1. Instructor initiated drops for students missing the first 2 class meetings - thus permitting closed out students a chance for unused seats.
2. A drop penalty of $25 for those dropping after the 2nd. day - perhaps this should be based on drop history (i.e. the first drop in an academic year at no cost, the 2nd. at $25, the third at $50, etc.)
3. Reducing the load without permission to 17 hours thus precluding the 6 course "shopper" who signs up for 18 hours expecting to drop whatever course he/she doesn't like.

Approved by the Faculty Senate: March 19, 1991
Approved by the Chancellor: N/A
****

Resolution #91-23
Committee on Committees
Bob Woodside, Chair

Amendment to Appendix A, Faculty Senate By-Laws regarding the Appellate Committees.

Page A-10, Section III. Special Committees: Add the following:

E. The Process for election of Appellate Committees (see Appendix D) will be as follows:

1. Prior to the end of Spring semester, a memorandum will be sent to all faculty members requesting nominations of persons willing to serve on these Committees. The nominations must be received in the Faculty Senate Office no later than the first day of class in the Fall of each academic year.
2. Following the first day of class in the Fall of each academic year, the Committee on Committees will review all nominations and nominate to the Faculty Senate twice as many nominees as vacancies to fill. The list of nominees will be placed on the Faculty Senate September Agenda.
3. Election will be by majority present and voting.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: N/A
****

Resolution #91-24
Committee on Committees
Bob Woodside, Chair

Amendment to Resolution #91-09, Recommendations from the Ad Hoc Committee to Evaluate Faculty Governance, requiring that all matters concerning committee charges be referred to the Committee on Committees for review and possible revision instead of reporting directly back to the Faculty Senate.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: N/A
****

Resolution #91-25
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee Minutes of March 28, 1991, and April 4, 1991.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: April 29, 1991
****

Resolution #91-26
Educational Policies and Planning Committee
Ken Wilson, Chair

In order to clarify SACS policy that instructors of 5000 level courses will maintain "a substantial difference between undergraduate and graduate instruction," the Educational Policies and Planning Committee recommends:

1. Revising the current Course Proposal Form to include the requirement under item II.D. Requirements of Students that for 5000 level courses the differences in requirements for graduate students and undergraduate students be stated.

2. Revising the catalog description of the Significance of the 5000 Course Number to read as follows: Undergraduate Catalog, p. 46 at the end of the second paragraph under Selection of Courses add the following: "The course requirements for undergraduate students will be different from those of graduate students." Graduate Catalog, p. 179, at the end of the first paragraph add the following: "The course requirements for undergraduate students will be different from those of graduate students."

3. Requesting that the Graduate School notify each unit that 5000 level courses require instructors to be members of the graduate faculty and that requirements must be different for undergraduate students and graduate students enrolled in the same course. It is also suggested that each unit administrator inform the graduate faculty within the unit of the requirements by announcement in the first regular faculty meeting in the fall semester of 1991.

4. Requesting that each unit attach an addendum to each previously approved 5000 level course description in the unit. The addendum will specify the different requirements for undergraduate and graduate students.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: April 29, 1991
****

Resolution #91-27
Faculty Affairs Committee
Carlton Heckrotte, Chair

A motion made by George Bailey (Philosophy) postponing discussion and consideration of the Racial and Ethnic Harassment Policy and Grievance Procedures until the September 10, 1991, Faculty Senate meeting.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: N/A
****

Resolution #91-28
Teaching Effectiveness Committee
George Bailey, Chair

The Faculty Senate recommends for the Unit's approval, at each individual Unit's discretion, the following as possible methods that Academic Units can, in accordance with procedures in Appendix C, use as means for assessing teaching effectiveness (in addition to the survey of student opinion of instruction required by Appendix C of the Faculty Manual), and recommends that each faculty member be provided with a copy of amended procedures for assessing teaching effectiveness:

METHODS FOR ASSESSING TEACHING EFFECTIVENESS

Academic Unit Implementation Plans endorse The University's Strategic Plan Goal that Academic Units employ more than one approach when assessing the teaching effectiveness of faculty members. Appendix C of the Faculty Manual requires that a survey of student opinion of instruction be used in evaluating teaching effectiveness. Appendix C permits the use of other methods and procedures when initiated by the Unit and recommended by the Faculty Senate and approved by the Chancellor. The methods outlined below are examples of additional approaches for assessing teaching effectiveness which units may adopt. These assessment methods are adapted from the manual, A Guide to Evaluation Teaching for Promotion and Tenure published by Syracuse University's Center for Instructional Development.

ADDITIONAL METHODS OF EVALUATING TEACHING EFFECTIVENESS

Annual Goals Assessment: An annual agreement with the unit administrator where specific goals are set that contribute to effective classroom teaching. Such goals might include, but are not limited to, updating syllabus and reading lists, developing study guides, implementing new instructional procedures, and incorporating components of writing/critical thinking into course. The unit administrator will evaluate progress related to the agreed-upon goals at the end of the academic year.

Faculty Report: A description of teaching activities including, but not limited to, the names and numbers of courses taught, number of students taught and advised, services on thesis/dissertation committees, involvement with instructional development activities, descriptions of teaching methods, and other activities that bear on the effectiveness of the unit's educational program. (Much of this information is currently part of the annual report.)

Analysis of Instructional and Other Materials: Review by the unit administrator and/or peers of course materials including syllabi, reading lists, outlines, examinations, audiovisual materials, student manuals, samples of student's work on assignments, projects, and papers. Other materials prepared for or relevant to instruction.

Instructor-Generated Evaluations: Instructor-generated evaluation procedures, such as checklists, survey-type instruments, videotapes of class sessions, and written entries reflecting on teaching techniques and philosophy.

Classroom Observations: Direct observation of classroom teaching or observation of videotaped class sessions by peers or experts. Several techniques help to make observations objective: use of an observation guide or structured process determined by the unit for observations; a number of observations before final report is prepared; observations and reports by at least two observers; observation by those outside the faculty member's immediate unit.

Structured Interviews with Former Students: Face-to-face, telephone, group interviews, or surveys asking for comments on current or former professors. Broad questions, such as the following, are asked to solicit overall evaluation

statements: Describe why you would recommend (or not recommend) Professor X's class to a friend? How did Professor X's class prepare you for advanced work in the subject? What is your overall assessment for Professor X?

Measures of Student Achievement: In the case of multi-section courses with a diagnostic pretest and a final examination that both measure abilities in a similar way, student improvement may be used as a measure of teaching effectiveness. In addition, multi-section courses that use an identical final examination for all sections make possible a comparison of relative teaching effectiveness of individual faculty where observed patterns hold over five or more semesters.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: N/A
****

Resolution #91-29
Teaching Effectiveness Committee
George Bailey, Chair

The Faculty Senate endorses the following as seven characteristics of effective teaching, and that the Senate distribute this list of characteristics of effective teaching to all faculty members:

SEVEN CHARACTERISTICS OF EFFECTIVE TEACHING

1. Good Organization of Subject Matter and Course: Reflected in the objectives, course materials, assignments, examinations, instructor preparation for class, and effective use of class time.

2. Effective Communication: Reflected in lecturing ability including use of motivational techniques such as audiovisual aids, clarity of presentation, verbal fluency, interpretation of abstract ideas, good speaking ability, good listening skills, and the ability to communicate the organization and sequence of a course.

3. Knowledge of and Enthusiasm for the Subject Matter and Teaching: Reflected in the choice of textbook, readings and reference lists, lecture content, course syllabus, and personal interest displayed in the subject and in teaching.

4. Positive Attitudes Toward Students: Reflected by helping students master subject matter, encouraging students to ask questions and express opinions, being accessible to students outside the classroom, and expressing a general concern for student learning.

5. Fairness in Examinations and Grading: Reflected in clarity of student assessment procedures including papers, assignments, exams, classroom discussion, and other activities, including relative weight toward grade, consistency among objectives, course content, and assessment procedures, and timely, useful feedback on student progress.

6. Flexibility in Approaches to Teaching: Reflected in the use of alternative teaching strategies such as small group discussion, simulations, use of audiovisual materials, and varying the approach and pace of instruction to meet different learning styles among students.

7. Appropriate Student Learning Outcomes: Reflected in student performance on various assessment measures and positive changes in student attitudes and values.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: N/A
****

Resolution #91-30
Jim Joyce, Reporting

Whereas, discussion has taken place over the past few years concerning criteria for faculty evaluation for promotion; and

Whereas, it is more desirable to have discussion and debate over criteria than over specific personnel recommendations; and

Whereas, Appendix C, Section IV, allows for "specific regulations governing evaluation of faculty to vary from unit to unit" with approval of the appropriate vice chancellor; and

Whereas, not all of these regulations are presently on file;

Therefore Be It Resolved, that the Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, and the Vice Chancellor for Student Life request that code units submit to the Faculty Senate Office and to their appropriate Vice Chancellor their previously approved specific regulations governing evaluation of faculty for promotion.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: N/A
****

Resolution #91-31
Ken Wilson, Reporting

Whereas, his work as Chair of the Faculty has reflected hard work, dedication, and insight tempered by a fine sense of humor; and

Whereas, under his leadership the faculty governance at East Carolina University has continued to grow and achieve the highest standards;

Therefore Be It Resolved, that the Faculty Senate commends James M. Joyce for his work as Chair of the Faculty.

Approved by the Faculty Senate: April 16, 1991
Approved by the Chancellor: April 29, 1991
****

Resolution #91-32
Faculty Affairs Committee

Henry Ferrell, Chair

Approval of the revised Appendix V: East Carolina University Sexual Harassment, Discrimination and Conflicts of Interest Policies. (Originally approved March 19, 1991, Resolution #91-20 and amended later on December 3, 1991, Resolution #91-49.) see attached

Approved by the Faculty Senate: September 10, 1991
Approved by the Chancellor: September 26, 1991
****

Resolution #91-33
John Moskop, Reporting

Resolution regarding Quadrennial Unit Program Evaluations:

WHEREAS, Section C (1) of the East Carolina University Code (Appendix L of the Faculty Manual) states that each unit shall perform a program evaluation between every fourth and fifth year;

WHEREAS, the spring semester of 1992 would normally be the time for ECU code units to initiate procedures for conducting unit program evaluations during 1992-1993; and

WHEREAS, ECU code units have been and are continuing planning and for the SACS Self-Study;

THEREFORE BE IT RESOLVED, that the Faculty Senate recommend to the Chancellor and to the Board of Trustees that the unit program evaluations now being performed for strategic and operational planning and for the SACS Self-Study may be substituted for the 1992-1993 unit program evaluations required by Appendix L.

Approved by the Faculty Senate: September 10, 1991
Approved by the Chancellor: September 26, 1991
****

Resolution #91-34
Committee on Committees
Doug McMillan, Chair

Approval of a change in the Committee on Committees' nomination procedures: That statements of no more than 150 words indicating qualifications for potential service on each committee be submitted to the Committee on Committees with preference/nomination forms. Statements are to be submitted for all candidates for Senate, Academic, Appellate, and Administrative Committees. This procedure will be initiated in the Spring of 1992.

Approved by the Faculty Senate: October 8, 1991
Approved by the Chancellor: N/A

****

Resolution #91-35
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee Minutes of September 12, 1991.

Approved by the Faculty Senate: October 8, 1991
Approved by the Chancellor: October 30, 1991
****

Resolution #91-36
Faculty Affairs Committee
Henry Ferrell, Chair

Approval of Appendix W: East Carolina University Racial and Ethnic Harassment Policies. (see attached) **(Amended 9-92, please refer to the attached memorandum from Chancellor Eakin and the Faculty Affairs Committee minutes of 9-9-92.)**

Approved by the Faculty Senate: October 8, 1991
Approved by the Chancellor: October 30, 1991
****

Resolution #91-37
Al Matthews
Vice Chancellor for Student Life

Refer Vice Chancellor Matthews' recommendation to eliminate the Counseling Center as a code unit to the Educational Policies and Planning Committee for study and report back to the Faculty Senate on January 21, 1992.

Approved by the Faculty Senate: November 12, 1991
Approved by the Chancellor: not required
****

Resolution #91-38

Approval of the Fall 1991 Graduation Roster subject to the candidates successful completion of their degree requirements.

Approved by the Faculty Senate: November 12, 1991
Approved by the Chancellor: November 21, 1991
****

Resolution #91-39
Teaching Grants Committee
Bob McCabe, Chair

Revised Teaching Grants Project Expense and Summer Stipend Grant Proposals, Application Forms, and Evaluation Forms.

Approved by the Faculty Senate: November 12, 1991
Approved by the Chancellor: not required
****

Resolution #91-40
Ad Hoc Committee to Review Administrative Evaluations
Bill Spickerman, Chair

Statement of Principles and Procedures for evaluating Administrators

The evaluation of administrators will be based in part on a survey of faculty opinion carried out according to the following principles and procedures.

Principles

A. East Carolina is committed to the regular evaluation of administrators' performance and to the continuing development of administrative ability.
B. Administrators are to be evaluated by their immediate superiors based on the range of administrative responsibilities of the position. In addition and as appropriate, teaching, research, and service activities will be reviewed.
C. Just as faculty have opportunities to enhance their teaching and research skills through development experiences provided by the University, so too should administrators have opportunities to enhance their administrative skills.
D. Faculty opinions of administrators' performance are an important source, although not the only source, of information to be used in evaluating effectiveness.
E. Faculty should have the opportunity to participate in an annual opinion survey of administrators' performance. The results of this survey are confidential and should be reported only to the administrator and his/her campus superiors.

Procedures

A. Each faculty member shall have the opportunity each year to provide a rating of overall satisfaction with the performance of the chair, dean, the appropriate Vice Chancellor, and the Chancellor.
B. Each faculty member shall be asked to provide a rating of his/her department chair and dean on the following items: 1) adherence to ECU and Unit Codes and other govenance documents, 2) assignment of workload, 3) support for teaching/advising, 4) support for research, scholarships, and creative activity, 5) support for grant and contract activity, 6) support for service, 7) support for clinical practice, 8) representation of the unit, 9) leadership, 10) communication (clarity, openness, accessibility), 11) fostering an atmosphere of respect on matters of gender, ethnicity, race, nationality, and sexual orientation.
C. Only those administrators who are in their second or more years of service shall be rated by faculty.
D. Additional administrators may be rated periodically by appropriate subsets of faculty at the initiative of their next higher administrator.
E. An opportunity for narrative responses shall be provided.

F. Faculty surveys shall be anonymous.
G. The aforementioned principles shall accompany each survey form.
H. Results of the survey shall be reported by frequency of contact of respondents with the administrators they rate.

That a joint Administration-Faculty Committee of six persons with expertise in the development and evaluation of surveys be appointed jointly by the Chair of the Faculty and the Chancellor with the charge of recommending to the Faculty Senate and University administration an instrument to be used for the faculty survey of administrative effectiveness.

That, pending the report of the Committee recommended in Recommendation 2, the present instrument for the survey of faculty opinions of administrative effectiveness be completed by faculty members in April of each year. The selection of faculty to be surveyed, the administrators on which surveys are completed, the dissemination of results of the surveys, and the use of the result of the surveys should conform to the Statement of Principles and Procedures in Recommendation 1.

(Note: Amendment made to this on December 3, 1991, Resolution #91-52)

Approved by the Faculty Senate: November 12, 1991
Approved by the Chancellor: November 21, 1991
****

Resolution #91-41
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee Minutes of September 26, 2991, and October 24, 1991.

Approved by the Faculty Senate: November 12, 1991
Approved by the Chancellor: November 21, 1991
****

Resolution #91-42
Research/Creative Activity Committee
Tom Chenier, Chair

Revised Research/Creative Activity Academic Year Grant and Summer Stipend Grant Proposals, Application forms, and Evaluation forms.

Approved by the Faculty Senate: November 12, 1991
Approved by the Chancellor: not required
****

Resolution #91-43
Teaching Effectiveness Committee
Patricia Anderson, Reporting

That Item #24 on the Student Opinion Survey ("I am more competent in this subject as a result of this course.") be available to the 1992 accrediting body and the assessment report to General Administration as long as the anonymity of the individual faculty member is assured. (For example, courses taught by only one instructor would be eliminated.)

Approved by the Faculty Senate: November 12, 1991
Approved by the Chancellor: November 21, 1991
****

Resolution #91-44
Agenda Committee
Conner Atkeson, Chair

1992-1993 Meeting Dates for the Agenda Committee and the Faculty Senate

Agenda will meet:	Faculty Senate will meet:
September 1, 1992	September 15, 1992
September 29, 1992	October 13, 1992
October 20, 1992	November 3, 1992
November 17, 1992	December 1, 1992
January 12, 1993	January 26, 1993
February 9, 1993	February 23, 1993
March 16, 1993	March 30, 1993
April 6, 1993	April 20, 1993

April 21, 1993, Organizational Meeting

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: N/A
****

Resolution #91-45
Committee on Committees
Doug McMillan, Chair
The following list of recommended changes to the Academic Committees' charges were recommended to the Committee on Committees by the Faculty Senate through a report of the Ad Hoc Committee to Evaluate Faculty Governance. (Please refer to the February 19, 1991, Faculty Senate Agenda, Attachment 2, for the full Ad Hoc Committee's recommendations.) The newly revised Committee charges will be distributed to all committee members, available in the Faculty Senate Office, and on "FSONLINE".

1. Uniform wording for the statement of quorum for all committees, except Educational Policies and Planning Committee, to read:
"Quorum: xxx elected faculty members exclusive of ex-officio."
2. All titles appearing in committee charges be changed as appropriate.
3. The additional recommended changes not covered in the above two motions:
A. Admissions and Recruitment Committee: change under 4.B. To Whom The Committee Reports to read: "The Committee makes its recommendations of

policies, procedures, and standards governing admission and recruitment of students to the Faculty Senate."

B. Continuing Education Committee: Change 4.A. Committee Functions to read: "The Continuing Education Committee advises the Director of Continuing Education and Summer School on programs, faculty, student services, support services, and future directions of continuing education. The Continuing Education Committee shall consider concerns relating to Summer School which are not covered in other committee charges. The Committee examines and recommends policies relating to faculty teaching including qualifications, number of hours and compensation, in the Division of Continuing Education.

C. Credits Committee: Change 4.A.1. Committee Functions to read: 1. Concerned with policies and procedures pertaining to academic credits and academic standards. The matters of concern include:

a. Academic credit; auditing of courses; repetition of courses; advanced placement credit.

b. Grading; course attendance; Multiple F policy; scholastic eligibility requirements; academic probation and suspension; Honor Roll, Dean's List, and Chancellor's List; Degrees with distinction. c. Schedule changes (adding and/or dropping course); withdrawal from University; course load limitation; and 30 semester hour residence requirement for graduation. Delete 4.A.3. because this in included in 4.A.1.c.

D. Educational Policies and Planning Committee: change 2. Membership to read: 3 elected faculty members. Ex-officio members (with vote): The Chair of the Faculty; Chairpersons of the Admissions and Recruitment Committee, Continuing Education Committee, Curriculum Committee, General Education Committee, Libraries Committee, Research/Creative Activity Committee, Teaching Effectiveness Committee, Graduate School Policies

Committee, and Graduate School Curriculum Committee. The Council of Teacher Education shall elect a representative, from among the faculty representatives of the Council membership, to serve as an ex-officio member with vote. The ex-officio members may send representatives from their committees. (The Chairperson, Vice Chairperson, and Secretary shall be elected from the three elected faculty members.) Ex-officio member (without vote but with all other parliamentary privileges): The Chancellor or an appointed representative.

E. Faculty Affairs Committee: add the following underlined word to 4.A. Committee Functions, first paragraph: "...promotion in rank, and merit policies."

F. Faculty Computer Committee: add the following sentence to 4.A. Committee Functions: "The Committee determines the adequacy of computer resources in planning for new degree programs."

Change 4.B. To Whom The Committee Reports to read: "The Committee reports to the Faculty Senate. It reports on adequacy of computer resources in planning new degree programs to the Educational Policies and Planning Committee."

G. Faculty Governance Committee: add the following underlined word to 2. Membership: "...from that Committee, the most immediate Past Chair of the Faculty in residence."

H. Faculty Welfare Committee: delete in 2. Membership the following phrase: "...chosen by the Faculty Senate at its organizational meeting in the spring."

I. General College Committee: change the name of the Committee to "General Education Committee". Move first paragraph on 4.B. To Whom The

Committee Reports "The Committee makes recommendations concerning:..." to 4.A. Committee Functions.

J. Libraries Committee: Move the following in 4.B. To Whom The Committee Reports "The Committee recommends...library budget." to 4.A. Replace 4.B. with "The Committee makes recommendations to the Faculty Senate on major policies concerning matters outlined in 4.A."

K. Readmission Appeals Committee: add the following sentence to 4.B. To Whom The Committee Reports: "Recommendations on student appeals are made to the Vice Chancellor for Academic Affairs."

L. Research/Creative Activity Committee: delete the following sentence from 2. Membership: "All faculty members shall serve staggered three-year terms."

M. Teaching Effectiveness Committee: delete the following sentence from 2. Membership: "All faculty members shall serve three-year terms staggered so that no more than one-third of the members shall be elected annually."

N. Teaching Grants Committee: add to 4.B. the following phrase: "...for its approval." Replace in 4.C. How Often the Committee Reports "...at least annually..." with "...within four weeks of its decision..."; replace the word "recipient" with "nominee". Replace 4.D. Power of the Committee to Act with the following: "The Committee is empowered to recommend to the Vice Chancellor for Academic Affairs both nominees for grant funding and activities which would improve and promote teaching.

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: N/A
****

Resolution #91-46
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee Minutes of November 14, 1991, and November 21, 1991, excluding COMM 2510 and COMM 2520.

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: December 12, 1991
****

Resolution #91-47
Educational Policies and Planning Committee
Ken Wilson, Chair

Approval of the following principles to be forwarded to the Faculty Governance Committee for inclusion in the next revision of Appendix L.

1. A formal mechanism be developed to require votes by the code unit faculty for all future SACS reports, assessment reports, and operational plans submitted by the code units. When any of these plans or reports are submitted by a department within a professional school that is not a code unit, departmental faculty should vote.

2. Budget requests and annual reports for code units be fully discussed with the code unit faculty.

3. The College of Arts and Science should identify eligible voting faculty and develop a process to allow said faculty to discuss and vote on future college reports and plans.

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: N/A
****

Resolution #91-48
Educational Policies and Planning Committee
Ken Wilson, Chair

Endorsement by the Faculty Senate that the Educational Policies and Planning Committee should be given the entire East Carolina University budget for review.

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: December 12, 1991
****

Resolution #91-49
Faculty Affairs Committee
Henry Ferrell, Chair

Amendment to Section V. of Appendix V: ECU Sexual Harassment, Discrimination, and Conflicts of Interest Policies that was adopted on March 19, 1991, Resolution #91-20 and amended on September 10, 1991, Resolution #91-32. (See attached)

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: December 12, 1991
****

Resolution #91-50
Faculty Welfare Committee
George Hamilton, Chair

Whereas, the N.C. State Employee Assistance Program (EAP) is a process established to assist University personnel, and their family members, in obtaining professional assistance for the resolution of their personal problems, especially when interfering with their work, and

Whereas, assistance may be obtained by self referral, or non-mandatory supervisory referral (records are confidential and not available to University personnel), and

Whereas, the program is confidential and voluntary, and

Whereas, the Faculty Welfare Committee has reviewed and endorses the program, and

Whereas, endorsement by the Faculty Senate would enable the promotion of the program within University faculty and faculty supervisors;

Therefore Be It Resolved, that the Faculty Senate endorse the N.C. State Employee Assistance Program.

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: N/A
****

Resolution #91-51
Teaching Effectiveness Committee
Margie Gallagher, Chair

Refer back to the Teaching Effectiveness Committee the recommendation concerning peer evaluations for further review. The Committee was asked to report back to the Faculty Senate on January 21, 1992. (Please refer to attachment 8 of the December 3, 1991, Agenda for the full Committee recommendation.)

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: N/A
****

Resolution #91-52
Jim Joyce, Reporting

Amendment to the Statement of Principles and Procedures for Administrative Evaluations that was adopted on November 12, 1991,
(Resolution #91-40). The amendment is as follows: insert a footnote after the word "Dean" in Procedures A to read: "This category includes the Director of Academic Library Services and the Director of the Health Sciences Library for their respective faculties." (See attached)

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: December 12, 1991
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Resolution #91-53
General College Committee
David White, Reporting

Refer back to the General College Committee the recommendation concerning the Committee's participation in reviewing courses that involve general education requirements with instructions to draft guidelines to be followed by the Curriculum Committee in reference to this issue.

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: N/A
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Resolution #91-54

Patricia Anderson, Reporting

Refer back to the Curriculum Committee courses Communications 2510 and Communications 2520 for reconsideration in relation to prefixes and general education requirements.

Approved by the Faculty Senate: December 3, 1991
Approved by the Chancellor: N/A

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Resolution #92-1
Faculty Affairs Committee
Henry Ferrell, Chair

Approval of 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. (See attached)

Approved by the Faculty Senate: January 21, 1992
Approved by the Chancellor: February 14, 1992
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Resolution #92-2
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee Minutes of December 12, 1991.

Approved by the Faculty Senate: January 21, 1992
Approved by the Chancellor: February 14, 1992
****

Resolution #92-3
Educational Policies and Planning Committee
James LeRoy Smith, Chair

Whereas, Vice Chancellor for Student Life, Al Matthews has requested that the Faculty Senate approve of the dissolution of the code of the Counseling Center, and the Faculty Senate has referred this issue to the Educational Policies and Planning Committee;
Whereas, The Vice Chancellor for Student Life and Director of the Counseling Center have concluded that the mission of the Counseling Center would be better accomplished by dissolving the faculty code and operating the Counseling Center as a non-faculty unit within the Division of Student Life;

Whereas, The University lacks a general procedure for dissolving the code of a faculty unit;

Whereas, The Counseling Center is the only faculty unit not located within Academic Affairs or Health Sciences;

Whereas, There are currently two tenured faculty members in the Counseling Center, and open positions in the Counseling Center within the last two years have been filled by EPA non-faculty personnel;

Whereas, The tenured faculty members in the Counseling Center should have the opportunity to continue their professional careers at East Carolina University;

Whereas, The 1990-1993 Office of the Student Counseling Center Operational Plan includes an objective for establishing a doctoral intern site and training program.

Therefore Be It Resolved, that the Educational Policies and Planning Committee recommends that the unit code of the Counseling Center be dissolved on the condition that:

(1) the tenured professors retain tenured appointments in the University;

(2) the procedures in this instance are not precedent setting;

(3) the Faculty Senate move immediately to develop and institute a formal process for dissolving a unit code;

(4) a formal, written, mutually satisfactory agreement be reached between the University and the tenured professors to provide for research, teaching, and service activities suitable for continued professional growth and development;

(5) the Counseling Center clarify the impact of dissolving the unit code on the Office of the Student Counseling Center's Operational Plan, Objective 4.a.1: Establish a doctoral intern site and training program at the Counseling Center.

Approved by the Faculty Senate: January 21, 1992
Approved by the Chancellor: February 14, 1992
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Resolution #92-4
Teaching Effectiveness Committee
Margie Gallagher, Chair

One of the results of the planning process, which culminated in the Strategies for Distinction document, was a clear commitment of the University to undergraduate education. As the faculty and administration move forward we must remain focused on our commitment to undergraduate education. One clear way to do this is to insure high standards in teaching through assessment and development of teaching effectiveness. One of the methods for improving teaching effectiveness which is of growing interest and concern, particularly for accrediting bodies, is peer review. Faculty Senate Resolution #91-28 made several recommendations for assessing teaching effectiveness. Some of these relate to peer review. These are

Annual Goals Assessment, Analysis of Instructional and Other Materials, and Classroom Observations. Peer review offers valuable means for both faculty evaluation and faculty development as teachers.

The following is a list of suggestions that may be considered for use as a guide in the development of a peer review process.

1) Peer evaluation procedures for a unit should be determined by the faculty of that unit and be in compliance with Appendix C and the unit code. Evaluation procedures should be well defined and use proven instruments. In addition, faculty must be trained in the proper use of these procedures before they are implemented.

2) Some methods are better suited for evaluation of teaching for purposes of merit, promotion and tenure and other for development or improving teaching. Of the methods cited above, two are more suitable for evaluations by colleagues. They are:
   a) Annual Goals Assessment
   b) Analysis of Instructional and Other Materials

   Diamond (1987) contains examples of how evaluations of these two kinds could be conducted.

3) Classroom observations are a beneficial tool for developing teaching effectiveness. We make the following recommendations:
   a) When faculty classes are observed, at least two observers be used and each observer visit a class at least twice.
   b) It may be helpful to have faculty teaching observed by members outside the unit.
   c) Observation teams can be a useful way of collecting data. The team members observe one another and discuss observations. This method can build teaching support as well as data for development. It is often helpful if the team is interdisciplinary and consists of junior and senior faculty. Observation teams should consist of not more than four people.

Diamond (1987) also contains examples of forms that could be used for such evaluations. It should, however, be noted that some pedagogues do not follow traditional lecture/discussion methods. In order to encourage and facilitate alternate and innovative pedagogues appropriate formats should be sought by the unit.

References:

Diamond, R.M. (Ed). 1987. A Guide to Evaluating Teaching for Promotion and Tenure. Center for Instructional Development, Syracuse University. Copley Publishing Group, Littleton, Massachusetts 01460, 63 pp.

Approved by the Faculty Senate: January 21, 1992
Approved by the Chancellor: February 14, 1992
****

Resolution #92-5
David Dennard, History

Refer a recommended revision to the 1990-1992 Undergraduate Catalog, Section 5, Page 46, Dropping Courses to the Credits Committee for further study. (Please refer to the January 21, 1992, Faculty Senate Agenda, Attachment 5 for the full recommended revision.)

Approved by the Faculty Senate: January 21, 1992
Approved by the Chancellor: N/A
****

Resolution #92-6
Donald Lennon, Academic Library Services

WHEREAS, Pitt County Memorial Hospital is the major hospital care provide to state employees in Pitt County including the faculty and staff of East Carolina University;

WHEREAS, Pitt County Memorial Hospital is the second largest provider of state employee patient services in North Carolina;

Resolution #92-6 (continued)

WHEREAS, The State Health Plan has recently offered hospitals the option of participating in a plan which would designate participating hospitals as preferred health care providers for state employees;

WHEREAS, If this plan is implemented, state employees would pay a 20% co-payment up to a maximum $1000 for care at participating hospitals and a 40% co-payment up to a maximum $5000 for care at non-participating hospitals;

WHEREAS, The Pitt County Memorial Hospital Board of Trustees recently voted not to participate in this preferred provider plan on the grounds that it would not control health care costs and would force the hospital to shift costs to other payers unfairly;

WHEREAS, If this plan is implemented, state employees in Pitt County will be required to pay much higher costs for care at Pitt County Memorial Hospital or to travel long distances, if possible, to participating hospitals out of the county;

WHEREAS, If this plan is implemented, it will pose a major new barrier to access to hospital care for a large number of state employees in Pitt County.

THEREFORE BE IT RESOLVED, That the ECU Faculty Senate urges Pitt County's state legislators to make their colleagues in the General Assembly aware of the hardships implementation of this preferred provided plan without the participation of Pitt County Memorial Hospital would pose for state employees in our area;

FURTHER RESOLVED, That the ECU Faculty Senate urges Pitt County's state legislators to explore alternatives to the proposed preferred provider plan less burdensome to state employees in Pitt County;

FURTHER RESOLVED, That, should the State proceed with this preferred provider plan, the ECU Faculty Senate request that the Pitt County Memorial Hospital Board of Trustees reconsider its decision not to participate in the plan in view of the financial burden and potential health risks posed to state employees by the hospital's non-participation in this plan;

FURTHER RESOLVED, That, should the State proceed with this preferred provider plan, the ECU Faculty Senate requests the Pitt County Commissioners to urge the Pitt County Memorial Hospital Board of Trustees to reconsider its decision not to participate in the plan in view of the financial burden and potential health risks posed to state employees by the hospital's non-participation in this plan;

FURTHER RESOLVED, That, the ECU Faculty Senate directs the ECU representatives to the UNC Faculty Assembly to express the concerns of the ECU faculty regarding these issues at the February 7, 1992, meeting of the Assembly.

Approved by the Faculty Senate: January 28, 1992
Approved by the Chancellor: N/A
****

Resolution #92-7
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee Minutes of January 23, 1992.

Approved by the Faculty Senate: February 18, 1992
Approved by the Chancellor: February 27, 1992
****

Resolution #92-8

Approval of the Spring 1992 Graduation Roster subject to the candidates' successful completion of their degree requirements.

Approved by the Faculty Senate: March 17, 1992
Approved by the Chancellor: March 31, 1992
****

Resolution #92-9
James Tracy, Chair
Calendar Committee

Referred the proposed Summer 1994, Fall 1994, and Spring 1995 University calendars back to the Calendar Committee for further study with a report to the Faculty Senate on April 14, 1992.

Approved by the Faculty Senate: March 17, 1992

Approved by the Chancellor: n/a
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Resolution #92-10
Doug McMillan, Chair
Committee on Committees

HONORS PROGRAM COMMITTEE CHARGE

1. Name: Honors Program Committee
2. Membership:

8 faculty members and 2 student members. Ex officio member (with vote): The Chair of the Faculty. Ex officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of the Honors Program, and the Dean of Undergraduate Studies. At least half of the elected faculty members shall either have taught honors courses or be from units which have offered honors courses in the past three years. The student members shall serve one year terms and shall be elected by the students enrolled in the Honors Program.

3. Quorum: 5 elected members exclusive of ex-officio.
4. A. Committee Functions:

The Honors Program Committee works closely with the Director of the Honors Program, including:

1. recommending policies governing the offering of courses, developing courses and seminars to be officially designated as Honors Courses, Honors Sections, or Honors Seminars;
2. recommending the criteria for an undergraduate student to meet in order to be an "Honors Program Graduate";
3. recommending through appropriate channels curriculum changes in the Honors Program;
4. recommending the semester's course offerings and providing general advice concerning other aspects of the Honors Program as requested by the Director of the Honors Program;
5. recommending to the Faculty Senate the students to be awarded a degree with the designation "Honors Program Graduate";
6. promoting the Honors Program.

B. To Whom The Committee Reports:

The Committee reports its suggested policies, procedures, and criteria to the Faculty Senate. Recommendations of students to be awarded a degree with the designation "Honors Program Graduate" are also made to the Faculty Senate. Curriculum matters are recommended to the Curriculum Committee.

C. How Often the Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of the Committee To Act:

The Committee is empowered to request assistance from appropriate university officials in matters concerning the promotion of the Honors Program. The Committee is empowered to make recommendations to the Curriculum Committee concerning curriculum matters outlined in 4.A.3. The Committee is empowered to make recommendations to the Faculty Senate concerning matters in 4.A.1, 4.A.2, and 4.A.5. The Committee is empowered to make recommendations to the Director of the Honors Program concerning semester course offerings, promotion of the Honors Program and other non-policy-making aspects of the Honors Program.

Approved by the Faculty Senate: March 17, 1992
Approved by the Chancellor: March 31, 1992

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Resolution #92-11
Karl Wuensch, Chair
Faculty Computer Committee

**** RESCINDED ON JANUARY 30, 2001, FACULTY SENATE RESOLUTION #01-4 ****

Policy Statement on Evaluating Faculty Authored Computer Programs or Software

Computer programs or software should be evaluated and counted as are other intellectual products developed by faculty -- e.g., musical scores, works of art, poems, biographies, the identification of a chemical testing procedure etc.

A. Computer programs or software may further knowledge in a discipline, enhance a faculty member's teaching, or provide a service. When evaluating a faculty member's computer program or software for the annual report, the products: does it make an important contribution to one's teaching, does it enhance one's professional development, does it further knowledge in one's discipline, is there some recourse to "standards" through a peer review process, does it enhance the university's level of service? Published software should be subject to a peer review process which would provide the same "tangible evidence" for its contribution to scholarly work or teaching that is provided by peer review of other published or juried works.

1. Teaching: If the faculty authored software is being applied to teaching, then the evaluation and credit should be under that category. (With East Carolina University's emphasis on incorporating computing and new technology into the instructional setting, there needs to be encouragement and reward for faculty who invest the time and training to do so.)

2. Research/Creative Activity: If the faculty authored software is a part or result of research or creative activity which is published, presented, or exhibited, then the evaluation and credit should be under that category. Published research incorporating faculty authored software should be treated as is other published research.

3. Service: If the faculty authored software is for use in professional service, then it should be evaluated under that category.

B. From discipline to discipline the form taken by the candidate's contribution will vary. (Such discipline-specific standards already apply to the evaluation of the annual reports and of materials reviewed for tenure and promotion.)

Approved by the Faculty Senate: March 17, 1992
Approved by the Chancellor: March 31, 1992
****

Resolution #92-12
George Hamilton, Chair
Faculty Welfare Committee

Whereas, A specific request has been brought by a faculty member to designate the General Classroom Building a smoke free area; and

Whereas, The University currently recognizes the health hazards of a smoke-filled environment, as manifest in health and medical course teachings; and

Whereas, No current campus-wide policy exists to guide the development of smoking regulations in campus buildings; and

Whereas, A number of university-owned buildings currently have various levels and forms of smoking regulations; and

Whereas, A policy now exists which prohibits smoking in classrooms.

Therefore Be It Resolved, that the Faculty Senate move to adopt a clean air policy in all University owned or operated buildings by Fall, 1992.

Be It Further Resolved, that smoking areas be designated for each building provided that adequate ventilation protects the non-smoker.

Be It Further Resolved, that assistance be sought from the University Wellness Director to meet the needs of any faculty or staff member who is interested in a smoking abatement program.

Be It Further Resolved, that the over the counter and vending machine sales of any and all tobacco products in all University owned or operated buildings be discontinued by Fall 1992.

Approved by the Faculty Senate: March 17, 1992
Approved by the Chancellor: March 31, 1992 (Submitted to the Board of Trustees for consideration and approval on May 1, 1992.)
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Resolution #92-13
Don Sexauer, Chair
Unit Code Screening Committee

The revised School of Education Unit Code. (The revised code is available for review in the Faculty Senate Office.)

Approved by the Faculty Senate: March 17, 1992
Approved by the Chancellor: March 31, 1992
****

Resolution #92-14
Gene Hughes, Chair
Faculty Governance Committee

That the School of Medicine be given a waiver to allow voting by mail ballot, according to Robert's Rules of Order, Newly Revised, on a motion to amend their Code Amendment process.

Approved by the Faculty Senate: March 31, 1992
Approved by the Chancellor: April 9, 1992

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Resolution #92-15
Gene Hughes, Chair
Faculty Governance Committee

Revisions to Appendix L, Sections C.1. and D., (page L-2 of the March 16, 1992, newly revised Faculty Manual).

1. The footnote designated by an "*" under Section C.1. will be numbered Footnote #1.

2. The following footnote (Footnote #2) will be added in the title of Section D. Unit Administrator Evaluation, following the word "Administrator".

D. Unit Administrator 2 Evaluation

2 Unit Administrator, for the purpose of this section, shall also include any administrator who directly evaluates faculty for the purpose of promotion, tenure, appointment, reappointment, and/or the annual merit evaluation.

Approved by the Faculty Senate: March 31, 1992
Approved by the Chancellor: April 9, 1992
****

Resolution #92-16
Faculty Governance Committee
Gene Hughes, Chair

Approval of Appendix D: Tenure Policies and Regulations of ECU, as amended (see attached).

Approved by the Faculty Senate: April 14, 1992
Approved by the Chancellor, as amended: See Resolution #92-23
(September 15, 1992)

****

Resolution #92-17
Curriculum Committee
Bill Grossnickle, Chair

Approval of curriculum matters contained in the Curriculum Committee minutes of March 26, 1992, which included the adoption of the Writing Across The Curriculum proposal (changing all degrees) and the revision of the social sciences general education requirements (from 13 to 12 s.h. effective Fall 1992). (see attached)

Approved by the Faculty Senate: April 14, 1992
Approved by the Chancellor: April 29, 1992
****

Resolution #92-18
Admissions and Recruitment Committee
James Holloway, Chair

(First revisions to policy #91-18)
(Third revisions to policy #92-24)

Revisions to the Nonmatriculated Student Policy.

Listed below is an editorially revised copy of the earlier adopted Non-matriculated Student Policy (March 19, 1991, #91-18). Please note that the changing of "28" to "24" in the Nontraditional Student Policy (paragraph 2, line 3) was the item that the Faculty Senate acted on at the April 14, 1992, meeting.

UNIVERSITY COLLEGE

Students may be permitted to enroll on a space-available basis and assigned to the University College, which is housed in Brewster A-113, if they qualify under one of the following five categories:

1. An auditor is a person who wishes to attend university classes without earning college credit. (See AUDITORS, below.)
2. A nontraditional student is a person whose class graduated from high school three or more years ago and who is admitted provisionally according to the Nontraditional Student Policy. (See NONTRADITIONAL STUDENT POLICY, below.)
3. A special undergraduate student is a person with previous college experience who is eligible to return to the previous institution and attests that he or she meets requirements for admission as a matriculated student but has not supplied all documentation for that status. This student may enroll for one semester in a maximum of two courses. As soon as the student provides the appropriate documentation, the student may be admitted to degree-seeking status.
4. A nondegree-undergraduate student is a person who has completed high school three or more years ago and who wishes to take courses for credit but who is not a degree-seeking student. Individuals who desire to participate in this program, should contact the undergraduate admissions office for further information.
5. A visiting student is a person who is enrolled as a matriculated student at another college or university. (See VISITORS, below.)

NONTRADITIONAL STUDENT POLICY

Students may be permitted to enroll in the University under a performance-based admission policy provided their high school class graduated three or more

years prior to the expected date of entry and they meet one of the following stipulations:

1. have had no previous college experience, or
2. have had previous college experience and are eligible to return to the previous institution but do not meet all stated university admission requirements, or
3. have had previous college experience, are not eligible to return to the previous institution, and have not been matriculated at the collegiate level for at least three years prior to the expected date of entry.

In order to continue enrollment as degree-seeking students, nontraditional Students must satisfy all conditions of their provisional admission or complete a minimum of **24** s.h. of degree-creditable work at ECU with a minimum cumulative GPA of 2.2 on all courses attempted at ECU. In all cases, nontraditional students must also remove any high school deficiencies as prescribed by the University of North Carolina and East Carolina University. Resolution #92-18 (continued) Revisions to the Nonmatriculated Student Policy.

Only 28 s.h. of course work completed as a nontraditional student may apply toward a degree program. Students enrolling under this policy must comply with all university policies regarding the payment of tuition and fees and must comply with NC state law concerning health and immunization records.

Nontraditional students are assigned for advisement to the University College. Upon completion of admission stipulations, they are reassigned to the General College or to the school/department of their intended major.

Approved by the Faculty Senate: April 14, 1992
Approved by the Chancellor: April 29, 1992
****

Resolution #92-19
Calendar Committee
James Tracy, Chair

Approval of the Summer 1994, Fall 1994, and Spring 1995 University Calendars.

Approved by the Faculty Senate: April 14, 1992
Approved by the Chancellor: April 29, 1992
****

Resolution #92-20
Faculty Affairs Committee
James Bruner, Reporting

Revised Procedures for Resolving Faculty Grievances.

As described in Appendix D, Section VII, of the Faculty Manual, the Faculty Affairs Committee, serving as the Faculty Grievance Committee, shall consider grievances directly related to a faculty member's employment status and institutional relationships within East Carolina University. No grievance that grows

out of or involves matters related to a formal proceeding for the discharge, or termination of a faculty member's employment, or that is within the jurisdiction of another standing faculty committee, may be initiated by the committee. The procedures for presenting a grievance to the Faculty Grievance Committee are specified in Appendix D, Section VII of the Faculty Manual. The faculty member should make every reasonable effort to resolve the grievance prior to submitting the petition to the Faculty Grievance Committee. To accomplish this, these steps should be followed:

STEP 1. The faculty member (grievant) shall make every reasonable effort to resolve the grievance in an informal manner with other parties involved in the grievance (respondents).

STEP 2. If this effort does not lead to a satisfactory solution, the grievant shall then discuss the formal grievance with the administrative official given immediate oversight over the grievant and respondent(s). 1 This administrative official shall meet with the grievant and respondent(s) within ten working days after the request

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1 In the event the appropriate vice chancellor is involved in STEP 2., STEP 3. will not be necessary.

is received. The administrative official, the grievant,
and respondent(s) shall discuss informally the grievance and make every effort to resolve the grievance to the satisfaction of the involved parties. Within ten working days after the conference, the administrative official shall advise the grievant and respondent(s) of his/her decision and /or what corrective action will be taken.

STEP 3. If Completion of STEP 2. does not resolve the grievance to the satisfaction of the grievant, the grievant shall appeal to the next higher administrative official. The grievant shall notify this administrative official of the desire to discuss the grievance within ten working days after the conclusion of STEP 2. This administrative official will respond to the request for an appointment and discuss informally the grievance with the grievant within ten working days after receipt of such request. This administrative official shall invite the respondent(s) to participate in the conference if he/she deems it appropriate or if it is requested by the grievant. The administrative official shall make every effort to resolve the grievance to the satisfaction of the involved parties. The administrative official shall notify the grievant of his/her decision and/or corrective action within ten working days subsequent to the conference.

STEP 4. If the grievance is not resolved to the satisfaction of the grievant in the preceding steps, the grievance shall be taken to the appropriate vice chancellor. Within ten working days after the completion of the preceding step, the grievant shall notify the vice chan shall invite those persons he/she deems appropriate to participate in the conference or those requested by the grievant. The vice chancellor shall make every effort to resolve the grievance to the satisfaction of the involved parties. The decision and/or corrective action of the vice chancellor

shall be made and the grievant notified within ten working days after the conference.

STEP 5. If completion of the previous steps does not resolve the grievance to the satisfaction of the grievant, the grievant may then petition, in writing, the Faculty Affairs Committee, functioning as the Faculty Grievance Committee, in accordance with Section VII.D. of Appendix D of the Faculty Manual, and the following procedures. The petition shall set forth in detail the nature of the grievance and against whom it is directed. It shall contain any information that the petitioner considers pertinent to the case. The Faculty Grievance Committee shall carefully evaluate the petition to determine whether the contentions presented, if established, would support the petitioner's allegations that a grievance has occurred. If the committee decides that the case merits investigation, it shall proceed in accordance with Appendix D, Section VII of the Faculty Manual.

Approved by the Faculty Senate: April 14, 1992
Approved by the Chancellor: April 29, 1992
****

Resolution #92-21
Educational Policies and Planning Committee
Ken Wilson, Chair

Mission Statement for use in the UNC-GA's Long-Range Planning, 1992-97 Document.

East Carolina University is a public institution committed to rich and distinctive undergraduate and graduate education, exemplary teaching, research and scholarship, public service, and human and intellectual diversity. The University is one of the sixteen constituent institutions of the University of North Carolina. It offers degrees at the baccalaureate, master's, specialist, and doctoral levels. Programs of study include the arts and sciences and a wide range of professional fields, including the first-professional program in medicine. The fundamental educational goal of the University is to provide students with a substantive general education and to enable students and other constituents to secure specialized and multidisciplinary knowledge. The primary research mission is to advance knowledge, to encourage traditional and nontraditional creative activity, to solve significant human problems, and to provide the best possible basis for professional practice. The service mission is to provide leadership in the pursuit of education, research, and cultural goals. The University values the contributions of each member of the academic community, encourages the full development of human potential, and is dedicated to scholarly integrity and responsible stewardship of the public trust.

Approved by the Faculty Senate: April 14, 1992
Approved by the Chancellor: April 29, 1992
****

Resolution #92-22
John Moskop, Reporting

The Faculty Senate recommends that the East Carolina University faculty voluntarily open classes held on Friday, September 11, 1992, to parents for visitation as part of the Parents Day weekend activities.

It is understood that each individual professor may state his or her visitation policy dependent upon seating restrictions, exams, or other limiting factors, at the beginning of the fall semester in the syllabus.
It is also understood that it will be duly noted in the Parents Day brochure that professors may have restrictions on visitations and it will be the student's responsibility to be informed of each professor's policy.

Approved by the Faculty Senate: April 15, 1992
Approved by the Chancellor: N/A
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Resolution #92-23
Chancellor Eakin Reporting

Revision of Faculty Senate Resolution #92-16, Appendix D: Tenure Policies and Regulations of ECU to include the following amendments:
(see attached revised complete appendix)

1. On page 17, substitute the following for footnote 4.
4
Material procedure irregularity is a departure from procedures prescribed in Section IV of this Appendix that casts reasonable doubt upon the decision not to reappoint or not to recommend the granting of permanent tenure. Appeals based on material procedural irregularity shall refer only to personnel actions which are initiated after the approval of material procedural irregularity as a basis for a Request for Hearing.

2. On page 17, the last two lines of the first paragraph under V. B.2. would be amended to read "irregularity. 4" That is, the material which reads "or (c) the decision was based on a violation of academic freedom." would be deleted.

3. On page 18, the fourth paragraph under V.C. would be amended in lines 8 and 9 to delete the copy ", or was a result of the denial of academic freedom of the affected faculty member."

Approved by the Faculty Senate: September 15, 1992
Approved by the Chancellor: October 9, 1992
****

Resolution #92-24
Admissions and Recruitment Committee
Chuck Bland, Chair

(Resolution #91-18, First Revision to Policy)
(Resolution #92-18, Second Revision to Policy)

REVISED NONTRADITIONAL STUDENT POLICY

Students may be permitted to enroll in the University under a performance-based admission policy provided their high school class graduated three or more years prior to the expected date of entry and they meet one of the following stipulations:

1. have had no previous college experience, or

2. have previous college experience but have not been matriculated within the past one year and are eligible to return to the previous institution but do not meet all stated university admission requirements, or

3. have had previous college experience, are not eligible to return to the previous institution, and have not been matriculated at the collegiate level for at least three years prior to the expected date of entry.

In order to continue enrollment as degree seeking students, nontraditional students must satisfy all regular admission requirements or achieve a minimum cumulative grade point average of 2.2 and meet all admission stipulations by the end of the semester in which the twenty-eight semester hour of degree creditable work is attempted. Failure to meet either the grade point average requirement or to remove the admission stipulations will result in the student's being ineligible to continue enrollment at East Carolina University.

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Resolution #92-24
REVISED NONTRADITIONAL STUDENT POLICY (continued)

Students enrolling under this policy must comply with all university policies regarding the payment of tuition and fees and must comply with NC state law concerning health and immunization.

Nontraditional students are assigned for advisement to the University College. Upon completion of admission stipulations, they are reassigned to the General College or to the school/ department of their intended major.

Approved by the Faculty Senate: September 15, 1992
Approved by the Chancellor: October 9, 1992

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Resolution #92-25
Unit Code Screening Committee
Don Sexauer, Chair

Revised School of Nursing Unit Code (see attached).

Approved by the Faculty Senate: September 15, 1992
Approved by the Chancellor: October 9, 1992

****

Resolution #92-26
Faculty Governance Committee
Gene Hughes, Chair

Amendments to the recently revised Appendix D: Tenure Policies and Regulations of East Carolina University document reference to election of appellate committees.

1. In paragraph one, subsection B-1, Section V. Procedure for Appeal of Non-Reappointment or Non-Conferral of Permanent Tenure, (revised Appendix D, page D-17), delete the second sentence that reads:

"Nominations of candidates shall be by the Committee on Committees and election is by a majority vote of the Faculty Senate during its first regular meeting."

and insert in its place the following sentence:

"Candidates shall be nominated in accordance with the procedures for election of appellate committees specified in the Bylaws of the East Carolina University Faculty Senate."

2. In sentence one, paragraph one, subsection E, Section VI. Due Process Before the Imposition of Serious Sanctions, (revised Appendix D, page D-24), delete the words that read:

", is nominated by the Committee on Committees, and is elected by a majority vote of the Faculty Senate at its first regular meeting of each academic year."

and insert in their place the following:

". Candidates shall be nominated in accordance with the procedures for election of appellate committees specified in the Bylaws of the East Carolina University Faculty Senate."

3. In sentence one, paragraph one, subsection B-6 of Section VII. Termination of Faculty Employment, (revised Appendix D, page D-30), delete the words that read:

", is nominated by the Committee on Committees, and is elected by a majority vote of the Faculty Senate at its first regular meeting of each academic year."

and insert in their place the following:

". Candidates shall be nominated in accordance with the procedures for election of appellate committees specified in the Bylaws of the East Carolina University Faculty Senate."

Approved by the Faculty Senate: October 13, 1992
Approved by the Chancellor: October 15, 1992
****

Resolution #92-27
Committee on Committees
Caroline Ayers, Chair

Amendment to Appendix A: Faculty Senate Bylaws (page A-10, Section III.E.) reference to election of appellate committees.

That the following be added to Appendix A, Faculty Senate Bylaws, Section III.E., Process for election of Appellate Committees (page A-10):

4. This Bylaw may be suspended. Suspension requires a two-thirds vote in favor of suspension. Suspension does not require presenting the motion to suspend at a prior meeting.

Approved by the Faculty Senate: October 13, 1992
Approved by the Chancellor: October 26, 1992
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Resolution #92-28
Unit Code Screening Committee
Don Sexauer, Chair

Revisions to the School of Medicine Unit Code, Section VI: Amendments

Substitute Section VI: Amendments (page 16) with the following:

This Governance Code may be amended in the following manner:
1. The proposed amendment shall be presented and discussed at a regular faculty meeting or a special meeting called for that purpose. A copy of the proposed amendment shall be distributed to all faculty members at least one week prior to this faculty meeting. The proposed amendment and any revisions approved during the meeting will be recommended for further consideration by a majority vote of the voting faculty present at the meeting, provided that approved revisions do not make more extensive changes in the Code than the amendment distributed prior to the meeting (see Robert's Rules of Order Newly Revised, Section on Amendment of Bylaws).

2. If it is recommended for further consideration, the proposed amendment will be reviewed by an ad hoc review committee composed of the elected faculty senators and alternates from the School of Medicine. In addition to considering the impact of the proposed amendment on School of Medicine governance, the committee will consider whether the proposed amendment is in keeping with appropriate University guidelines. The committee will present its recommendations in writing to the voting faculty of the School of Medicine within sixty days after the proposed amendment was first presented at the faculty meeting. This report will be forwarded to all voting faculty at least one week prior to a regularly scheduled or called faculty meeting.

3. At the second faculty meeting, to be held within ninety days after the proposed amendment was first presented to the faculty, the proposed amendment as recommended by the ad hoc committee will be considered by the voting faculty. The proposed amendment may be further amended at this meeting, provided that such amendments do not make more extensive changes in the Code than those for
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which prior notice was given (see Robert's Rules of Order Newly Revised, Section on Amendment of Bylaws). The final form of the proposed amendment must be approved by a majority of the voting faculty present at the meeting before being considered for formal adoption.

4. Within ten days after approval at the second faculty meeting, the final form of the proposed amendment shall be submitted to the voting faculty for vote by secret mail ballot. Adoption of the proposed amendment requires a two-thirds affirmative vote of the voting faculty as voting faculty are defined in the Faculty Manual, Appendix L, East Carolina University Code and a two-thirds affirmative vote of the permanently tenured faculty.

The tellers for this vote shall be elected faculty senators and alternates of the School of Medicine. In accordance with Robert's Rules of Order Newly Revised, the procedure for this ballot shall be as follows: Ballots

must be returned within twenty-one days after being forwarded to the voting faculty. Each voting faculty member shall be sent a printed ballot, a specially recognizable outer return envelope addressed to the chief teller, and an inner return envelope with a space for the voter's signature on its face. Each faculty member shall mark the ballot, fold it, put it in the inner envelope into the outer addressed envelope, and return it to the chief teller. The chief teller shall hold the envelopes, unopened, until the meeting of the tellers. At that meeting all inner envelopes shall first be removed from the outer envelopes. Each inner envelope shall then be handled as follows: (1) the signature on the envelope shall be checked against the list of voting faculty; (2) the voter shall be checked off on the list as having voted; (3) the envelope shall be opened, and the ballot placed, still folded, into one receptacle, if the voter is a permanently tenured faculty member, and into another, if the voter is a non-tenured faculty member. When all envelopes have thus been processed, the ballots shall be taken from each receptacle and counted separately. The vote totals for the tenured faculty shall be noted, then added to the total for non-tenured faculty to arrive at the total for the entire voting faculty.

5. Upon adoption, the amendment shall be submitted to the Faculty Senate and the Chancellor for review and ratification, as required by Appendix L. The amendment shall go into effect upon ratification by the Faculty Senate and the Chancellor.

Approved by the Faculty Senate: October 13, 1992
Approved by the Chancellor: October 26, 1992

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Resolution #92-29

Fall 1992 Graduation Roster subject to the candidates' successful completion of their degree requirements.

Approved by the Faculty Senate: November 3, 1992
Approved by the Chancellor: November 30, 1992
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Resolution #92-30
Curriculum Committee
Bill Grossnickle, Chair

Curriculum matters contained in the Undergraduate Curriculum Committee Minutes of September 24, 1992, and October 8, 1992.

Approved by the Faculty Senate: November 3, 1992
Approved by the Chancellor: November 30, 1992
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Resolution #92-31
Teaching Effectiveness Committee
David Lawrence, Chair

Revised Selection Procedures for the Robert and Lina Mays and Robert L. Jones Alumni Teaching Excellence Awards.

1. Each faculty unit is invited to nominate candidates for the annual Alumni Teaching Awards. Each unit is to develop its own nomination procedures based on Faculty Senate Resolution #91-29, "Seven Characteristics of Effective Teaching," and should allow consideration of any eligible faculty member who requests consideration for nomination. No more than one nominee for each ten faculty members in the academic unit can be nominated for the award.

2. Any full-time faculty member who has taught at ECU for three or more years is eligible to be considered for a teaching award. Four years must have elapsed before a faculty member who has won can be considered again. The candidate is to turn in all evaluative materials to his or her unit administrator by November 15 each year (with the exception of 92-93, when the date shall be January 15, 1993).

3. The candidate, once nominated by the unit, will prepare a two page cover letter describing his/her assignments, approaches, and efforts for effective teaching and learning, plus the following required materials for the Ad Hoc Teaching Awards Committee:

A. List of all courses taught over the past three years and representative samples of course outlines, tests, and teaching materials. Samples do not have to include all courses taught.

B. Student evaluations for three years, and the corresponding grade distributions for each course.

C. Peer evaluations, if available, or other approved evaluation methods as listed in Faculty Senate Resolution #91-28, "Methods for Assessing Teaching Effectiveness."

D. Three to five letters of support from current or former students (not to exceed two pages each). Include names, addresses, phone numbers of students, and the title and date of course attended.

Resolution #92-31
Revised Selection Procedures for the Robert and Lina Mays and Robert L. Jones Alumni Teaching Excellence Awards (continued).

4. The Ad Hoc Teaching Awards Committee will be created by the Vice Chancellor for Academic Affairs and the Chair of the Teaching Effectiveness Committee. It will be chaired by a member of the Teaching Effectiveness Committee and have at least one member who is experienced in classroom observation and evaluation. The Committee will receive the materials, which will be read by at least three committee members, and evaluated using the criteria in Faculty Senate Resolution #91-29. The seven characteristics of effective teaching will all have equal weight.

5. A list of a maximum number of twelve finalists and their evaluations will be forwarded to the Vice Chancellor for Academic Affairs for review. The Committee will request that the unit administrator for each finalist forward a letter of support to the Vice Chancellor.

6. Upon approval by the Vice Chancellor for Academic Affairs, the final pool of twelve applicants will be contacted and videotaped in class. An entire class will be videotaped, and then the candidate will select a twenty minute segment for review by the Committee.

7. The Committee plus two Alumni Association representatives will evaluate the materials, including the video tapes, and by scoring determine the two winning candidates.

Approved by the Faculty Senate: November 3, 1992
Approved by the Chancellor: November 30, 1992
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Resolution #92-32
Dave Watkins, Reporting

Refer back to the Ad Hoc Committee on Academic Regulations the proposed revisions to the Academic Regulations: Section 5 of the Undergraduate Catalog for consultation with the Student Government Association and the general faculty and to present their report to the Faculty Senate on January 26, 1993.

Approved by the Faculty Senate: November 3, 1992
Approved by the Chancellor: N/A

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Resolution #92-33
John Moskop, Reporting

Revision to Faculty Senate Resolution #92-26, Revised Appendix D: Tenure Policies and Regulations of East Carolina University, replacing Section VIII.A. of the newly revised document (page D-36), entitled "The Faculty Grievance Committee" with the following:

> "When it considers a faculty grievance, the Faculty Affairs Committee shall serve as the Faculty Grievance Committee. It shall consist of eight faculty members and two alternate members, with representation from each professorial rank, elected by the faculty, plus the chairperson of the faculty or, as his delegate, the vice-chairperson of the faculty, ex-officio. However, a faculty member who holds the rank of instructor is not eligible to serve on the Faculty Grievance Committee in any capacity. Furthermore, no officer of administration shall serve on the committee. For purposes of this section, "officer of administration" shall be deemed to include the department chairpersons."

Approved by the Faculty Senate: November 3, 1992
Approved by the Chancellor: November 30, 1992

(Attached is a complete revised, FINAL COPY of Appendix D.)

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Resolution #92-34
Agenda Committee
Conner Atkeson, Chair

1993-1994 Agenda Committee and Faculty Senate meeting dates.

Agenda will meet:	Faculty Senate will meet:
August 31, 1993	September 14, 1993
September 28, 1993	October 19, 1993
October 26, 1993	November 9, 1993
November 23, 1993	December 7, 1993
January 11, 1994	January 25, 1994
February 8, 1994	February 22, 1994
March 15, 1994	March 29, 1994
April 5, 1994	April 19, 1994

April 20, 1994, Faculty Senate Organizational Meeting

Approved by the Faculty Senate: December 1, 1992
Approved by the Chancellor: n/a
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Resolution #92-35
Curriculum Committee
Bill Grossnickle, Chair

Curriculum matters contained in the Undergraduate Curriculum Committee minutes of October 22, 1992, and November 12, 1992.

Approved by the Faculty Senate: December 1, 1992
Approved by the Chancellor: December 10, 1992

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Resolution #93-1
Ad Hoc Committee on Administrative Evaluations
Linda Allred, Reporting

Ad Hoc Committee on Administrative Evaluations recommended by the Faculty Senate to do the following:

1. A pilot study of the DECAD, a rating form for departmental chairs from the Center for Faculty Evaluation and Development, Kansas State University, in the spring of 1993. The purpose of the pilot study will be to obtain evaluative data on the DECAD. Results of both the DECAD and the original form will be made available to participating chairs. Identity of chairs will be anonymous to the committee. Confidentiality of chairs and respondents will be maintained. The current administrator rating form will be used for this sample of departmental chairs for comparative purposes and <u>not</u> for actual evaluations.

2. A similar pilot study of other administrators (deans, vice chancellors, and the Chancellor) in the fall of 1993. The Committee will develop rating forms for this study. The current rating form for these administrators will <u>not</u> be used this spring (1993) and be used at the time of the fall pilot study again only for comparative purposes.

3. Coordinate details of the pilot studies with the office of Planning and Institutional Research.

Approved by the Faculty Senate: January 26, 1993
Approved by the Chancellor: February 12, 1993
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Resolution #93-2
Committee on Committees
Caroline Ayers, Chair

Revised Faculty Computer Committee Charge as follows:

FACULTY COMPUTER COMMITTEE CHARGE

1. <u>Name</u>: Faculty Computer Committee

2. <u>Membership</u>:

9 faculty members, at least 6 of whom are from academic units that are bona fide users of the University computation facilities, and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for

Academic Affairs, Vice Chancellor for Health Sciences, Director of Computing and Information Systems, and Manager of Academic Computing, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Faculty Computer Committee serves as a resource of faculty opinion on computer services and policies. The Committee interprets the problems and policies of the Computing and Information Systems to the faculty and brings faculty opinions and needs to the Computing and Information Systems' staff. The Chair of the Faculty Computer Committee represents the faculty as a member of the Information Systems Advisory Committee. The Committee determines adequacy of computer resources in planning for new degree programs.

Members of the Faculty Computer Committee are permitted to submit proposals to the Faculty Microcomputer Program for the committee's consideration. No member of the committee may rate or vote on any proposal from his or her own academic unit or on any other proposal for which, in the judgment of the committee, there exists substantial conflict of interest. If the proposal of a committee member is to be discussed during a meeting of the committee, that member will be asked to leave the room during such discussion.

B. To Whom The Committee Reports:

The Committee reports to the Faculty Senate. It reports on adequacy of computer resources in planning new degree programs to the Educational Policies and Planning Committee.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power of the Committee to Act:

The Committee is empowered to make recommendations to the Faculty Senate in curriculum matters as described in 4.A.

Approved by the Faculty Senate: January 26, 1993
Approved by the Chancellor: not applicable
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Resolution #93-3
Committee on Committees
Caroline Ayers, Chair

Revised Research/Creative Activity Committee Charge as follows:

RESEARCH/CREATIVE ACTIVITY COMMITTEE CHARGE

1. Name: Research/Creative Activity Committee

2. Membership:

12 faculty members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Associate Vice Chancellor for Research/Dean of the Graduate School, Director of Sponsored Programs, Vice Chancellor for Academic Affairs, and Vice Chancellor for Health Sciences, or their appointed representatives.

The membership of the Committee shall be as follows: 6 from the College of Arts and Sciences with two each from Humanities, Social Sciences and the Sciences/Math and 6 from the Professional Schools and other academic units with no more than 1 from each professional school. Each member shall have demonstrated scholarly accomplishment in the pursuit of creativity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.

3. Quorum: 8 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Research/Creative Activity Committee recommends funding of research proposals based on the merits of the proposals. With the advice of its ex-officio members, the Committee develops and presents to the Faculty Senate for its approval policies and procedures for application by individual faculty, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients. The Committee proposes other activities which would improve and promote research. It recommends to the Vice Chancellor for Academic Affairs recipients of awards during the academic year and outside the normal academic year.

Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. A member of the committee shall leave the room when his or her proposal is being considered by the committee.

B. To Whom The Committee Reports:

The Committee makes its recommendation of policies and procedures governing funding of grants to the Faculty Senate for its approval.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate within four weeks of its decision the number of grant applications received and the number recommended for funding including the name of the nominee, the department or school, grant title and the dollar amount of the grant.

D. Power Of The Committee To Act:

The Committee is empowered to recommend to the Vice Chancellor for Academic Affairs both nominees for grant funding and activities which would improve and promote research.

Approved by the Faculty Senate: January 26, 1993
Approved by the Chancellor: not applicable
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Resolution #93-4
Committee on Committees
Caroline Ayers, Chair

Revised Teaching Grants Committee Charge as follows:

TEACHING GRANTS COMMITTEE CHARGE

1. Name: Teaching Grants Committee

2. Membership:

12 faculty members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, and Vice Chancellor for Institutional Advancement and Planning, or their appointed representatives.

The membership of the Committee shall be as follows: 6 from the College of Arts and Sciences with 2 each from Humanities, Social Sciences, and Sciences/Math; and 6 from the professional schools and other academic units with not more than 1 from each professional school.

3. Quorum: 8 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:
The Teaching Grants Committee recommends funding of projects to improve teaching. The Committee shall develop procedures for application by individual faculty, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients. It shall recommend to the Vice Chancellor for Academic Affairs recipients of awards during the academic year and outside the normal academic year.

Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. A member of the committee shall leave the room when his or her proposal is being considered by the committee.

B. To Whom The Committee Reports:
The Committee makes recommendations concerning policies and procedures governing funding of grants to the Faculty Senate for its approval.

C. How Often The Committee Reports:
The Committee reports to the Faculty Senate within four weeks of its decision the number of grant applications received and the number recommended for funding including the name of the nominee, the department or school, grant title, and the dollar amount of the grant.

D. Power Of The Committee To Act:
The Committee is empowered to recommend to the Vice Chancellor for Academic Affairs both nominees for grant funding and activities which would improve and promote teaching.

Approved by the Faculty Senate: January 26, 1993
Approved by the Chancellor: not applicable
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Resolution #93-5
Ad Hoc Committee on Academic Regulations
Dave Watkins, Chair

Revised Section 5: Academic Regulations of the Undergraduate Catalog.

Approved by the Faculty Senate: February 23, 1993
Approved by the Chancellor: March 18, 1993
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Resolution #93-6
Ad Hoc Committee on Academic Regulations
Dave Watkins, Chair

The following recommendation was referred to the Chair of the Faculty to appoint an academic committee to review and report back to the Faculty Senate at a later date: "That the University establish an electronic database containing course outlines for each course offered during the current semester by East Carolina University faculty. The outline would indicate instructor expectations including grading and attendance policies."

Approved by the Faculty Senate: February 23, 1993
Approved by the Chancellor: N/A
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Resolution #93-7
Committee on Committees
Caroline Ayers, Chair

Revised Continuing Education Committee Charge as follows:

1. Name: Continuing Education Committee

2. Membership:

5 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, the Director of Continuing Education and Summer School, the Assistant Dean for Student Development, or their appointed representatives, and a representative from each of the Campus Libraries, Joyner and Health Sciences.

3. Quorum: 3 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Continuing Education Committee advises the Director of Continuing Education and Summer School on programs, faculty, student services, support services, and future directions of continuing education. The Continuing Education Committee shall consider relating to Summer School which are not covered in other committee charges. The Committee examines and recommends policies relating to faculty teaching including qualifications, number of hours and compensation, in the Division of Continuing Education and Summer School.

B. To Whom The Committee Reports:

The Committee recommends to the Faculty Senate policies relating to teaching assignments, qualifications, and compensation of faculty in the Division of Continuing Education and Summer School. The Committee makes appropriate recommendations to the Director of Continuing Education and Summer School.

C. How Often The Committee Reports:

The Committee reports to the Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to recommend to the Director of Continuing Education and Summer School programs relating to the Division of Continuing Education and Summer School.

Approved by the Faculty Senate: February 23, 1993
Approved by the Chancellor: N/A
****

Resolution #93-8
Admissions and Recruitment Committee
Dawn Clark, Reporting

Revisions and addition to the Undergraduate Catalog, Section 3: Admission (pages 35 and 36) as follows:

1. Revise subsection ADMISSION-TRANSFER to read (revisions noted in bold):

ADMISSION - **GENERAL** TRANSFER

General admission requirements for transfer students are listed below:

1. Official transcript(s) from each college, technical institute, or university previously attended showing the following:
   a. A satisfactory GPA on all transferable hours attempted. (Some professional schools may require a grade point average which is higher than that required by the university.)
   b. Honorable dismissal and eligibility to return to the college or university at which last matriculated. (Attendance only at summer school or evening school does not apply.)
2. Satisfactory health certificate.
3. A nondeductible, nonrefundable application fee of $35.

Admission to the university does not guarantee admission to individual programs. Individual program admission requirements are described in the specific academic sections.

It is the student's responsibility to request that all transcripts and other records be forwarded to the admissions office.

NOTE: Transfer students must meet the same high school subject matter requirements as stated above for freshmen. In addition, those who present fewer than 30 s.h. (45 q.h.) of transferable credits with a minimum GPA of 2.0 must have satisfactory grades and test scores to qualify as freshmen. Students must also be eligible to return to the institution at which last matriculated.

2. Add the following as a new subsection after ADMISSION-GENERAL TRANSFER:

ADMISSION - TRANSFER WITH ASSOCIATE DEGREE

Admission of transfer students with an associate degree is based on the following criteria:

1. The applicant must have earned the Associate of Arts, Associate of Science, or Associate of Fine Arts degree;

2. The applicant must have earned the degree at an institution which is accredited by the Southern Association of Colleges and Schools; and

3. The applicant must have earned a minimum of 23 quarter hours at the institution conferring the degree.

Approved by the Faculty Senate: February 23, 1993
Approved by the Chancellor: March 18, 1993

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Resolution #93-9
Curriculum Committee
Bill Grossnickle, Chair

Curriculum matters contained in the Undergraduate Curriculum Committee minutes of January 28, 1993.

Approved by the Faculty Senate: February 23, 1993
Approved by the Chancellor: March 18, 1993
****

Resolution #93-10

Approval of the Spring 1993 Graduation Roster, subject to the candidates' successful completion of their degree requirements to be determined by our distinguished Registrar.

Approved by the Faculty Senate: March 30, 1993
Approved by the Chancellor: April 8, 1993
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Resolution #93-11

Caroline Ayers, Chair
Committee on Committees

WRITING ACROSS THE CURRICULUM COMMITTEE CHARGE

1. Name: Writing Across the Curriculum Committee
2. Membership:

8 faculty members, each representing a different academic unit, and 2 student members. Ex officio member (with vote): The Chair of the Faculty. Ex officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Director of the Writing Across the Curriculum Program, Director of Composition, and Director of the Writing Center.

3. Quorum: 5 elected members exclusive of ex-officio.
4. A. Committee Functions:

The Writing Across the Curriculum Committee works closely with the Director of the Writing Across the Curriculum Program, including:

1. recommending to the Faculty Senate policies and guidelines governing the development and offering of courses and seminars that are officially to be designated as writing-intensive courses;
2. recommending through the university's normal curriculum channels curriculum changes in the Writing Across the Curriculum Program;
3. advising the Director of the Writing Across the Curriculum Program on all aspects of the Program;
4. promoting the Writing Across the Curriculum Program;
5. reviewing the annual report of the Director of the Writing Across the Curriculum Program.

B. To Whom The Committee Reports:

The Committee reports its suggested policies, procedures, and criteria to the Faculty Senate. Curriculum matters are recommended to the Curriculum Committee.

C. How Often the Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of the Committee To Act:

The Committee is empowered to request assistance from appropriate university officials in matters concerning the promotion of the Writing Across the Curriculum Program.

Approved by the Faculty Senate: March 30, 1993
Approved by the Chancellor: n/a
****

Resolution #93-12
Jim Tracy, Chair
Calendar Committee

Summer 1995, Fall 1995, and Spring 1996 University Calendars (see attached).

Approved by the Faculty Senate: March 30, 1993
Approved by the Chancellor: April 8, 1993
****

Resolution #93-13

Worth Worthington, Chair
Educational Policies and Planning Committee

Report and Recommendations on the Impact of Enrollment Increases on Educational Quality (see attached).

Approved by the Faculty Senate: March 30, 1993
Approved by the Chancellor: April 8, 1993
****

Resolution #93-14
Bill Grossnickle, Chair
Curriculum Committee

Undergraduate Curriculum Committee Report of February 11, and February 25, 1993.

Approved by the Faculty Senate: March 30, 1993
Approved by the Chancellor: April 8, 1993
****

Resolution #93-15
Tinsley Yarbrough, Chair
Faculty Governance Committee

Recommendation that the Faculty Governance Committee be charged to review the current apportionment of the Faculty Senate and present its recommendations to the Faculty Senate no later than the Faculty Senate's March 29, 1994, meeting.

Approved by the Faculty Senate: March 30, 1993
Approved by the Chancellor: n/a
****

Resolution #93-16
Larry Hough, Reporting

Revision to Section 5: Academic Regulations of the Undergraduate Catalog (page 55):

1. Delete the last full paragraph under the section headed "DOUBLE OR SECOND MAJOR."
2. Add the following paragraph at the end:

A student may choose to earn simultaneously two degrees (e.g. BA and BS or BS and BFA, etc). General education requirements for one degree may be used to satisfy the general education requirements for the second degree. However, all other degree requirements, including a foreign language, must be met.

Approved by the Faculty Senate: March 30, 1993
Approved by the Chancellor: April 8, 1993
****

Resolution #93-17
Committee on Committees
Caroline Ayers, Chair

Recommendation to postpone implementation of the following standard meeting schedule for the Faculty Senate Academic Committees until Spring, 1994.

STANDARD MEETING SCHEDULE FOR ACADEMIC COMMITTEES
(Implementation of this meeting schedule will be Spring 1994.)

Committee	Recommended Meeting Day
Admissions and Recruitment	1st Monday
Career Education	1st Tuesday
Continuing Education	1st Wednesday
Credits	1st Thursday
Faculty Affairs	2nd Monday
Faculty Computer	2nd Tuesday
Faculty Governance	2nd Wednesday
Faculty Welfare	2nd Thursday
General Education	3rd Monday
Honors Program	3rd Tuesday
Libraries	3rd Wednesday
Student Retention	3rd Thursday
Student Scholarships, Fellowships, and Financial Aid	4th Monday
Teaching Effectiveness	4th Wednesday
Writing Across the Curriculum	4th Thursday

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Calendar Committee will meet as many times as necessary to finalize upcoming University calendars.

Course Drop Appeals Committee will meet when student appeals are presented.

Curriculum Committee will meet 2nd & 4th Thursdays of each month.

Educational Policies & Planning Committee will meet when convenient for chairs of the other committees.

Readmission Appeals Committee will meet during school breaks and in the summer.

Research/Creative Activities Committee will meet as many times as necessary during the year to review and recommend grant proposals.

Teaching Grants Committee will meet as many times as necessary during the year to review and recommend grant proposals.

Unit Code Screening Committee will meet as many times as necessary during the year to review departmental and school unit codes.

Committee on Committees will meet as many times as necessary during the year.

(Recommended scheduled meeting times are from 3:00 to 5:00 each month.)

Approved by the Faculty Senate: April 20, 1993
Approved by the Chancellor: not applicable

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Resolution #93-18
Curriculum Committee
Bill Grossnickle, Chair

The Undergraduate Curriculum Committee report of March 25, and April 1, 1993.

Approved by the Faculty Senate: April 20, 1993
Approved by the Chancellor: May 7, 1993
****

Resolution #93-19
Faculty Affairs Committee
Henry Ferrell, Chair

Incorporation of the following into the Faculty Manual, Part II, Organization and Administration of the University of North Carolina, subsection "University Attorney" (page 4):

> "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 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."

Approved by the Faculty Senate: April 20, 1993

Approved by the Chancellor: May 7, 1993
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Resolution #93-20
Faculty Governance Committee
Tinsley Yarbrough, Chair

Revised Appendix A: Faculty Constitution of ECU (see attached).

Approved by the Faculty Senate: April 20, 1993
Approved by the General Faculty:
Approved by the Chancellor:
****

Resolution #93-21
Faculty Governance Committee
Tinsley Yarbrough, Chair

Revised By-Laws of Appendix A: Faculty Constitution of ECU (see attached).
Approved by the Faculty Senate: April 20, 1993
Approved by the Chancellor: April 21, 1993
****

Resolution #93-22
Faculty Governance Committee
Tinsley Yarbrough, Chair

Revised Appendix L: East Carolina University Code (see attached).

Approved by the Faculty Senate: April 20, 1993
Approved by the Chancellor: May 7, 1993
Approved by the Board of Trustees: July 8, 1993
****

Resolution #93-23
Unit Code Screening Committee
Don Sexauer, Chair

Revised School of Medicine Unit Code of Operations with the provisions that:
a) faculty in the individual departments democratically develop written rules for the internal operation of the respective departments
b) Section IV of the revised Appendix D become a part of and be included in the School of Medicine Unit Code, with the exception of the words "with all reviewer identification removed" (Section IV.E. paragraph five and seven)
c) future revisions to Section IV of Appendix D will automatically become part of the School of Medicine Unit Code.

(see attached)

Approved by the Faculty Senate: April 20, 1993
Approved by the Chancellor: May 7, 1993
****

Resolution #93-24
Jim Joyce (Physics), Reporting

Recommendation that faculty voluntarily open classes on Friday, September 17, 1993, to parents for visitation as part of the Parents Weekend activities. It is understood that each individual professor may state his or her visitation policy dependent upon seating restrictions, exams, or other limiting factors, at the beginning of the fall semester in the syllabus. It is also understood that it will be duly noted in the Parents Weekend brochure that professors may have restrictions on visitations and it will be the student's responsibility to be informed of each professor's policy.

Approved by the Faculty Senate: April 20, 1993
Approved by the Chancellor: not applicable
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Resolution #93-25
Chancellor Eakin, Reporting

Recommendation reference to the newly revised Academic Regulations that implementation of new eligibility standards begin with students matriculating at ECU in the Fall semester 1994. All students whose matriculation predates Fall semester 1994 will continue to operate under the present eligibility standards, unless they enter into a readmission status after Spring semester 1995. Those students readmitted after Spring semester 1995 will be required to keep the new eligibility standards.

Approved by the Faculty Senate: April 20, 1993
Approved by the Chancellor: May 7, 1993
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Resolution #93-26
John Moskop
ad-hoc Committee with George Bailey and James LeRoy Smith

Revision to Faculty Senate Resolution #92-33, Revised Appendix D: Tenure Policies and Regulations of East Carolina University. (other resolutions are: #92-16, #92-23, #92-26) see attached

Approved by the Faculty Senate: June 17, 1993
Approved by the Chancellor: June 24, 1993

Approved by the Board of Trustees: July 8, 1993
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Resolution #93-27
Teaching Effectiveness Committee
Thomas Louis, Reporting

WHEREAS, more and more emphasis is being placed on quality teaching at East Carolina University, and

WHEREAS, the Strategic Plan calls for distinction in undergraduate education at East Carolina University, and

WHEREAS, more and more schools and departments at East Carolina University are
utilizing new methods for evaluation of teaching, such as peer review, and

WHEREAS, the Faculty Mentoring Program is already in place, and

WHEREAS, the Vice Chancellor for Academic Affairs has already established a Coordinator of Faculty Development Programs.

THEREFORE BE IT RESOLVED that the Faculty Senate recommend to the Chancellor that the University plan and establish a permanent Faculty Resource Center for the development of effective teaching.

BE IT FURTHER RESOLVED that the Faculty Resource Center might have, but not be limited to:
Staff to maintain the center and assist faculty.
Literature resources on peer review, teaching portfolios, and teaching methods.
Multi-media assistance. List of faculty consultants in media, computers, and teaching strategies and methods, including: a) previous winners of the teaching awards, b) peer reviewers available on a campus-wide basis; and c) professors who are excellent teachers and whose classes can be visited on an appointment basis.
Annual workshops on teaching. Faculty development, i.e. sending faculty to workshops, teaching conferences, etc. Curriculum development support.
Organization, encouragement, and support of research on effective teaching.
Active consultation with departments on teaching methods and assessment of teaching.

Approved by the Faculty Senate: September 14, 1993
Approved by the Chancellor: October 5, 1993

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Resolution #93-28
George Bailey, Reporting

WHEREAS, Professor John Charles Moskop served as chair of East Carolina University's faculty during the 1991-92 and the
1992-93 terms, and

WHEREAS, during the 1991-92 and 1992-93 terms Professor Moskop personally attended or by other means participated in the business conducted during pproximately three-hundred and fifty meetings of twenty-three committees, chaired two faculty convocations, seventeen Senate Officers' meetings, and nineteen Faculty Senate Meetings, and

WHEREAS, during the 1991-92 term, the Faculty Senate adopted forty-five resolutions, including the adoption of *Appendix V*, *Appendix W*, and *Appendix X*, a new *Appendix D*, resolutions on quadrennial unit evaluations, peer review, dropping courses, the Honors Committee, as well as Curriculum Committee reports too numerous to list, and

WHEREAS, during the 1992-93 term the Faculty Senate adopted thirty-nine resolutions, including the charge to the Writing Across the Curriculum Committee and revisions to four committee charges, the Teaching Excellence Awards, sections Three and Five of the ***Undergraduate Catalog***, the ***Faculty Senate Constitution*** *and* ***By-Laws***, *Appendix L*, numerous sections of the new *Appendix D*, as well as Curriculum Committee reports too numerous to list, and

WHEREAS, throughout the entirety of the proceedings sketched above, Professor Moskop met the demands of shared faculty governance with remarkable
persistence, fairness, tolerance, good judgment, good will, and a truly amazing spirit of good humor,

THEREFORE BE IT RESOLVED, that we, the members of East Carolina University's Faculty Senate, hereby express our deep appreciation to Professor John Charles Moskop for his outstanding leadership and supererogatory service during his tenure as Chair of the Faculty of East Carolina University.

Approved by the Faculty Senate: September 14, 1993
Approved by the Chancellor: n/a
****

Resolution #93-29
Curriculum Committee
Donald Neal, Reporting

The Undergraduate Curriculum Committee report of September 23, 1993.

Approved by the Faculty Senate: October 19, 1993
Approved by the Chancellor: October 29, 1993
****

Resolution #93-30
Educational Policies and Planning Committee
Ken Wilson, Reporting

Revised Procedures for New Degree Programs. (Revision to the *Faculty Manual,* Part III, Academic Information.)

Curriculum development is a faculty responsibility. Recommendations for new courses and course revisions originate within the various schools and departments and within interdepartmental committees. Courses are approved by the unit faculty in accordance with unit code provisions and by the Council for Teacher Education, when appropriate. Undergraduate and 5000-level courses require consideration by the following bodies: the College or School Curriculum Committee; the University Curriculum Committee; the Faculty Senate; and the chancellor. In addition to unit approval and, when appropriate, teacher education council approval, 5000-level and other graduate courses require consideration by the Graduate Curriculum Committee and the Graduate Council. New and revised areas of concentration and options and revised minors, etc., which do not require UNC-General Administration approval, are also approved by this procedure. New minors must follow the campus procedures for new degree programs.

The development of new degree programs is a shared responsibility of the faculty, the administration at East Carolina University, the ECU Board of Trustees, the UNC-General Administration, and the UNC Board of Governors; the Board of Governors has final statutory responsibility to determine the functions, educational activities, and academic programs of the constituent institutions.

Recommendations for new degree programs originate within the various schools and departments or within interdepartmental committees. Before making any formal request to plan a new program, the unit must consult with all other units that may be affected, including Joyner Library, Health Sciences Library, and Computing and Information Systems. Requests for authorization to plan are reviewed on campus by the undergraduate or graduate committee in the faculty governance curriculum review procedures depicted in chart form, as follows. Through administrative channels, the unit dean recommends to the vice chancellor for academic affairs or the vice chancellor for health sciences, as appropriate, who recommends to the chancellor. For graduate programs, the graduate dean will forward his or her recommendations with those of the

Graduate Council to the appropriate vice chancellor, who will recommend to the chancellor. Requests for authorization to plan new degree programs are forwarded to the president of the University of North Carolina by the chancellor. Proposals for new degree programs require authorization to plan from the president of the University of North Carolina and the Committee on Educational Planning, Policies, and Programs of the Board of Governors.

Requests to establish new degree programs that have received authorization to plan must be approved by the unit faculty according to unit code requirements. Before making any formal request to establish a new program, the unit must again consult with all other units that may be affected, including Joyner Library, Health Sciences Library, and Computing and Information Systems. The requests to establish are then reviewed according to the faculty governance curriculum review procedures depicted in chart form, as follows. The administrative approval process is the same as that described above for requests for authorization to plan. The chancellor forwards the proposed new degree programs with the requests for authorization to establish to the president of the University of North Carolina for approval. The president submits the proposed program to the UNC Committee on Educational Planning, Policies, and Programs, which recommends to the Board of Governors. If the new degree program requires new resources, the Committee on Educational Planning, Policies, and Programs, acting jointly with the board's Committee on Budget and Finance, will so recommend to the board. The president will communicate to the chancellor the decision of the board and, in the event of favorable action, an approximate date for the initiation of the program.

Revised Procedures for New Degree Programs.

Authorization to establish new tracks in already established degree programs follows the same procedure as that outlined in the above paragraph for authorization to establish new degrees. It is not necessary to request authorization to plan a track.

Formats for requests for authorization to plan and to establish new degree programs and tracks are available in the offices of deans and vice chancellors. The additional information required by on-campus reviewers is listed in the Faculty Senate office.

Approved by the Faculty Senate: October 19, 1993
Approved by the Chancellor: October 29, 1993

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Resolution #93-31
Faculty Affairs Committee
Henry Ferrell, Chair

Conflicts of Interest and Commitment Policy Procedures (see attached).

Approved by the Faculty Senate: October 19, 1993
Approved by the Chancellor: October 29, 1993
****

Resolution #93-32

The report of the Teaching Effectiveness Committee on Peer Review was referred back to the Committee for reconsideration and a report was requested to the Faculty Senate in December 1993.

Approved by the Faculty Senate: October 19, 1993
Approved by the Chancellor: n/a
****

Resolution #93-33

Fall 1993 Graduation Roster subject to the candidates' successful completion of their degree requirements.

Approved by the Faculty Senate: November 9, 1993
Approved by the Chancellor: December 2, 1993
****

Resolution #93-34
Agenda Committee
Brenda Killingsworth, Chair

1994-1995 Agenda Committee and Faculty Senate meeting dates as follows:

Agenda Committee will meet:	Faculty Senate will meet:
August 30, 1994	September 13, 1994
September 27, 1994	October 11, 1994
November 1, 1994	November 15, 1994
November 29, 1994	December 13, 1994
January 10, 1995	January 24, 1995
February 7, 1995	February 21, 1995
March 14, 1995	March 28, 1995
April 11, 1995	April 25, 1995
	April 26, 1995 (95-96 Organizational Meeting)

Approved by the Faculty Senate: November 9, 1993
Approved by the Chancellor: n/a

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Resolution #93-35
Committee on Committees
Brian Harris, Chair

Revised Student Retention Committee charge as follows:

1. Name: Student Advising and Retention Committee

2. Membership:
   6 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Dean of Undergraduate Studies, the Vice Chancellor for Student Life, Chair of the Readmission Appeals Committee or their appointed representatives.

3. Quorum: 4 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:
   The Student Advising and Retention Committee is concerned with matters relating to the advising and retention of students. The Committee reviews policies and procedures governing orientation, advising, and retention of students. Policies and procedures regarding advising in the General College will be coordinated with the General Education Committee, which has the final authority in the matter.

   B. To Whom The Committee Reports:
   The Committee recommends policies and procedures governing orientation, advising, and retention of students to the Faculty Senate.

   C. How Often The Committee Reports:
   The Committee reports to the Faculty Senate at least once a year and other times as necessary.

   D. Power Of The Committee To Act:
   The Committee makes recommendations concerning the implementation and administration of policies and procedures regarding the orientation, advising, and retention of students to the appropriate University officials.

Approved by the Faculty Senate: November 9, 1993
Approved by the Chancellor: n/a

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Resolution #93-36
Research/Creative Activity Committee
Mark Taggart, Vice Chair

RESEARCH AWARD PROGRAM

WHEREAS, East Carolina University recognizes the importance of professional scholarly productivity; and

WHEREAS, the Research/Creative Activity Committee has been requested by the Associate Vice Chancellor for Research to help establish a Research Award Program and formulate categories and procedures;
and

WHEREAS, the Committee thinks that a Research Award Program would honor and reflect the long term commitment of faculty members at East Carolina University; and

WHEREAS, the Committee was informed that two Research Awards will be presented at the 1994 Fall Faculty Convocation; and

WHEREAS, because of time restraints placed on the Committee, the Committee will design a more permanent structure for future awards at a later date;

THEREFORE BE IT RESOLVED, that the Research/Creative Activity Committee request that Chancellor solicit nominations from academic deans.

BE IT FURTHER RESOLVED, that the Research /Creative Activity Committee request that the Associate Vice Chancellor for Research oversee the formation of a committee and that the committee review the research award nominees and recommend the recipients for the two awards to be presented next Fall.

BE IT FURTHER RESOLVED, that the Research/Creative Activity Committee recommend to the Faculty Senate on or before the April 19, 1994, meeting a permanent policy for University Research Awards. This report should include a procedure for choosing awardees and should consider whether identifying categories for awards is appropriate.

Approved by the Faculty Senate: November 9, 1993
Approved by the Chancellor: December 2, 1993

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Resolution #93-37
Ad Hoc Committee on a Course Outline Database
Dorothy Muller, Chair

Recommendations concerning a Course Outline Database as follows:

1. that a voluntary pilot project using the system developed by Dr. Ken Marks be instituted Spring Semester 1994,
2. that departments submit syllabi to Dr. Marks for entry into the system,
3. that the library make the student information system available to students, and
4. that the Senate request Dr. Marks and Joyner Library to update and maintain the student information system, allowing departments to access the system to make revisions in their syllabi.

Approved by the Faculty Senate: November 9, 1993
Approved by the Chancellor: December 2, 1993
****

Resolution #93-38
Credits Committee
Bob Woodside, Chair

The following Grade Replacement Policy will be placed in the *University Catalog,* Section 5, Academic Regulations, following the section entitled *Repetition of Course Work .* References to the multiple F Policy in *Repetition of Course Work* and in *Grading System* will be deleted.

A student is permitted to use the grade replacement policy a maximum of three times for 1000- and 2000-level courses in which he or she has earned a grade of D or F. For example, a student may replace a grade in three different courses or may replace a single course grade a maximum of three
times or a combination thereof not to exceed the limits of the policy. Approval to use the policy will not be given under the following conditions:

(1) the student wishes to repeat a course after he or she has successfully completed an
advanced course covering the same or similar material;
(2) the student wishes to repeat a course which is a prerequisite for a course that he or she
has already successfully completed.

To replace a grade, the student must complete a grade replacement form, have it signed by his or her dean/department chair, and register for the course during the

registration period. Although the original grade will not be used in determining the grade point average of the student, the original
grade will remain on the student's permanent academic record. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a D, no additional credit hours will be awarded.

Effective date: for courses originally taken Fall 1994 and thereafter.

Approved by the Faculty Senate: December 7, 1993
Approved by the Chancellor: January 13, 1994
****

Resolution #93-39
Curriculum Committee
Donald Neal, Chair

Undergraduate curriculum matters contained in the November 4, and 11, 1993, University Curriculum Committee minutes.

Approved by the Faculty Senate: December 7, 1993
Approved by the Chancellor: January 13, 1994
****

Resolution #93-40
Faculty Affairs Committee
Henry Ferrell, Chair

Recommitted the proposed extended definition of Personal Malice to the Faculty Affairs Committee for further review and a report to the Faculty Senate on March 29, 1994.

Approved by the Faculty Senate: December 7, 1993
Approved by the Chancellor: n/a
****

Resolution #93-41
Faculty Affairs Committee
Henry Ferrell, Chair

Revisions to *Appendices C, D, and L* in response to administrative memorandum #338. (see attached) The Faculty Senate deferred action on the following two proposed revisions to *Appendix C* until a future date to allow the Faculty Affairs Committee an opportunity for further review.

<u>Appendix C, Section III, page C-4.</u>

Replace: "The unit administrator's annual performance evaluation of faculty members shall employ criteria approved by the unit and by the vice
chancellor for academic affairs, the vice chancellor for health sciences, or the vice chancellor for student life, as appropriate, which shall be based upon that year's assigned duties and responsibilities (except, as earlier noted, for the previous year's Spring semester survey of student opinion) and shall take into account the nature of the assignments in terms of"
with: "The unit administrator's annual performance evaluation of faculty
members shall employ **the criteria contained in the unit code approved by the chancellor (see Appendix L, Section C). The evaluation** shall be based upon that year's assigned duties and responsibilities (except. as earlier noted, for the previous year's Spring semester survey of student opinion) and shall **consider**:"

<u>Appendix C, Section IV, page C-5, 1st paragraph,</u>

Replace: ". . . Evaluation of faculty for purposes of promotion shall be governed in each unit by regulations established in an under the units
code of operations subject to *Appendix C.* With the approval of the vice chancellor for academic affairs, the vice chancellor for health sciences and dean of the School of Medicine, and the vice chancellor
for student life, as appropriate, specific regulations governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall.." with: ". . . Evaluation of faculty for purposes of promotion **shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (see Appendix L, Section C). S**pecific regulations **and criteria** governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall.."

Approved by the Faculty Senate: December 7, 1993
Approved by the Chancellor: December 9, 1993
Approved by the Board of Trustees: December 10, 1993
****

Resolution #93-42
Faculty Governance Committee

Tinsley Yarbrough, Chair

Revisions to *Appendix A*, Faculty Constitution and By-Laws.

Replace the second and third paragraph of Appendix A, Section V. Organization of the Faculty Senate, with the following:

> "The number of elected Faculty Senators shall not exceed 58 nor be fewer than 52. Prior to the election in the spring of each academic year, the ratio of faculty members to elected Faculty Senators will be determined by the Chair, Vice Chair, and the Secretary. The number of faculty within each department/school will be gathered from part of a personnel data file that is prepared and submitted to the UNC General Administration by the Department of Planning and Institutional Research in November of each year. Each electoral unit represented will then be informed as to the number of elected Faculty Senators to which that electoral unit is entitled. No electoral unit will be allocated more than 15 percent of the elected Faculty Senate members. Electoral units for the purpose of this constitution shall be the various professional schools, Academic Library Services, Health Sciences Library, and the departments of the College of Arts and Sciences. In the event that an electoral unit must reduce its existing number of Faculty Senators, it shall do so by following democratic procedures.
>
> Each department of the College of Arts and Sciences shall have at least one elected Faculty Senator and will elect its Faculty Senator as an electoral unit. The various professional schools, Academic Library Services, Health Sciences Library, and the departments of the College of Arts and Sciences will have at least one elected Faculty Senator. Each school may choose to elect its Senators from the school as a whole or in the alternate manner described as follows. Each department within the school shall be allowed to nominate the number (less the number whose terms are not expired) to which it would be entitled if it were considered as a separate electoral unit. The persons nominated by each department shall be placed on a ballot for the election of the number allotted to the electoral unit by the faculty of the electoral unit."

Replace Subheading E. of the By-Laws, Section I. Attendance, Seating, and Participation, with the following:

"E. Each electoral unit of the University may elect a number of alternate representatives equal to its allotment of Senators, not to exceed the unit's number of apportioned Senators. If more than one alternate is elected, they should be elected to two-year staggered terms. The alternate(s) will be elected in the same manner as Faculty Senators at the time of regular election of Senators, and will serve for a two-year term. "

Approved by the Faculty Senate: December 7, 1993
Approved by the General Faculty: August 22, 1994
Approved by the Chancellor: September 13, 1994
****

Resolution #93-43
Honors Program Committee
Claudia Melear, Chair

The following Guidelines for Undergraduate Honors Program Seminars is requested of
individual faculty who submit new seminar proposals for approval. These suggestions
are intended to improve and facilitate Honors Program Committee members' understanding of new seminar proposals in order that rapid approval can be obtained for the faculty member who proposes the new seminar.

1. Submit the course proposal a full year in advance of the offering. For example, submit by March 1994 for Spring 1995 courses and by October 1994 for Fall
1995 offerings. In other words, submit by March for the following spring semester and by October for the following fall semester. **Course proposals for Fall
1994 should be submitted by January 22, 1994.**

2. Do one of the following: Appear at the Honors Program Committee meeting, at the time that you submit the proposal to describe the seminar and help committee members understand it in the event there are questions. This personal appearance will hasten seminar approval. A specific time slot will be assigned to prevent the proposer from sitting through the entire committee meeting. OR
Use the standard course proposal form. Submit 15 copies of your course proposal
(to the Faculty Senate office, 140 Rawl Annex) in advance of your appearance at the Honors Program Committee meeting for inclusion with the minutes of the previous meeting and the agenda for the next meeting. This will entail the proposer submitting the course proposal <u>one month prior to</u> the October or March deadline.

Approved by the Faculty Senate: December 7, 1993

Approved by the Chancellor: n/a
****

Resolution #93-44
Teaching Effectiveness Committee
Parmalee Hawk, Chair

Peer Review Procedures and Sample Instrument with the following caveats:

1) that the instrument and procedures be used to assess and improve teaching;
2) that all observers be trained to evaluate teaching through special sessions to be designed and implemented later;
3) that the Chancellor appoint a committee of no fewer than three members to do a three year validation study on this instrument, the results of which may necessitate additions and/or deletions in the procedures and/or instrument; and
4) that departments have the option of selecting other instruments and procedures which would be approved by the appropriate vice chancellor.

Further, in accordance with the spirit of multiple evaluation procedures, the professor is recommended to supplement the results of the observations with any additional appropriate evidence of effective teaching such as portfolios, student evaluations, etc.

TRAINING OUTLINE

I. Observation/Documentation
   A. Clarification of categories and items.
   B. Methods of documenting what is observed.
   C. Practice documentation.
   D. Analysis of observed/documented behaviors.
II. Conferences
   A. Pre-conference.
      1. Interview guide
      2. Scheduling
   B. Post-conference.
      1. Interview guide
      2. Giving and receiving feedback
   C. Faculty Development Plan.
III. Procedures for Observation

PROCEDURES FOR PEER OBSERVATION

I. Two observers per observation.

A. One trained observer to be selected by the professor's department chair and/or personnel committee.

B. One trained observer selected by the professor.

II. Selection of trained observers.

All tenured faculty in a department shall have the opportunity to be trained.

NOTES:

1. All observers must complete training.
2. The most suitable observers are faculty who are attentive to details, highly organized, and active listeners.
3. Where possible the observers shall come from the department/discipline of the faculty member being observed.

III. Observation cycle (minimum).

A. During the professor's first year -- two observations with feedback.

B. During the professor's fourth year -- two observations with feedback.

IV. Observation procedures.

A. Pre-observation conference (observers and professor).

1. Professor provides observers with copies of handouts and a list of materials to be used during class plus a current syllabus and any other pertinent information.
2. Observer selected by professor provides a self-evaluation form to professor.

B. Schedule and course selection.

1. Professor chooses the classes to be observed.
2. Observers coordinate a date/time for the observation.

C. Post-observation conference (within 5 working days of observation with both observers).

1. Go over observation and self-evaluation.
2. Discuss strengths, any needs for improvements, and search for strategies to improve.
3. Write a Faculty Development Plan.

ATTACHED IS A SAMPLE COPY OF A PEER REVIEW INSTRUMENT.

Approved by the Faculty Senate: December 7, 1993

Approved by the Chancellor: February 8, 1994
****

Resolution #93-45

The Chair of the Faculty will form an Ad Hoc Committee to review these approved peer
review procedures and their correlation with the recently revised *Appendices C, D,* and
L, prior to the Chancellor's consideration.

Approved by the Faculty Senate: December 7, 1993
Approved by the Chancellor: n/a
****

Resolution #93-46
Unit Code Screening Committee
Artemis Kares, Chair

The Unit Code Screening Committee is allowed to approve amendment(s) to a unit code of operations and send the amendment(s) forward to the Faculty Senate as amendment(s) to the unit code.

Approved by the Faculty Senate: December 7, 1993
Approved by the Chancellor: n/a
****

Resolution #93-47
Henry Ferrell, Reporting

Official statement of faculty support for the work of the MLK Planning Committee and its 1994 theme: "ECU Observes Dr. Martin Luther King, Jr.'s Birthday: A Commitment to Human Rights and World Peace".

Approved by the Faculty Senate: December 7, 1993
Approved by the Chancellor: n/a
****

Resolution #94-01
Admissions and Recruitment Committee
Dawn Clark, Reporting

Revised admissions requirement recommending that prospective students complete at least a credit
in the arts (art, dance, music, theatre), and that by the year 2000, the arts credit be considered a

requirement for admission to East Carolina University.

Approved by the Faculty Senate: January 25, 1994
Approved by the Chancellor: February 8, 1994
****

Resolution #94-02
Research/Creative Activity Committee
Linda Allred, Chair

Revised *Faculty Manual*, Appendix U. Policy and Procedures on Ethics in Research and Creative Activities (attached).

Approved by the Faculty Senate: January 25, 1994
Approved by the Chancellor: February 8, 1994
****

Resolution #94-03
University Curriculum Committee
Donald Neal, Chair

Undergraduate Curriculum Committee matters contained in the minutes of January 27, and February 10, 1994.

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: March 17, 1994
****

Resolution #94-04
Educational Policies and Planning Committee
Ken Wilson, Chair

Request to Establish a New Degree Program in Mathematical Statistics, API #1702 (attached).

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: March 17, 1994
****

Resolution #94-05
Faculty Affairs Committee
Henry Ferrell, Chair

Revisions to *Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University* as follows.

Appendix C, Section III, page C-4.

Replace: "The unit administrator's annual performance evaluation of faculty members shall employ criteria approved by the unit and by the vice chancellor for academic affairs, the vice chancellor for health sciences, or the vice chancellor for student life, as appropriate, which shall be based upon that year's assigned duties and responsibilities (except, as earlier noted, for the previous year's Spring semester survey of student opinion) and shall take into account the nature of the assignments in terms of"

with: "The unit administrator's annual performance evaluation of faculty members shall employ **the criteria contained in the unit code approved by the chancellor (see *Appendix L*, Section C). The evaluation** shall be based upon that year's assigned duties and responsibilities (except. as earlier noted, for the previous year's Spring semester survey of student opinion) and shall **consider**:"

Appendix C, Section IV, page C-5, 1st paragraph,

Replace: ". . . Evaluation of faculty for purposes of promotion shall be governed in each unit by regulations established in an under the units code of operations subject to *Appendix C.* With the approval of the vice chancellor for academic affairs, the vice chancellor for health sciences and dean of the School of Medicine, and the vice chancellor for student life, as appropriate, specific regulations governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall.."

with: ". . . Evaluation of faculty for purposes of promotion **shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (see *Appendix L*, Section C). S**pecific regulations **and criteria** governing

evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall."**(See attached revised *Appendix C*.)**

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: March 9, 1994
****

Resolution #94-06
Faculty Affairs Committee
Henry Ferrell, Chair

Revision to *Appendix J. Informal Faculty Grievance Procedure for Grievances Involving Sex Discrimination and Other Equal Employment Opportunity Complaints* as follows.

Appendix J, Section A. page J-1, 1st paragraph,

Replace: ". . . Therefore, it is university policy that no member of the faculty will suffer discrimination in his or her employment status as a member of the faculty on the basis of race, color, religion, sex, age, national origin, creed, handicap, or political affiliation...."

with: ". . . Therefore, it is university policy that no member of the faculty will suffer discrimination in his or her employment status as a member of the faculty on the basis of race, color, religion, sex, **sexual orientation,** age, national origin, creed, handicap, or political affiliation...."

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: March 17, 1994
****

Resolution #94-07
Faculty Affairs Committee
Henry Ferrell, Chair

Revision to *Appendix K. Equal Employment Opportunity/Affirmative Action Policy of East Carolina University* as follows.

Appendix K., page K-1, 3rd paragraph,

Replace: "East Carolina University is committed to equality of educational

opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap."

with: "East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, **sexual orientation,** age, or handicap."

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: March 17, 1994
****

Resolution #94-08
Faculty Welfare Committee
Don Guest, Chair

Re commitment of proposed revision to *Faculty Manual*, Part IV. Personnel Policies concerning the rank of lecturer to the Faculty Welfare Committee.

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: n/a

****

Resolution #94-09
Faculty Welfare Committee
Don Guest, Chair

Revision to *Faculty Manual*, Part IV. Personnel Policies to include privileges for retired faculty as follows.

RETIRED FACULTY
The following privileges are awarded to retired faculty:

1. Use of campus address for a period of one year, subject to availability.
2. Right to be included in the University catalogues and directories.
3. Continuance of eligibility to take one course per semester without fees, subject to the Board of Governor's policy.
4. Access to library services under the same conditions as active faculty,

including the use of the shuttle bus, subject to space availability.

5. Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
6. Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
7. University identification card upon request.
8. Free campus parking decal, valid in all locations, with the exception of private parking lots.

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: 17 April 1995 (see attached memorandum)
****

Resolution #94-10
Faculty Welfare Committee
Don Guest, Chair

Revision to *Faculty Manual*, Part IV. Personnel Policies to include privileges for faculty awarded emeritus status as follows.

EMERITUS STATUS FOR FACULTY
Upon the recommendation of the unit personnel committee, unit head, and appropriate dean, the appropriate vice chancellor may grant the faculty retiree emeritus status. The following privileges are awarded to this individual:

1. The use of the departmental address for professional correspondence for one year after retirement and thereafter by individual request.
2. Free campus parking decal, valid in all locations, with the exception of private parking lots.
3. Support services within their respective unit, subject to the availability of resources and discretion of the unit head.
4. Right to be included in the University catalogues and directories.
5. Continuance of eligibility to take one course per semester without fees, subject to the Board of Governor's policy.
6. Access to library services under the same conditions as active faculty,

including the use of the shuttle bus, subject to space availability.

7. Access to recreational facilities under the same conditions as active faculty.
8. Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
9. Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
10. Continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty.
11. University identification card upon request.
12. Continued membership in the ECU Credit Union under the same conditions as active members, subject to the credit union bylaws.

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: 17 April 1995 (see attached memorandum)

****

Resolution #94-11
General Education Committee
Gerhard Kalmus, Chair

Restatement of the General Education Goals and Objectives (attached).

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: March 17, 1994
****

Resolution #94-12
Unit Code Screening Committee
Bill Grossnickle, Reporting

Revised Department of Mathematics Code of Operations.

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: March 17, 1994
****

Resolution #94-13
Ad Hoc Committee to Review Administrative Evaluations

Jeff Johnson, Chair

Recommendations concerning department chair evaluations as follows.

1. This committee recommends that the DECAD be adopted as instrument to gather faculty input on department chair performance.
2. The committee also recommends that an open-ended, semi-structured series of questions be attached to the DECAD such that faculty can augment their ratings of department chairs with more in-depth comments. The responses to this section of the faculty survey would be returned to the department chair for feedback purposes only; individual department chairs could at their own volition forward these responses to their deans, if they so wish.
3. The committee suggests that the open-ended questions follow the format used in an early version of the DECAD. These are: A. Which matters need attention in the department during the next year or two?
B. Identify any departmental policies or procedures which:
    1) you feel need immediate improvement
    2) are particularly effective and should be emphasized.
C. What is the most important observation you can make about your department chair's:
    1) administrative effectiveness?
    2) administrative style?
D. Other comments:
4. Two schools (Art and Social Work) are not organized into departments and thus do not have formal department chairs. Both schools do, however, have associate deans or coordinators, serving under the respective deans, who have many of the same responsibilities of more traditional department chairs. After examining the university organizational chart and consulting with the respective deans, the committee recommends the following:
A. The Associate Deans for Graduate Studies, and Undergraduate Studies, and the Directors of Criminal Justice, and Field Education in the School of Social Work should be rated by faculty on the DECAD since their responsibilities more closely resemble those of department chairs in other schools; B. Coordinators in the School of Art should *not* be rated by faculty on the DECAD since:
1) their responsibilities are quite different from department chairs in other schools, and;
2) the School of Art currently uses an in-house instrument for regularly
collecting faculty ratings of these coordinators.

(Copies of the DECAD Chairperson Information Form and DECAD Survey Form -- Faculty Reactions to Chairperson Activities are attached.)

Approved by the Faculty Senate: February 22, 1994
Approved by the Chancellor: March 17, 1994

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Resolution #94-14
Henry Ferrell, Reporting

Endorsement of the Faculty Senate that the privilege and practice of the medical students at the
East Carolina University School of Medicine to issue speaking invitations to those persons they
deem appropriate to the discipline and practice of their profession.

Approved by the Faculty Senate: March 29, 1994
Approved by the Chancellor: not applicable
****

Resolution #94-15

Spring 1994 Graduation Roster, subject to the candidates' successful completion of their degree requirements to be determined by the Registrar.

Approved by the Faculty Senate: March 29, 1994
Approved by the Chancellor: April 19, 1994
****

Resolution #94-16
Calendar Committee
Caroline Ayers, Reporting

Summer 1996, Fall 1996, and Spring 1997 University Calendars.

Approved by the Faculty Senate: March 29, 1994
Approved by the Chancellor: April 19, 1994
****

Resolution #94-17
Educational Policies and Planning Committee
Worth Worthington, Secretary

Request to establish a new degree program in School Administration, API #0827 (see attached).

Approved by the Faculty Senate: March 29, 1994
Approved by the Chancellor: April 19, 1994
****

Resolution #94-18
Faculty Governance Committee
Tinsley Yarbrough, Chair

Faculty Manual, Appendix D. Tenure and Promotion Policies and Procedures of East Carolina University (see attached).

Approved by the Faculty Senate: March 29, 1994
Approved by the Chancellor: April 19, 1994
Approved by the Board of Trustees:
****

Resolution #94-19
Faculty Governance Committee
Tinsley Yarbrough, Chair

Faculty Manual, Appendix Y. Grievance Policies and Procedures of East Carolina University. This appendix will go into effect upon implementation of the revised *Appendix D*. (see attached)

Approved by the Faculty Senate: March 29, 1994
Approved by the Chancellor: April 19, 1994
Approved by the Board of Trustees:
****

Resolution #94-20
Committee on Committees
Brian Harris, Chair

Revised Academic Committee charges (see attached).

Approved by the Faculty Senate: April 19, 1994
Approved by the Chancellor: n/a
****

Resolution #94-21
Curriculum Committee
Donald Neal, Chair

Curriculum matters contained in the minutes of the University Curriculum Committee's meeting of March 24, 1994.

Approved by the Faculty Senate: April 19, 1994
Approved by the Chancellor: July 21, 1994

****

Resolution #94-22
Educational Policies and Planning Committee
Ken Wilson, Chair

Four-Year Honors Program (see attached).

Approved by the Faculty Senate: April 19, 1994
Approved by the Chancellor: July 21, 1994
****

Resolution #94-23
Educational Policies and Planning Committee
Ken Wilson, Chair

Recommendations concerning ECU's Graduation Rates as follows:

Graduation Factors

1. Units should review existing cognate courses and specified general education courses to be certain they are necessary.

2. Requests for new degree will need to justify cognate courses and specified general education courses. Accreditation standards by themselves will not be a satisfactory justification; these courses must be justified academically.

3. Departments should avoid scheduling patterns that have a detrimental effect on graduation rates. Departments should be encouraged to follow scheduling patterns normally advertised by the Registrar's office. Departments should review how varying patterns may influence graduation rates.

Admissions and Retention

1. Units should review requirements for GPA averages for admission or retention higher than the university requirements.

2. If new degree requests contain GPA requirements higher than the university requirements for admission or retention, these higher recommendations must be justified.

Other

1. Every advisor should have access to a computer connected to the registration system.

2. Grade sheets should contain notices to students who are not completing enough hours to graduate in four years.

3. Parents and students should be informed that early planning is particularly necessary if degrees are to be completed in four years.

4. Units should have earlier access to scheduling information to avoid conflicts.

5. Improvements should be made in the system that predicts and responds to student class needs.

6. At least one person in each department should have access to records for all students.

7. The university should continue an empirical assessment of the variables that impact graduation and retention rates.

Approved by the Faculty Senate: April 19, 1994
Approved by the Chancellor: July 21, 1994
****

Resolution #94-24
Faculty Computer Committee
Jeff Jarvis, Reporting

Referred the proposed revisions to the *Policy of the Security of Data and Records* to the Faculty Computer Committee for further consideration in relation to NC General Statute #132 and other legal documents.

Approved by the Faculty Senate: April 19, 1994
Approved by the Chancellor: n/a
****

Resolution #94-25
Research/Creative Activity Grants Committee
Linda Allred, Chair

Committed the recommended procedures for the University Research Award(s) to the newly established Research/Creative Activity Policies Committee for consideration prior to implementation.

Approved by the Faculty Senate: April 19, 1994
Approved by the Chancellor: n/a
****

Resolution #94-26
Writing Across the Curriculum Committee
Rita Reaves, Reporting

Writing-Intensive Course Proposal form (see attached).

Approved by the Faculty Senate: April 19, 1994
Approved by the Chancellor: n/a
****

Resolution #94-27
Educational Policies and Planning Committee
Worth Worthington, Reporting

Recommendation to decode the Division of Continuing Education and Summer School.

Approved by the Faculty Senate: September 13, 1994
Approved by the Chancellor: October 3, 1994
****

Resolution #94-28
Educational Policies and Planning Committee
Worth Worthington, Reporting

Request for Authorization to Establish a New Degree Program in Resource Economics (API# 2204)

Approved by the Faculty Senate: September 13, 1994
Approved by the Chancellor: October 3, 1994
****

Resolution #94-29
George Bailey, Reporting

Interpretation of *East Carolina University Faculty Manual*, Appendix D, Section IV.E, External Peer Review for Promotion and the Conferral of Permanent Tenure (page D-11) to apply only to candidates for promotion to associate professor or professor and candidates for permanent tenure (as not applying to candidates for promotion from instructor to assistant professor who are not also candidates for permanent tenure).

Approved by the Faculty Senate: September 13, 1994
Approved by the Chancellor: October 3, 1994

****

Resolution #94-30
Credits Committee
John Tilley, Chair

Revision to the *East Carolina University 1994-1996 Undergraduate Catalog,* Section 5:
Academic Regulations, After Schedule Change Period (page 44) as follows:

"After Schedule Change Period

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

Students may petition the Dean of Undergraduate Studies for drops by exception (drops after the 40 percent drop period, drops beyond student's allotted number, and drops not counted against the allotted number). Poor performance in course work; missed deadlines; or a course grade's adverse effePct on the student's grade point average, probationary standing, or other eligibility is not in itself a sufficient basis for exception. Requests for exceptions will not be considered after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been expected. Petitions for drops by exception will typically be granted only for medical or counseling reasons related to the course(s) to be dropped and will be considered by the Dean of Undergraduate Studies upon the recommendation of the director of the Student Health Service or the director of the Counseling Center, as appropriate. Students whose petitions for drops by exception are denied by the Dean of Undergraduate Studies may appeal the decision to the Course Drop Appeals Committee."

Approved by the Faculty Senate: October 11, 1994
Approved by the Chancellor: November 10, 1994
****

Resolution #94-31
Curriculum Committee
Donald Neal, Chair

The curriculum matters contained in the University Curriculum Committee minutes of 14 April and 8 September 1994.

Approved by the Faculty Senate: October 11, 1994
Approved by the Chancellor: November 10, 1994
****

Resolution #94-32
Ad Hoc Committee on *Appendix L*
Jim Joyce, Reporting

Returned the Ad Hoc Committee Report on *ECU Faculty Manual,* Appendix L to the Committee for further consideration of Section III. Criteria for Composition of a Self-Governing Autonomous Unit
at the Department Level.

Approved by the Faculty Senate: October 11, 1994
Approved by the Chancellor: n/a
****

Resolution #94-33
Unit Code Screening Committee
Bill Grossnickle, Chair

A preamble to be included in all unit codes of operation that reads: “This code allows for faculty participation in and establishes procedures for the unit’s internal affairs and is consistent with all applicable appendices of the *East Carolina University Faculty Manual*.”

Approved by the Faculty Senate: October 11, 1994
Approved by the Chancellor: November 10, 1994
****

Resolution #94-34

Fall 1994 Graduation Roster subject to the candidates’ successful completion of their degree requirements.

Approved by the Faculty Senate: November 15, 1994

Approved by the Chancellor: December 5, 1994
****

Resolution #94-35
Calendar Committee
Ruth Jones, Chair

Addition of SPANISH 1004 to the Common Exam Schedule with French 1001, 1003, Spanish 1001, and German 1001 as a pilot study beginning Fall 1995.

Approved by the Faculty Senate: November 15, 1994
Approved by the Chancellor: December 5, 1994
****

Resolution #94-36
Faculty Governance Committee
Don Sexauer, Chair

Revision to *ECU Faculty Manual*, Appendix L, Section F.1. Quadrennial Unit Administrator Evaluation (page L-6) to read as follows: "Following an evaluation procedure developed by the unit and approved by the appropriate vice chancellor, the voting faculty members, in a unit meeting chaired by a voting faculty member of the unit nominated and elected by the membership at that meeting, with the unit administrator excluded from the meeting, shall discuss and vote by secret ballot on the effectiveness of the unit administrator during September of that administrator's fifth year of appointment and every fourth year thereafter. The presiding faculty member shall convey to the unit administrator in writing the results of the vote immediately following the meeting. A negative vote by a majority of the voting faculty, excluding the unit administrator, shall constitute a recommendation that the unit administrator be removed."

Approved by the Faculty Senate: November 15, 1994
Approved by the Chancellor: December 5, 1994
****

Resolution #94-37
Faculty Governance Committee
Don Sexauer, Chair

Internal office procedures to establish the number of faculty in the various electoral units for the purpose of determining Faculty Senate apportionment. *ECU Faculty Manual*, Appendix A. Faculty Constitution and By-Laws of East Carolina University specifies that: "The number of faculty within each department/school will be gathered from part of a personnel data file that is prepared and submitted to the UNC General Administration by the Department of

Planning and Institutional Research in November of each year." (Section V. Organization of the Faculty Senate, page A-2)

All and only those faculty members included in the University's annual personnel data report who satisfy all of the following criteria should be counted in determining the number of each unit's faculty senators:

1. currently employed (as of the date of the report)
2. a permanent employee (including those on leave with or without pay)
3. an EPA employee
4. a full time employee
5. included in the occupational activity categories of 10 (executive, administrative and managerial) or 20 (instructional faculty)
6. holding a faculty rank or title (modified or unmodified) of lecturer, instructor, assistant professor, associate professor, or professor.

Faculty members meeting these criteria will be counted as belonging to their department of rank (not home department) where these two differ. When a faculty member's department of rank is part of a professional school, and the school is the recognized electoral unit, the faculty member will, for purposes of Faculty Senate representation, be counted as a member of the school which is his or her electoral unit.

Approved by the Faculty Senate: November 15, 1994
Approved by the Chancellor: n/a
****

Resolution #94-38
University Curriculum Committee
Donald Neal, Chair

The curriculum matters contained in the University Curriculum Committee minutes of 13 October 1994.

Approved by the Faculty Senate: November 15, 1994
Approved by the Chancellor: December 5, 1994
****

Resolution #94-39
Ennis Chestang, Reporting

Appreciation to John Conner Atkeson.

Approved by the Faculty Senate: December 13, 1994

Approved by the Chancellor: December 19, 1994
****

Resolution #94-40
Agenda Committee
Worth Worthington, Vice Chair

Revision to *ECU Faculty Manual*, Appendix A, Replacing Section IX. Meetings of the Faculty Senate, second paragraph (page A-5) to read: "The organizational meeting of the Faculty Senate will be held on a Tuesday following the last regular meeting of the spring semester but before the beginning of the examination period."

Approved by the Faculty Senate: December 13, 1994
Approved by the General Faculty: August 21, 1995
Approved by the Chancellor: August 22, 1995
****

Resolution #94-41
Agenda Committee
Worth Worthington, Vice Chair

1995-1996 Agenda Committee and Faculty Senate meeting dates as follows:

Agenda will meet:	**Faculty Senate will meet:**
August 29, 1995	September 12, 1995
September 26, 1995	October 10, 1995
October 24, 1995	November 7, 1995
November 14, 1995	December 5, 1995
January 9, 1996	January 23, 1996
February 6, 1996	February 20, 1996
March 12, 1996	March 26, 1996
April 2, 1996	April 16, 1996
	April 17, 1996 (Organizational Meeting)

Approved by the Faculty Senate: December 13, 1994
Approved by the Chancellor: December 19, 1994
****

Resolution #94-42
Credits Committee
Tope Bello, Vice Chair

Addition to the *1994-1996 Undergraduate Catalog,* Section 5. Academic Regulations, Policy on Posting Grades (pp. 51-52) that reads: "Questions about final examination grades should be directed to the instructor who determined the grade."

Approved by the Faculty Senate: December 13, 1994
Approved by the Chancellor: December 19, 1994
****

Resolution #94-43
Credits Committee
Tope Bello, Vice Chair

Referred to the Credits Committee the proposed addition to the *ECU Faculty Manual*, Part III. Academic Information, concerning grade appeals.

Approved by the Faculty Senate: December 13, 1994
Approved by the Chancellor: December 19, 1994
****

Resolution #94-44
Faculty Welfare Committee
Donald Guy, Vice Chair

Addition to the *ECU Faculty* Manual, Part IV. Personnel Policies that reads: "A Mace Bearer is the full-time, tenured professor who is available and is of greatest faculty seniority within the university. This person carries the mace at graduations and other University ceremonial occasions as requested by the Chancellor. The faculty with highest seniority in professorial rank will be determined each year by the Assistant Vice Chancellor for Human Resources."

Approved by the Faculty Senate: December 13, 1994
Approved by the Chancellor: December 19, 1994
****

Resolution #94-45
Faculty Welfare Committee
Donald Guy, Vice Chair

Revision to the Faculty Marshal Charge and addition to the *ECU Faculty Manual*, Part IV. Personnel Policies that reads: "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 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.

Approved by the Faculty Senate: December 13, 1994
Approved by the Chancellor: December 19, 1994
****

Resolution #94-46
University Curriculum Committee
Donald Neal, Chair

Curriculum matters contained in the 10 November 1994, University Curriculum Committee meeting minutes.

Approved by the Faculty Senate: December 13, 1994
Approved by the Chancellor: December 19, 1994
****

Resolution #94-47
Teaching Effectiveness Committee
Parm Hawk, Chair

Procedures for the Board of Governors Distinguished Professor for Teaching Awards (attachment).

Approved by the Faculty Senate: December 13, 1994
Approved by the Chancellor: December 19, 1994
****

Resolution #95-1
Ad Hoc Committee to Review Administrative Evaluations
Jeff Johnson, Chair

Recommitment of the final recommendations on the annual administrative evaluations to the Ad Hoc Committee for re-evaluation in light of the day's discussion.

Approved by the Faculty Senate: 24 January 1995
Approved by the Chancellor: n/a
****

Resolution #95-2
Research/Creative Activity Policies Committee
Uma Gupta, Chair

Procedures for East Carolina University Research Awards (see attached).

Approved by the Faculty Senate: 24 January 1995
Approved by the Chancellor: 31 January 1995

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Resolution #95-3
Teaching Effectiveness Committee
Dawn Clark, Reporting

Selection Procedures for the Robert and Lina Mays and Robert L. Jones Alumni Distinguished Professor for Teaching Awards.

Approved by the Faculty Senate: 24 January 1995
Approved by the Chancellor: 31 January 1995

****

Resolution #95-4
University Curriculum Committee
Bill Grossnickle, Reporting

Curriculum matters contained in the University Curriculum Committee minutes of 8
December 1994.

Approved by the Faculty Senate: 24 January 1995
Approved by the Chancellor: 31 January 1995
****

Resolution #95-5
Committee on Committees
Caroline Ayers, Chair

Revised Academic Course Drop Appeals Committee Charge as follows:
1. Name: Course Drop Appeals Committee
2. Membership: 6 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio member (without vote but with all other parliamentary privileges): The Chancellor or an appointed representative.

3. Quorum: 4 elected members exclusive of ex-officio.

4. A. Committee Responsibilities: The committee serves as an appeals board for students whose requests for course drops by exception have been denied by the Office of Undergraduate Studies.

B. To Whom The Committee Reports:
The committee reports appellate decisions to the office of Undergraduate Studies. The committee also notifies the Registrar if the decision is made to grant a student a drop by exception.

C. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

D. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make appellate decisions in student course drop appeals, reporting to the office of Undergraduate Studies and the Registrar, as appropriate.

5. Standard Meeting Time:
The committee meets when a suitable number of student petitions has been received.

Approved by the Faculty Senate: 21 February 1995
Approved by the Chancellor: not applicable

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Resolution 95-6
Admissions and Recruitment Committee
John Cope, Chair

Revisions to the *University Undergraduate Catalog* concerning admission policies. (see attached)

Approved by the Faculty Senate: 21 February 1995
Approved by the Chancellor: 7 March 1995

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Resolution 95-7
Credits Committee
JoAnn Jones, Reporting

Revisions to the *ECU Faculty Manual* and the *University Undergraduate Catalog* concerning grade appeals. (see attached)

Approved by the Faculty Senate: 21 February 1995
Approved by the Chancellor: 7 March 1995

****

Resolution 95-8
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Department of Anthropology's Unit Code of Operations. (see attached)

Approved by the Faculty Senate: 21 February 1995
Approved by the Chancellor: 7 March 1995

****

Resolution 95-9
Ennis Chestang, Reporting

Department of Geography's curriculum matters contained in the University Curriculum
Committee minutes of 9 February 1995. Those items included the addition of: GEOG 2400, 2500, 3250, 5400, 5600, the renumbering of: GEOG 3005 to 2300, 3072 to 3500, 3500 to 4050, 3440 to 3400, 4060 to 4500, 4067 to 4600, 5085 to 4400, the revision of: GEOG 1100, 2100, 2110, and the deletion of: GEOG 2008, 3083.

Approved by the Faculty Senate: 21 February 1995
Approved by the Chancellor: 7 March 1995

****

Resolution 95-10

Spring 1995 Graduation Roster subject to the candidates' successful completion of their
degree requirements.

Approved by the Faculty Senate: 28 March 1995
Approved by the Chancellor: 18 April 1995

****

Resolution 95-11
Calendar Committee
Ruth Jones, Chair

Summer 1997, Fall 1997, and Spring 1998 University calendars (see attached).

Approved by the Faculty Senate: 28 March 1995
Approved by the Chancellor: 18 April 1995

****

Resolution 95-12
Educational Policies and Planning Committee
Worth Worthington, Chair

Request for authorization to establish a new Ph.D. Degree Program in Speech Pathology and Audiology, API #1220 (see attached).

Approved by the Faculty Senate: 28 March 1995
Approved by the Chancellor: 18 April 1995

****

Resolution 95-13
Faculty Governance Committee
Don Sexauer, Chair

Editorial revisions to the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures of ECU (see attached).

Approved by the Faculty Senate: 28 March 1995
Approved by the Chancellor: 18 April 1995
Approved by the Board of Trustees: 5 May 1995
Approved by the UNC Board of Governors:

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Resolution 95-14
Faculty Governance Committee
Don Sexauer, Chair

Permission to the Faculty Governance Committee to revise the *ECU Faculty Manual*, Parts I-IV, as the need arises, to reflect current University policies and practices as adopted by the Faculty Senate and UNC General Administration.

Approved by the Faculty Senate: 28 March 1995
Approved by the Chancellor: n/a

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Resolution 95-15
Honors Program Committee

Doug McMillan, Chair

Request to appoint an Assistant Honors Program Director.

Approved by the Faculty Senate: 28 March 1995
Approved by the Chancellor: 18 April 1995

****

Resolution 95-16
Research/Creative Activity Policies Committee
Uma Gupta, Chair

Revision to *ECU Faculty Manual*, Appendix U. Policy and Procedures on Ethics in Research and Creative Activities as follows:

> Add the following to the end of section I. Policy, subsection H. (page U-2) :
> "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 the *ECU Faculty Manual*, Appendix U., Section I.F. are met."

Approved by the Faculty Senate: 28 March 1995
Approved by the Chancellor: 18 April 1995

****

Resolution 95-17
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Health Sciences Library's Unit Code of Operations (see attached).

Approved by the Faculty Senate: 28 March 1995
Approved by the Chancellor: 18 April 1995

****

Resolution 95-18
Credits Committee

Myron Caspar, Chair

Revision to the *ECU Faculty Manual*, Part III. Academic Information, Tests and Examinations, as follows:

> "Where practical, some indication should be given to the student of his or her standing in the course prior to the last day to drop a course without grades; the drop period is limited to the first thirty days of classes of a regular semester and the first ten days of classes of a summer term. While it is understood that the objectives of courses differ among disciplines and that the relevant procedures used to measure those objectives differ, instructors, particularly those of 1000- and 2000-level courses, should provide their students with some form of graded response (e.g., essay test questions, term papers, projects, etc.) prior to the last day to drop."

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995

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Resolution 95-19
Educational Policies and Planning Committee
Worth Worthington, Chair

Requests for authorization to establish new degree programs: 1) post-professional master in Occupational Therapy, 2) Physician Assistant program in Allied Health Sciences, and 3) master of arts degree in International Studies. (see attached).

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995

****

Resolution 95-20
Faculty Governance Committee
Don Sexauer, Chair

Revised *ECU Faculty Manual*, Appendix Y. Grievance Policies and Procedures of ECU (see attached).

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995
Approved by the Board of Trustees:

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Resolution 95-21
Faculty Welfare Committee
Don Guy, Chair

East Carolina University Weapons Policy (see attached).

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995
Approved by the Board of Trustees:

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Resolution 95-22
Research/Creative Activity Grants Committee
Mark Taggart, Chair

Revisions to the 1995-96 Research/Creative Activity grant proposal applications.

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: not applicable

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Resolution 95-23
Student Advising and Retention Committee
James Holloway, Chair

Freshman Academic Cohort Program as follows:
An Ad hoc committee, consisting of faculty and administrators, be formed by the Chair of the Faculty and the Chancellor to plan and implement a Freshman Academic Cohort program. The charge will be to consider such a program, formulate the specifics, consider offering a stipend to participating faculty, and report back to the Faculty Senate in December 1995, with a formal plan for implementing the program no later than the 1996-97 academic year.

<u>Description of the Program</u>
The program would consist of small groups, "cohorts", of 25-35 entering freshmen, enrolled in the same sections of appropriate general college courses in the Fall and Spring of their freshman year. The committee assigned to formulate this program would decide exactly which courses and how many students would be allowed to participate.

Tenured senior faculty volunteers would be selected and paid $1000 each for the additional planning and preparation required. The faculty volunteers would meet

several times throughout the year of planning to compare proposed syllabi and explore each others courses in order to enhance the overall coherence of the educational experience of the students taking these common courses.

Objective 1. To improve the University's retention and graduation rates.
The program would seek to improve the retention and graduation rates by strengthening the "small college atmosphere" identified as one of East Carolina's strengths (*Strategies for Distinction* p. 2). Most students who leave without graduating are not in academic difficulty, but have simply decided they do not like the surroundings and many eventually graduate somewhere else.

Studies have shown that students decide within the first six to eight weeks whether or not they identify with and feel at home in a university. For the most part, those who make the emotional commitment to the institution during this period persist with their studies and graduate. Most of those who do not feel connected eventually drop out or transfer. In order to help freshmen to feel at home the Freshman Academic Cohort Program would create a more personal academic environment. Students in the program would see their cohorts in most of their classes. Frequent contact and common experiences would help them to form friendships during the critical first six to eight weeks.

Objective 2. To provide more unity and coherence to the academic experience of freshmen.
The second objective is less concrete and measurable, but not less important. The Freshman Academic Cohort program would provide the faculty with the opportunity to build more coherence and structure into the students' educational experience. Through this program, individual faculty members would retain full control of their own courses. Any changes made to improve the integration of the whole sequence of courses would be voluntary.

Objective 3. To serve as a student recruitment tool.
A brochure could be developed describing the Freshman Academic Cohort program with brief descriptions of the faculty involved and highlights of their research careers. Incoming students and their parents would note that ECU assigns senior tenured faculty to teach freshmen. This is a way to make concrete and believable ECU's commitment to teaching as its primary mission.

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995

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Resolution 95-24
Teaching Effectiveness Committee
Parm Hawk, Chair

Revised Principles to Guide the Use of the Student Opinion Data as follows:
Principle 1: That student opinion of instruction be only one of the ways to evaluate teaching. Unit heads, and others who evaluate teaching, should seek additional ways such as peer reviews, reviews of course syllabi, and other methods depending upon their particular needs and interests.

Principle 2: Faculty in all eligible courses will allow time for student evaluation forms to be distributed and collected by a student enrolled in the class. This is necessary in order to ensure completeness and reliability of data. Units would be free, of course, to develop other instruments for use in addition to the Teaching Effectiveness Committee form and, in accord with Appendix C, to use only data from those other instruments.

Principle 3: That the approved form be administered every semester.

Principle 4: That data from the approved form be processed in such a way that both individual faculty and unit heads know the following:
A. The mean, median, and standard deviation for items 1 through 23 for each course.
B. A frequency distribution of the responses to each of the 27 items.
C. A summed score for items 1 through 16, a measure of teaching effectiveness. In addition, unit and institutional means, medians and standard deviations of the effectiveness score will be included for all courses of the same level taught at the university that semester. For example, statistics will be provided for all 1000-level courses if the course evaluated is a 1000-level course, for all 2000-level courses if the course evaluated is a 2000-level course, and so on up to all 6000-level courses if the course evaluated is a 6000-level course.
D. A summed score for items 17 and 18, a measure of course difficulty. In addition, unit and institutional means, medians and standard deviations of the difficulty score will be included for all courses of the same level taught at the university that semester. For example, statistics will be provided for all 1000-level courses if the course evaluated is a 1000-level course, for all 2000-level courses if the course evaluated is a 2000-level course, and so on up to all 6000-level courses if the course evaluated is a 6000-level course.

Principle 5: That any analyses of student opinion pay attention only to data that indicate a statistically high or statistically low performance when compared to the standards.

Principle 6: That, except in the case of new faculty, administrative evaluations be based not on course-by-course or semester-by semester data but on patterns established over the past several semesters in all courses taught by a faculty member.

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995

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Resolution 95-25
Teaching Effectiveness Committee
Parm Hawk, Chair

Revised Student Opinion of Instruction Survey for a one-year trial basis (1996-1997), with the Teaching Effectiveness Committee reporting back to the Faculty Senate in Fall 1997 on the results of the trial basis. During the one-year trial basis (1996-1997), a sample will be given of both instruments, the comparability examined, and the results included in the report to the Faculty Senate in Fall 1997 (see attached).

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995

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Resolution 95-26
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised School of Allied Health Sciences' Unit Code of Operations (see attached).

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995

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Resolution 95-27
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Department of Economics' Unit Code of Operations (see attached).

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995

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Resolution 95-28
University Curriculum Committee
Donald Neal, Chair

Curriculum matters contained in the minutes of 9 February 1995, 23 February 1995, 23 March 1995, and 13 April 1995.

Approved by the Faculty Senate: 25 April 1995
Approved by the Chancellor: 25 May 1995

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Resolution #95-29
Marie Farr (English), Reporting

The Faculty Senate recommends that the Chancellor take the necessary funds available to put toward the Joyner Library's shortage, thereby, remedying the Library's budget shortfall for this year.

Approved by the Faculty Senate 26 April 1995
Approved by the Chancellor: 30 May 1995

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Resolution #95-30
Committee on Committees
Caroline Ayers, Chair

Revised Academic Faculty Computer Committee Charge.

Approved by the Faculty Senate 12 September 1995
Approved by the Chancellor: n/a

Resolution #95-31
Admissions and Recruitment Committee
John Cope, Chair

Revision to the *ECU Undergraduate Catalog*, Section 3. Admission, subsection Admission-Freshmen (page 29) by deleting "1. Minimum age of sixteen by date of intended registration", then renumbering.

Approved by the Faculty Senate 12 September 1995
Approved by the Chancellor: 18 September 1995

Resolution #95-32
Continuing Education Committee
Charles Garrison, Chair

Request that the Chancellor and Chair of the Faculty form an ad hoc committee composed of members drawn from the Continuing Education Committee, Educational Policies and Planning Committee, Administrative Council, and Division of Continuing Education and Summer School to define the mission and commitment to the role of continuing education in ECU's educational mission.
Be It Further Resolved, that this ad hoc committee recommend to the Chancellor and Faculty Senate a coherent definition of continuing education and appropriate organizational responses consistent with this mission statement. This report shall be presented to the Faculty Senate during its September 1996 scheduled meeting.

Approved by the Faculty Senate 12 September 1995
Approved by the Chancellor: 18 September 1995

Resolution #95-33
Educational Policies and Planning Committee
Worth Worthington, Chair

Report on the Academic Degree Program Review (attached).

Approved by the Faculty Senate 12 September 1995
Approved by the Chancellor: pending (see attached)

Resolution #95-34
Jim Joyce, Reporting

The Faculty Senate goes on record as opposing any direct connection between faculty salaries and student tuition.

Approved by the Faculty Senate 12 September 1995
Approved by the Chancellor: n/a
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Resolution #95-35
Teaching Effectiveness Committee
Michael Duffy, Chair

Revised procedures for the Board of Governors Award for Excellence in Teaching (attached).

Approved by the Faculty Senate: 10 October 1995
Approved by the Chancellor: 18 October 1995

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Resolution #95-36
Linda Allred, Reporting

The Chair of the Faculty will define the charge for a newly formulated ad hoc committee to investigate procedures to resolve future faculty-student grievances. He will present this charge to the Faculty Senate for approval in November, 1995.

Approved by the Faculty Senate: 10 October 1995
Approved by the Chancellor: not applicable

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Resolution #95-37

Approval of the Fall 1995 Graduation Roster, subject to the candidates' successful completion of their degree requirements.

Approved by the Faculty Senate: 7 November 1995
Approved by the Chancellor: 30 November 1995

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Resolution #95-38
Don Sexauer, Chair of the Faculty
Reporting

Defined charge of the Ad Hoc Committee on Faculty-Student Nonacademic Grievances as follows:
An ad hoc committee will be established consisting of a representative from the Division of Student Life, Undergraduate Studies, and the University Attorney's office, three members appointed by the Chancellor and three members appointed by the Chair of the Faculty. The committee will be charged to review what is currently being done relative to faculty-student grievances and to consider how to handle concerns not yet covered by policies already in place. The committee will be requested to prepare a report to the Faculty Senate prior to the end of the 1995-96 academic year.

Approved by the Faculty Senate: 7 November 1995
Approved by the Chancellor: n/a

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Resolution #95-39
Credits Committee
Bob Woodside, Chair

The proposed revision to the *Faculty Manual*, Part V., section J. Grade Appeals (page V-4) and addition of a new section to the *Undergraduate Catalog*, Section 5: Academic Regulations, following the section entitled Policy on Posting Grades, was recommitted to the Committee for further review.

Approved by the Faculty Senate: 7 November 1995
Approved by the Chancellor: n/a

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Resolution #95-40
Educational Policies and Planning Committee
Madge Chamness, Chair

That the Faculty Senate, having considered the issues raised in the Educational Policies and Planning Committee's report, endorses the concept of a Weekend and Evening College and charges the administration to work out an agreeable arrangement with the affected academic and support units to implement the program (attached).

Approved by the Faculty Senate: 7 November 1995
Approved by the Chancellor: 30 November 1995

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Resolution #95-41
Research/Creative Activity Policies Committee
Charles Hodson, Chair

Revised *ECU Faculty Manual*, Appendix I.

Approved by the Faculty Senate: 7 November 1995
Approved by the Chancellor: 30 November 1995
Approved by the Board of Trustees: 6 July 1995
Approved by the Board of Governors: 15 March 1996

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Resolution #95-42
University Curriculum Committee
Jannis Shea, Vice Chair

Undergraduate curriculum matters contained in the meeting minutes of 28 September
and 12 October 1995.

Approved by the Faculty Senate: 7 November 1995
Approved by the Chancellor: 30 November 1995

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Resolution #95-43
Agenda Committee
Michael Carrafiello, Chair

Agenda will meet:	Faculty Senate will meet:
August 27, 1996	September 10, 1996
October 1, 1996	October 15, 1996
October 29, 1996	November 5, 1996
November 19, 1996	December 3, 1996
January 7, 1997	January 21, 1997
February 4, 1997	February 18, 1997
March 4, 1997	March 18, 1997
April 8, 1997	April 22, 1997
	April 29, 1997 (organizational meeting)

Approved by the Faculty Senate: 5 December 1995
Approved by the Chancellor: n/a

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Resolution #95-44
Credits Committee
Bob Woodside, Chair

Revise the *Undergraduate Catalog*, Section 5: Academic Regulations, subsection Credits (page 46) by adding the following as a second paragraph:

> *"Courses offered in nontraditional formats, e.g., concentrated or abbreviated time periods, must be designed to ensure an opportunity for preparation, reflection, and analysis concerning the subject matter. At least one calendar week of reflection and analysis should be provided to students for each semester hour of undergraduate credit awarded."*

Approved by the Faculty Senate: 5 December 1995
Approved by the Chancellor: 19 January 1996

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Resolution #95-45
University Curriculum Committee
Jim Smith, Chair

Undergraduate curriculum matters contained in the meeting minutes of 9 November 1995. (Copies are available in the Faculty Senate office, 140 Rawl Annex.)

Approved by the Faculty Senate: 5 December 1995
Approved by the Chancellor: 19 January 1996

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Resolution #95-46
Ad Hoc Committee to Review Administrative Evaluations
Jeff Johnson, Chair

Administrator Evaluation Forms (attached)

Approved by the Faculty Senate: 5 December 1995
Approved by the Chancellor: 19 January 1996

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Resolution #95-47
Lou Everett, Nursing

Request to have the Faculty Governance Committee review the issue of Appendix D of the *ECU Faculty Manual* not providing a provision for absentee ballots when units did not have enough members to constitute a mail ballot.

Approved by the Faculty Senate: 5 December 1995
Approved by the Chancellor: n/a

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Resolution #95-48
Brenda Killingsworth, Business

Resolution honoring Patricia J. Anderson, 1993-1995 Chair of the Faculty as follows:

WHEREAS, Professor Patricia J. Anderson served as chair of East Carolina University's faculty during the 1993-94 and the 1994-95 terms, and
WHEREAS, she took on the role of strengthening the line of communication amongst the thirty standing Faculty Senate committees and the administration, by establishing individual committee organizational meetings attended by both the Chair of the Faculty and the Vice Chancellor for Academic Affairs, and
WHEREAS, under her leadership in the Faculty Senate, revisions to essential University policies were made including eight appendices located in the *ECU Faculty Manual*, the Grade Appeals process, and policies and procedures for peer review instruction, and
WHEREAS, she was instrumental in working with the Chancellor to renovate the Faculty Senate office to reflect more accurately the important role that faculty serve within the University, and
WHEREAS, she was persistent, dedicated, and thorough with the overwhelming task of updating and revising the *ECU Faculty Manual*, and
WHEREAS, she led the Faculty Senate meetings while demonstrating both insight and foresight into the key issues facing the general faculty, encouraging the sharing of diverse views, promoting shared faculty governance, and managing to complete even the longest of agendas within a remarkable timeframe.
THEREFORE BE IT RESOLVED, that the Faculty Senate commends Professor Patricia J. Anderson for her outstanding leadership, professionalism, and energetic efforts during her tenure as Chair of the Faculty of East Carolina University.

Approved by the Faculty Senate: 5 December 1995
Approved by the Chancellor: 19 January 1996

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Resolution #96-1
Credits Committee
Bob Woodside, Chair

Revise the *Faculty Manual*, Part V., section J. Grade Appeals (page V-4) and add as a new section to the *Undergraduate Catalog*, Section 5: Academic Regulations, following the section entitled Policy on Posting Grades:

> *"A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting a written appeal to the instructor's department chairperson or dean, as appropriate, not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The instructor's department chairperson or dean, as appropriate, shall review*

the student's request with the faculty member and either concur with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade."

(Following approval by the Chancellor, this revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.)

Approved by the Faculty Senate: 23 January 1996
Approved by the Chancellor: 20 February 1996
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Resolution #96-2
Educational Policies and Planning Committee
Madge Chamness, Chair

Requests for authorization to plan new degree programs in the following areas: Religious Studies, Multi-Interdisciplinary Studies, Construction Management, Occupational Safety, English, Maritime Studies, Bioenergetics, Nursing, and Counseling Education.

Approved by the Faculty Senate: 23 January 1996
Approved by the Chancellor: 20 February 1996

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Resolution #96-3
Educational Policies and Planning Committee
Madge Chamness, Chair

That the *ECU Undergraduate Catalog* include a statement that each academic unit assure that its majors complete at least one course exposing them to cultural diversity. The unit will have responsibility for determining which courses may be used to satisfy this requirement.

Approved by the Faculty Senate: 23 January 1996
Approved by the Chancellor: 20 February 1996
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Resolution #96-4
Faculty Governance Committee
Jim Joyce, Chair

Revise *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of ECU, Section IV. Professional Advancement, by adding the following boldfaced type to the first paragraph, so that the new paragraph will read as follows:

"Promotion is a means through which professional achievement is encouraged, recognized, and rewarded by the university. Evaluation of faculty for purposes of promotion shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (ECU Faculty Manual, Appendix L). ***Departments in professional schools may also establish guidelines for evaluation of faculty for promotion consistent with the criteria in their school's unit code.*** *Specific regulations and criteria governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall:...."*

(Following approval by the Chancellor and Board of Trustees, this revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.)

Approved by the Faculty Senate: 23 January 1996
Approved by the Chancellor: 20 February 1996
Approved by the Board of Trustees: 22 March 1996

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Resolution #96-5
Faculty Governance Committee
Jim Joyce, Chair

Revise *ECU Faculty Manual*, Appendix L. ECU Code, Section F. Quadrennial Unit Administrator Evaluation, by replacing all of the material in that section with the following:

"1. 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[1]***[1]****, the voting faculty shall discuss and vote by secret ballot on the effectiveness of the unit administrator.*

2. Each unit will elect a Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with only one Personnel Committee, the elected chair of the Personnel Committee will serve as the Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with more than one Personnel Committee, the unit administrator will call a meeting of the chairs of the Personnel Committees during the spring semester preceding the Quadrennial Unit Administrator Evaluation. At that meeting, a voting faculty member of the unit will be nominated and elected by the chairs of the Personnel Committees within the unit to serve as the Faculty Leader for the Quadrennial Unit Evaluation.

3. The Faculty Leader of the Quadrennial Unit Administrator Evaluation will call a meeting of the voting faculty during September of the following academic year. At that meeting, with the unit administrator absent, the faculty will discuss

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[1]*Unit administrators, scheduled to be evaluated in 1996, 1997, or 1998 under the current system, will be evaluated in that year and every fourth year thereafter.*

and vote by secret ballot on the effectiveness of the unit administrator. Absentee ballots must be made available for voting faculty members in advance of this meeting; ballots must be deposited with the Faculty Leader for the Quadrennial Unit Administrator Evaluation prior to the meeting so that those ballots may be intermingled with and then counted along with ballots of faculty members present for the meeting. It is the responsibility of the Faculty Leader for the Quadrennial Unit Administrator Evaluation to ensure that absentee ballots and all other ballots are kept secret and confidential.

4. The balloting will be conducted by the Faculty Leader for the Quadrennial Unit Administrator Evaluation, assisted by members of the Personnel Committee(s) from the unit. They shall distribute, collect, and count the ballots after adding any absentee ballots cast prior to the meeting. The unit administrator shall not vote in this procedure.

5. Before adjourning the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall announce the results of the balloting to the voting faculty members. Immediately following the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall convey to the unit administrator the results of the balloting. A copy of this correspondence shall also be submitted to the next higher administrative official by the Faculty Leader for the Quadrennial Unit Administrator Evaluation.

6. A negative vote by a majority of the voting faculty, excluding the unit administrator, shall constitute a recommendation that the unit administrator be removed. A decision to terminate an administrative officer's appointment shall be made by the Chancellor."

(Following approval by the Chancellor and Board of Trustees, this revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.)

Approved by the Faculty Senate: 23 January 1996
Approved by the Chancellor: 20 February 1996
Approved by the Board of Trustees: 22 March 1996
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Resolution #96-6
General Education Committee
Karen Krupa, Chair

The General Education Committee report, listing courses that meet general education requirements, will be included in an Undergraduate Studies Student Orientation/Academic Information Packet, but not in the *University Undergraduate Catalog*. The listing of courses will be preceded by a statement that reads: "Some of the courses that meet this general education requirement are:".

Approved by the Faculty Senate: 23 January 1996

Approved by the Chancellor: n/a
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Resolution #96-7
Unit Code Screening Committee
Bill Grossnickle, Chair

Department of Sociology Unit Code of Operations (attached).

Approved by the Faculty Senate: 23 January 1996
Approved by the Chancellor: 20 February 1996
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Resolution #96-8
University Curriculum Committee
Jim Smith, Chair

Undergraduate curriculum matters contained in the meeting minutes of 7 December 1995.

Approved by the Faculty Senate: 23 January 1996
Approved by the Chancellor: 20 February 1996

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Resolution #96-9
Educational Policies and Planning Committee
Madge Chamness, Chair

Request for authorization to establish a new Doctor of Philosophy degree program in Biological and Physical Sciences (Biomedical Physics).

Approved by the Faculty Senate: 20 February 1996
Approved by the Chancellor: 26 March 1996

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Resolution #96-10
University Curriculum Committee
Jim Smith, Chair

Undergraduate curriculum matters contained in the meeting minutes of 11 January and 25 January 1996.

Approved by the Faculty Senate: 20 February 1996

Approved by the Chancellor: 26 March 1996

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Resolution #96-11

Spring 1996 University graduation roster subject to the candidates' successful completion
of their degree requirements.

Approved by the Faculty Senate: 26 March 1996
Approved by the Chancellor: 12 April 1996

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Resolution #96-12
Calendar Committee
Nancy Moss, Vice Chair

Revised Fall 1996 and Fall 1997 University Calendars.

Approved by the Faculty Senate: 26 March 1996
Approved by the Chancellor: 12 April 1996

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Resolution #96-13
Calendar Committee
Nancy Moss, Vice Chair

Summer 1998, Fall 1998, and Spring 1999 University Calendars.

Approved by the Faculty Senate: 26 March 1996
Approved by the Chancellor: 12 April 1996

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Resolution #96-14
Educational Policies and Planning Committee
Madge Chamness, Chair

Educational Policies and Planning Committee's report on proposed revisions to the *ECU Faculty Manual*, Section V. Academic Information, Curriculum Development, was recommitted to the Committee for further study. Faculty were asked to submit concerns in writing to Professor Chamness located in the School of Allied Health Sciences, Belk Building.

Approved by the Faculty Senate: 26 March 1996
Approved by the Chancellor: n/a

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Resolution #96-15
Faculty Governance Committee
Jim Joyce, Chair

Revision to the *ECU Faculty Manual*, Appendix L, ECU Code, Section D. Code Unit Changes as follows:

"D. Code Unit Changes

1. The policies and procedures set forth in this section apply to the following code unit changes:

a. dissolving a code unit without terminating faculty members' employment,
b. dividing a code unit into two or more code units,
c. merging a code unit with one or more code units,
d. moving a code unit,
e. changing a code unit's status from a department in the College of Arts and Sciences to a professional school, or from a professional school to one or more departments in the college,
f. renaming a code unit,
g. any combination of the above.

Changes will not occur until the faculty members in the units affected and the Faculty Senate have the opportunity to recommend to the Chancellor approval or disapproval of the proposed changes as originally presented or as amended by the affected units or the Faculty Senate.

2. Proposals recommending code unit changes of the sort listed above may be initiated by:

a. at least one-fourth of a code unit's faculty members or
b. by administrators holding faculty status.

Proposals must include at least a vestigial code of operations reflecting the changes and detailed plans for any faculty who might be displaced by the change.

3. Procedures for making code unit changes are as follows:

a. The person(s) initiating a proposal will provide copies of the proposal to the faculty members and unit administrators of all code units to be altered by the proposed changes.
b. Within 15 working days after the proposal has been distributed the initiator(s) will meet to discuss the proposal with the faculty members of the unit(s) or with representatives elected by each affected unit, the unit administrators, and the appropriate deans and vice chancellors (or their representatives).

c. Within 10 working days after this meeting, the faculty members of each affected unit will meet and vote their approval or disapproval of the proposal in its original form or as amended and then will communicate in writing the results of their action to their unit administrator.

d. Within 10 working days the unit administrator will forward to the next higher administrator the results of the unit's action and his or her concurrence or non-concurrence with the unit's action.

e. Within 10 working days the next higher administrator will communicate in writing to the initiator(s) and to the appropriate vice-chancellor(s) the following: the unit faculty's action, the unit administrator's concurrence or non-concurrence with that action, and his or her concurrence or non-concurrence with that action.

f. The initiator(s) shall present copies of the proposal, the affected units' faculty recommendations, and the relevant administrators' concurrence or non-concurrence to the chair of the Educational Policies and Planning Committee. The committee shall consult with appropriate deans and vice-chancellors, and, if it deems necessary, with other faculty members and administrators. Within 40 working days (during the regular academic year), the committee will report its recommendations to the Faculty Senate.

g. The Faculty Senate will vote in a timely manner to recommend to the Chancellor the approval or disapproval of the proposal as originally received by the Educational Policies and Planning Committee or as amended by the Faculty Senate.

h. If the changes are approved by the Chancellor (and higher authority if necessary), implementation of these changes will be overseen by a committee including a faculty member appointed by the Chancellor, a faculty member appointed by the Chair of the Faculty, and a faculty member appointed by the Educational Policies and Planning Committee. The committee will provide timely reports on progress to the Educational Policies and Planning Committee.

Approved by the Faculty Senate: 26 March 1996
Approved by the Chancellor: 12 April 1996
Approved by the Board of Trustees: 3 May 1996

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Resolution #96-16
Faculty Governance Committee
Jim Joyce, Chair

Revisions to the *ECU Faculty Manual*, Appendix X, Grievance Procedures for Complaints of Sexual or Racial Harassment or Discrimination or Conflicts of Interest Brought Against ECU Faculty Members or Administrators Holding Faculty Status, Appendix V, Sexual Harassment, Discrimination, and Conflicts of Interest Policies, and Appendix W, Racial and Ethnic Harassment.
Those revisions were as follows:

Revise *Appendix X*, by adding the following at the end of Section I. Preamble as follows:

"The chancellor may take such disciplinary action as he or she deems appropriate, including discharge, suspension from employment, or reduction in rank."

Revise *Appendix V*, by adding a new section at the end of the document as follows:

"VII. Disciplinary Action

See section I of Appendix X of the ECU Faculty Manual for the policies and procedures governing disciplinary actions that may be taken against faculty members who violate these policies."

Revise *Appendix W*, by adding a new section at the end of the document as follows:

"VI. Disciplinary Action

See section I of Appendix X of the ECU Faculty Manual for the policies and procedures governing disciplinary actions that may be taken against faculty members who violate these policies."

Approved by the Faculty Senate: 26 March 1996
Approved by the Chancellor: 12 April 1996
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Resolution #96-17
University Curriculum Committee
Jim Smith, Chair

Undergraduate curriculum matters contained in the meeting minutes of 8 February and 22 February 1996.

Approved by the Faculty Senate: 26 March 1996
Approved by the Chancellor: 12 April 1996

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Resolution #96-18

Ad Hoc Committee on Faculty-Student Nonacademic Grievances
Bernard Kane, Reporting

Ad Hoc Committee on Faculty-Student Nonacademic Grievances conclusions:

1) Non-academic grievances against students by faculty are already covered by the *Student Code of Conduct*.
2) Non-academic grievances against faculty by students appear to be rare.
3) No new formal policies are necessary at this time.
4) The following statement was developed by the Committee for inclusion in the *Student Handbook*:

"In situations where a student has a non-academic complaint against a faculty member, the student should report the complaint to the office of the Dean of Students for possible resolution. The Dean of Students, as a courtesy, will contact the faculty member involved and discuss options for mediating the problem with the faculty member and the student."

Approved by the Faculty Senate: 26 March 1996
Approved by the Chancellor: n/a

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Resolution #96-19
Calendar Committee
John Crammer, Chair

Revised Fall 1996, Spring 1997, and Summer 1997 Weekend University Calendars (attached).

Approved by the Faculty Senate: 16 April 1996
Approved by the Chancellor: 8 May 1996

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Resolution #96-20
Faculty Governance Committee
Jim Joyce, Chair

Revision to the *ECU Faculty Manual*, Appendix A, Faculty Constitution, Section V. Organization of the Faculty Senate, by revising the last paragraph in that section to include the Vice Chancellor for Research and re-naming the "Council of Academic Deans" to read "an academic dean elected by the Administrative Council".

Approved by the Faculty Senate: 16 April 1996

Approved by the General Faculty: 19 August 1996
Approved by the Chancellor: 20 August 1996

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Resolution #96-21
Libraries Committee
Johnathan Bascom, Chair

Support of the University Libraries as follows:
1. That University libraries receive a significant proportion of the University's discretionary funds over the next five years for the purpose of acquisitions.
2. That at least ten full-time SPA staff positions be added to Joyner Library to offset the constant and growing demands now facing the SPA and EPA staffs and to replace partially the existing graduate assistantships, now facing removal.
3. That either a UNIX systems administrator be hired for the University or, alternatively, a UNIX maintenance contract be established to serve Joyner Library as well as the rest of the campus.
4. That Joyner Library be authorized to make three new faculty appointments before the year 2000.
5. That Joyner Library receive appropriate funding from the University administration to develop collections for specific graduate programs as called for in the planning documents of East Carolina University.

Approved by the Faculty Senate: 16 April 1996
Approved by the Chancellor: 8 May 1996

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Resolution #96-22
Unit Code Screening Committee
Bill Grossnickle, Chair

School of Art's Unit Code of Operations (attached).

Approved by the Faculty Senate: 16 April 1996
Approved by the Chancellor: 8 May 1996

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Resolution #96-23
Unit Code Screening Committee
Bill Grossnickle, Chair

School of Business' Unit Code of Operations (attached).

Approved by the Faculty Senate: 16 April 1996
Approved by the Chancellor: 8 May 1996

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Resolution #96-24
Unit Code Screening Committee
Bill Grossnickle, Chair

Department of Communication's Unit Code of Operations (attached).

Approved by the Faculty Senate: 16 April 1996
Approved by the Chancellor: 8 May 1996

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Resolution #96-25
University Curriculum Committee
Donald Neal, Reporting

Undergraduate curriculum matters contained in the meeting minutes of 14 March 1996, 28 March 1996, and 11 April 1996.

Approved by the Faculty Senate: 16 April 1996
Approved by the Chancellor: 8 May 1996

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Resolution #96-26
Committee on Committees
Bob Woodside, Chair

Revised Calendar Committee charge (see attached).

Approved by the Faculty Senate: 10 September 1996
Approved by the Chancellor: n/a

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Resolution #96-27
Committee on Committees
Bob Woodside, Chair

Revised Research/Creative Activity Grants Committee charge.

Approved by the Faculty Senate: 10 September 1996
Approved by the Chancellor: n/a

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Resolution #96-28
Ad Hoc Committee on Continuing Education
Charles Garrison, Reporting

Division of Continuing Studies Unit Definition and Mission Statement as follows:

> The Division of Continuing Studies is an administrative unit created to advance East Carolina University's educational and public service mission. The Division of Continuing Education was founded in 1947 and, in 1996, was renamed Continuing Studies to represent the expansion and dissemination of educational opportunity. This expanded function provides a range of educational opportunities within and beyond the campus boundaries, at times and places convenient for learners, and utilizes formats appropriate to the needs and circumstances of the learner.
>
> The division is responsible for encouraging individual growth, assisting those who seek quality lifelong learning opportunities, meeting organizational needs, and supporting regional economic growth. It also contributes to higher education through its practice and scholarly activities. The unit is committed to assuring high quality, accessible, educational programs and services for eastern North Carolina and the national and global communities with which the region interacts. The division communicates the values of the university to non-traditional audiences. Activities are conducted in partnership with all units of the university and encompass Summer School, Extension, Evening Programs, University College, the Weekend University, and Noncredit Programs."

Approved by the Faculty Senate: 10 September 1996
Approved by the Chancellor: 16 September 1996
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Resolution #96-29
Calendar Committee
Nancy Moss, Vice Chair

Revised 1997-1998 University Calendars (see attached).

Approved by the Faculty Senate: 15 October 1996
Approved by the Chancellor: 23 October 1996

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Resolution #96-30
Calendar Committee
Nancy Moss, Vice Chair

Revised Guidelines for Setting University Calendars as follows:

1. Fall and spring semesters will include at least 15** Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, and Saturdays. Each summer session will have 25 class days.
2. When appropriate, fall semester will include Labor Day as a holiday, a two-day break appended to a weekend in October, a Thanksgiving holiday beginning no later than 1:00 P.M. Wednesday before Thanksgiving and continuing through Saturday, and a Reading Day between the last day of classes and the beginning of exams.
3. There will be a minimum of a three-week break between fall and spring semesters.
4. When appropriate, spring semester will include Martin Luther King, Jr.'s Birthday and Good Friday as holidays, a break of one week, and a Reading Day between the last day of classes and the beginning of exams.
5. Commencement will be scheduled at appropriate times at the end of both fall and spring semesters.
6. When appropriate, fall and spring semester exams will be scheduled on seven days including Saturday according to a rotation schedule. Exams for each summer session will be held on the day after the last class day.
7. Independence Day will be scheduled as a summer session holiday.

8.* The calendar shall include two semesters of seventeen weeks each and a summer session of eleven weeks divided into two terms of approximately five and one-half weeks.

9.* You shall have the advice of a student-faculty committee on the calendar.

10.** The calendar shall provide a minimum of 75 class days per semester - excluding final examinations, Saturdays, Sundays, and holidays - for a total of 150 class days per

academic year.
*Mandated UNC-General Administration on 3 February 1971.
**Mandated by UNC-General Administration on 2 July 1996.

Approved by the Faculty Senate: 15 October 1996
Approved by the Chancellor: n/a

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Resolution #96-31
Faculty Governance Committee
Jeff Jarvis, Chair

The proposed principal features of a meaningful system of post-tenure review were forwarded to the Faculty Officers to formulate the approved list of components for review of performance of tenured faculty into a list of features and report to the Faculty Senate on 5 November 1996.

Approved by the Faculty Senate: 15 October 1996
Approved by the Chancellor: n/a

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Resolution #96-32
Student Scholarships, Fellowships, and Financial Aid Committee
Saeed Dar, Vice Chair

Scholarships and grants for sophomore-level and above students.

Approved by the Faculty Senate: 15 October 1996
Approved by the Chancellor: 23 October 1996

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Resolution #96-33
Teaching Effectiveness Committee
Janna Brendell, Chair

Revised Selection Procedures for Robert and Lina Mays and Robert L. Jones Alumni Distinguished
Professor for Teaching Awards.

Approved by the Faculty Senate: 15 October 1996
Approved by the Chancellor: 23 October 1996

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Resolution #96-34
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised School of Allied Health Science's Unit Code of Operations.

Approved by the Faculty Senate: 15 October 1996
Approved by the Chancellor: 23 October 1996

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Resolution #96-35

Fall 1996 Graduation Roster, subject to completion of degree requirements.

Approved by the Faculty Senate: 5 November 1996
Approved by the Chancellor: 25 November 1996

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Resolution #96-36
Don Sexauer, Chair of the Faculty Reporting

Features of a review of performance of permanently tenured faculty as follows:

1. Faculty are made aware of the contractual nature of review policies.

Each permanently tenured faculty member has in his/her possession, and has the opportunity to review, the documents that compose part of the contractual obligations to the terms of employment. (*ECU Faculty Manual, Appendices C and D)*

2. Faculty undergo annual written evaluations with specific criteria of review enumerated in a prescribed format.

Each permanently tenured faculty member is reviewed annually. The specific areas of review include teaching, research/creative activities, and service.

(ECU Faculty Manual, Appendix C)

3. Development plans are used to improve deficiencies of faculty who receive a series of negative annual reviews.

Following a series of negative annual reviews, the faculty member and his/her administrator, with the agreement of the next higher administrator, shall assemble a development plan to improve those deficiencies noted in the annual reviews. The faculty member may accept the plan or petition for redress.

4. Sanctions and dismissal proceedings are applied when warranted.

The administration of the university may initiate, as circumstances warrant, termination of employment or imposition of serious sanctions upon a permanently tenured faculty member.

(ECU Faculty Manual, Appendix D, Section VI.)

5. *The procedures for dismissal or application of serious sanctions are clearly stated.*

Procedures for discharge or imposition of serious sanctions owing to a failure to discharge professional obligations by a permanently tenured faculty member are clearly described in those documents that compose part of the contractual obligations to the terms of employment. *(ECU Faculty Manual, Appendix D, Section VI.)*

Approved by the Faculty Senate: 5 November 1996
Approved by the Chancellor: 25 November 1996

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Resolution #96-37
Admissions and Recruitment Committee
John Cope, Chair

Admission standards for home-schooled students as follows:
Home-schooled students will be required to submit scores from the SAT I tests in English (Verbal) and Mathematics (Quantitative) and one SAT II (Achievement) test each in the natural and social sciences.

Approved by the Faculty Senate: 5 November 1996
Approved by the Chancellor: 25 November 1996

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Resolution #96-38
University Curriculum Committee
James Smith, Chair

Undergraduate curriculum matters contained in the meeting minutes of 12 September 1996, 10 October 1996, and 24 October 1996.

Approved by the Faculty Senate: 5 November 1996
Approved by the Chancellor: 25 November 1996

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Resolution #96-39
Agenda Committee
Lou Everett, Chair

1997-1998 Agenda Committee and Faculty Senate meeting dates as follows:

Agenda will meet:	Faculty Senate will meet:
August 26, 1997	*September 9, 1997*

September 30, 1997 *October 14, 1997*
October 28, 1997 *November 4, 1997*
November 18, 1997 *December 9, 1997*
January 20, 1998 *January 27, 1998*
February 10, 1998 *February 24, 1998*
March 10, 1998 *March 24, 1998*
April 7, 1998 *April 21, 1998*
April 28, 1998, Organizational Meeting

Approved by the Faculty Senate: 3 December 1996
Approved by the Chancellor: n/a

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Resolution #96-40
Jim Joyce, Reporting

That a faculty committee be appointed by the Chair of the Faculty to consider recommendations concerning policies and procedures for courses and programs offered in non-traditional and/or non-residential formats. These policies and procedures should include accreditation concerns, faculty credentials, provision of proper resources and learning environments, appropriate student data, and impact on faculty welfare."

Approved by the Faculty Senate: 3 December 1996
Approved by the Chancellor: n/a

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Resolution #97-1
Educational Policies and Planning Committee
David Lawrence, Chair

Revision to the *ECU Faculty Manual*, Part V., Curriculum Development (see attachment).

Approved by the Faculty Senate: 21 January 1997
Approved by the Chancellor: 27 January 1997

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Resolution #97-2
Student Advising and Retention Committee
Rick Hebert, Chair

Proposed steps to enhance the student advising process at ECU was referred back to the Student Advising and Retention Committee for further consideration.

Approved by the Faculty Senate: 21 January 1997
Approved by the Chancellor: n/a

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Resolution #97-3
University Curriculum Committee
Donald Neal Reporting

Curriculum matters contained in the minutes of the 14 November 1996, University Curriculum Committee meeting.

Approved by the Faculty Senate: 21 January 1997
Approved by the Chancellor: 27 January 1997

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Resolution #97-4
Ad Hoc Committee on a Freshman Cohort Program
Richard Miller, Chair

Endorsement of the Ad Hoc Committee on a Freshman Cohort Program's recommendations (see attachment).

Approved by the Faculty Senate: 21 January 1997
Approved by the Chancellor: 27 January 1997

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Resolution #97-5
Admissions and Recruitment Committee
John Cope, Chair

Creation of a ECU Summer Scholars Institute, with development and implementation overseen by the appropriate administrative unit(s).

Approved by the Faculty Senate: 18 February 1997
Approved by the Chancellor: 18 March 1997

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Resolution #97-6
Unit Code Screening Committee

Bill Grossnickle, Chair

Revised Unit Codes of Operations for the School of Medicine and Department of Anthropology.

Approved by the Faculty Senate: 18 February 1997
Approved by the Chancellor: 18 March 1997

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Resolution #97-7
University Curriculum Committee
Jim Smith, Chair

Curriculum matters contained in the minutes of the 23 January 1997, University Curriculum Committee meeting.

Approved by the Faculty Senate: 18 February 1997
Approved by the Chancellor: 18 March 1997

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Resolution #97-8

Spring 1997 Graduation Roster.

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-9
Committee on Committees
Bob Woodside, Chair

Revised Admissions and Recruitment, Calendar, General Education, and University Curriculum Committee charges (see attached).

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: n/a

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Resolution #97-10
Calendar Committee
Nancy Moss, Vice Chair

Revised Fall 1997, Spring 1998, Summer 1998, Fall 1998, and Spring 1999 University Calendars (see attached.)

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-11
Calendar Committee
Nancy Moss, Vice Chair

Summer 1999, Fall 1999, and Spring 2000 University Calendars (see attached.)

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-12
Credits Committee
Bob Woodside, Chair

Revision to *University Undergraduate Catalog*, Section 5. Academic Regulations, Appeals of Suspension.

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-13
Faculty Governance Committee
Jeff Jarvis, Chair

Revision to *ECU Faculty Manual*, Appendix A, Faculty Constitution, adding the Chair of the Faculty as a UNC Faculty Assembly Delegate as follows:

Add to Appendix A, Faculty Constitution of East Carolina University, Section VIII, Duties of the Officers of the Faculty Senate, at the end of the third paragraph, (page A-5) the following:

"For the length of his/her term as Chair, the Chair of the Faculty serves as a Delegate to the Faculty Assembly (but not exceeding six consecutive years), with duties as a delegate described in the Bylaws of the Faculty Assembly of the University of North Carolina, Part X of the ECU Faculty Manual, Section II.A., Members of the Assembly."

Approved by the Faculty Senate: 18 March 1997
Approved by the General Faculty: 18 August 1997
Approved by the Chancellor: 27 August 1997

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Resolution #97-14
Faculty Governance Committee
Jeff Jarvis, Chair

Revision to *ECU Faculty Manual*, Appendix A, Faculty Constitution By-Laws, adding the Chair of the Faculty as a UNC Faculty Assembly Delegate as follows:

Add to Appendix A, By-Laws of the Faculty Constitution of East Carolina University, Section VI, Faculty Assembly Delegates and Alternates, Number 2, (page A-9) the following sentence as a new third sentence:

"One Faculty Assembly Delegate will be the Chair of the Faculty, holding a term for each year he/she is elected to serve as Chair of the Faculty. No Chair of the Faculty may serve as a Faculty Assembly Delegate for more than six consecutive years."

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-15
Teaching Effectiveness Committee
Janna Brendell, Chair

Recommendations concerning the Student Opinion of Instruction Survey as follows:

1. Discontinue the trial of the new SOIS instrument for Spring semester, 1997.
2. Recommend adoption of the new SOIS form to be used according to the Revised Principles to Guide the Use of the Student Opinion Data (FS Resolution #95-24-*attached*), with the following revisions:
   a. Add a summary question in the same wording as #9 (old SOIS form) as question #19 on the new SOIS form with the same scoring scale as items #1 through #13 and calculate unit and university norms for the responses to this question using course level only.
   b. Remove the textbook question from the summed scores.
   c. Calculate summed scores by adopted method #1: delete no response for individual items and method A: delete no response items for summed scores.

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-16
Teaching Effectiveness Committee
Janna Brendell, Chair

Revised Alumni Teaching Awards Procedures.

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-17
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Unit Codes of Operation for the Departments of Sociology, Geology, and Communication.

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-18
University Curriculum Committee
Jim Smith, Chair

Curriculum matters contained in the University Curriculum Committee minutes of 13 February 1997.

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: 3 April 1997

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Resolution #97-19
Henry Ferrell, Reporting

Resolved that the Readmission Appeals Committee consider the viability of adjusting the University schedule to allow for appeals for readmissions to occur

at the conclusion of the second semester of the academic year. To accomplish this goal, the determination of readmittance for each student would occur at that time.

Approved by the Faculty Senate: 18 March 1997
Approved by the Chancellor: n/a

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Resolution #97-20
Faculty Governance Committee
George Bailey, Vice Chair

Addition to the *ECU Faculty Manual,* Appendix C. Personnel Policies and Procedures as follows:

Add the following as a footnote to the first paragraph in Section III. Evaluation:
"With respect to Appendix C, Section III. Evaluation, of the East Carolina University Faculty Manual, academic units are defined as: departments described in the codes of operation of professional schools, the departments in the College of Arts and Sciences, professional schools without departments, Academic Library Services, Health Sciences Library, and any other units in which faculty evaluations are made. In the College of Arts and Sciences and in professional schools whose unit codes describe departmental structures, departmental chairs are the unit administrators. In schools that do not have departments described in their unit codes, the dean of the school is the unit administrator."

Approved by the Faculty Senate: 22 April 1997
Approved by the Chancellor: 25 April 1997
Approved by the Board of Trustees: 9 May 1997

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Resolution #97-21
Faculty Governance Committee
George Bailey, Vice Chair

Revision to *ECU Faculty Manual*, Appendix X. Grievance Procedures (see attached).

Approved by the Faculty Senate: 22 April 1997
Approved by the Chancellor: 1 July 1997

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Resolution #97-22
Student Advising and Retention Committee
Rick Hebert, Chair

Steps to enhance the student advising process as follows:

1. Increase faculty and administrators (deans', department chairs') participation in advising workshops sponsored by academic units and the office of Undergraduate Studies (encouraging these individuals to attend a workshop at least every 3 years).

2. Incorporate in advising workshops presentations of successful advising strategies from previous advising award winners.

3. Increase student participation in the advising survey by employing practices of academic units which have achieved high response rates.

4. Send a listing of student response rates by academic unit to unit heads for their information and review.

Approved by the Faculty Senate: 22 April 1997
Approved by the Chancellor: 25 April 1997

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Resolution #97-23
Student Scholarships, Fellowships, and Financial Aid Committee
Mike Hoekstra, Chair

ENHANCEMENT OF THE FINANCIAL AID OFFICE

Whereas, the Committee is charged to review periodically the overall operation of the Student Financial Aid office, and
Whereas, the Committee has recently toured the office and reviewed information contained in the Senior Surveys, and
Whereas, the Committee finds the office's system inadequate to handle the large number

of daily phone inquiries, and

Whereas, the Committee finds the office uninviting, physically cramped, and inconducive to private application screening, and

Whereas, the Committee finds that there is a need to investigate the optimality of the office's hours of operation, and

Whereas, the Committee finds that the office could profit from assistance in increasing its level of customer service through the greater use of temporary manpower, communications, technology, and staff training.

Therefore Be It Resolved, the Student Scholarships, Fellowships, and Financial Aid Committee requests that the Faculty Senate endorse the overall concerns of the Committee.

Be It Further Resolved, that the Faculty Senate recommend that the Chancellor request that the Vice Chancellor for Student Life address these concerns and, as budgetarily feasible, work to eliminate them.

Approved by the Faculty Senate: 22 April 1997
Approved by the Chancellor: 25 April 1997

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Resolution #97-24
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Unit Codes of Operation for the Department of English and the School of Human Environmental Sciences.

Approved by the Faculty Senate: 22 April 1997
Approved by the Chancellor: 25 April 1997

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Resolution # 97-25
University Curriculum Committee
James O. Smith, Chair

Curriculum matters contained in the 27 February 1997, 27 March 1997, (including approval of COMM 2001), and 10 April 1997, University Curriculum Committee minutes.

Approved by the Faculty Senate: 22 April 1997
Approved by the Chancellor: 25 April 1997

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Resolution #97-26
Writing Across the Curriculum
Chris Ulffers, Chair

Policy for Transfer Credit of Writing Courses

"If a writing course (a course whose primary content is writing according to its course title and description) is accepted in transfer by number and credit hour for a writing-intensive course at East Carolina University, the transferred credit hours will count as writing-intensive for ECU degree requirements. Representative examples are ENGL 3880, Writing for Business and Industry, and ITEC 3290, Technical Writing."

(Once approved by the Faculty Senate and Chancellor, this policy will be placed in the next printing of the *Undergraduate Catalog*.)

Approved by the Faculty Senate: 22 April 1997
Approved by the Chancellor: 25 April 1997

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Resolution #97-27
Ken Wilson, Reporting

Since graduation is one of the most important academic ceremonies, be it resolved that the Faculty Senate request the Chair of the Faculty to invite and encourage faculty to attend graduation.

Approved by the Faculty Senate: 22 April 1997
Approved by the Chancellor: n/a

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Resolution #97-28
Faculty Welfare Committee
Scott Thomson, Chair

The Faculty Welfare Committee recommends that a committee, composed of the Director of the Student Recreation Center, Assistant Vice Chancellor for Human

Resources, Chair of the Faculty Welfare Committee, or their designee, two others faculty members appointed by the Chair of the Faculty, and three appointed representatives of the Student Government Association be charged with studying the plausibility of providing faculty and staff with a fee-subsidized membership to the Student Recreation Center through the employee benefits plan. A report to the Faculty Senate should be made no later than March 1998.

Approved by the Faculty Senate; 9 September 1997
Approved by the Chancellor: n/a

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Resolution #97-29
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Department of Mathematics Unit Code of Operation

Approved by the Faculty Senate; 9 September 1997
Approved by the Chancellor: 11 September 1997
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Resolution #97-30
Credits Committee
Bob Woodside, Chair

Revised *University Undergraduate Catalog*, Grade Replacement Policy (page 42), third sentence in the second paragraph to read as follows: "*Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for consideration for honors."*

Approved by the Faculty Senate: 14 October 1997
Approved by the Chancellor: 12 November 1997

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Resolution #97-31
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Unit Code of Operation for the School of Health and Human Performance.

Approved by the Faculty Senate: 14 October 1997
Denied by the Chancellor: 11 November 1997

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Resolution #97-32
University Curriculum Committee
James Smith, Chair

Curriculum matters contained in the University Curriculum Committee minutes of 11 September and 25
September 1997.

Approved by the Faculty Senate: 14 October 1997
Approved by the Chancellor: 12 November 1997

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Resolution #97-33
Faculty Governance Committee
Jim Joyce, Vice Chair

Guidelines for Measuring Teaching Loads (see attached).

Approved by the Faculty Senate: 14 October 1997
Approved by the Chancellor: n/a

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Resolution #97-34

Fall 1997 Graduation Roster, subject to completion of degree requirements.

Approved by the Faculty Senate: 4 November 1997
Approved by the Chancellor: 20 November 1997

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Resolution #97-35
Committee on Committees
Mark Taggart, Chair

Revised Research/Creative Activity Policies Committee Charge.

Approved by the Faculty Senate: 4 November 1997
Approved by the Chancellor: n/a

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Resolution #97-36
Faculty Computer Committee
Wayne Godwin, Chair

Model Computer Use Policies referred back to Faculty Computer Committee for further deliberation.

Approved by the Faculty Senate: 4 November 1997
Approved by the Chancellor: n/a

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Resolution #97-37
Faculty Governance Committee
Patricia Anderson, Chair

Revision to the *ECU Faculty Manual*, Part VI. Section I.D. Leaves of Absence referred back to Faculty Governance Committee for further deliberation.

Approved by the Faculty Senate: 4 November 1997
Approved by the Chancellor: n/a

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Resolution #97-38
Faculty Governance Committee
Patricia Anderson, Chair

Revised description of faculty entitled to participate in both the DECAD and Administrator Survey as follows: Faculty members participating in the DECAD and Administrator Survey must:

1) hold rank as professor, associate professor, assistant professor, instructor, or faculty title,
2) be employed currently,
3) hold full-time appointment, and
4) have been employed at ECU for at least one year.

Approved by the Faculty Senate: 4 November 1997
Approved by the Chancellor: 20 November 1997

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Resolution #97-39
University Curriculum Committee
James O. Smith, Chair

Curriculum matters contained in the University Curriculum Committee minutes of 23 October 1997.

Approved by the Faculty Senate: 4 November 1997
Approved by the Chancellor: 20 November 1997

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Resolution #97-40
Chancellor Richard Eakin Reporting

Neither the new Academic Eligibility Standards nor their penalty structure be implemented at this time. The Enrollment Services Council, with its current faculty and Senate committee representatives and relevant administrators, plus a delegate from the Credits Committee and a person who is primarily concerned with minority enrollment, should be charged with reporting to the Faculty Senate by April 15th. on an alternative plan that will endeavor to raise the University's academic standards in a manner that avoids the degree of substantive risk apparent in the current plan, and that the Enrollment Services Council should solicit and consider written faculty advice on strategies to improve retention. Such advice might include higher standards than the current ones, but not as high as the previously proposed new standards. Also, postponement of suspension until later in the sophomore year to permit students to focus longer on academic improvement may have merit.

Approved by the Faculty Senate: 9 December 1997
Approved by the Chancellor: 27 January 1998

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Resolution #97-41
Agenda Committee
Linda Allred, Chair

1998-1999 Faculty Senate and Agenda Committee meeting dates as follows:

Agenda will meet:	***Faculty Senate will meet:***
August 25, 1998	*September 8, 1998*
September 22, 1998	*October 6, 1998*
October 27, 1998	*November 10, 1998*
November 24, 1998	*December 8, 1998*
January 12, 1999	*January 26, 1999*
February 9, 1999	*February 23, 1999*
March 9, 1999	*March 30, 1999*
April 13, 1999	*April 27, 1999*

Approved by the Faculty Senate: 9 December 1997
Approved by the Chancellor: n/a

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Resolution #97-42
Faculty Computer Committee
Wayne Godwin, Chair

The Chair of the Faculty to appoint a three-person Ad hoc committee to review the Model Computer Use Policies as they relate to matters of academic freedom, and address the vagueness of the terms used in the policies to include specificity as needed. The Ad hoc Committee should report back to the Faculty Senate in January 1998.

Approved by the Faculty Senate: 9 December 1997
Approved by the Chancellor: n/a
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Resolution #97-43
Faculty Governance Committee
Patricia Anderson, Chair

Revision to the *ECU Faculty Manual*, Appendix C., Section I.C. and Section III.

Add the following bold print to Appendix C., Section I. Selection and Appointment of New Faculty, Subsection C. General Criteria, 1. Teaching (page C-3) to read as follows:

"1. Teaching
East Carolina University expects each member of the faculty to have knowledge of subject matter commensurate with one's teaching assignment, to maintain awareness of developments in one's discipline, and to communicate to students one's knowledge of and interest in the discipline. The faculty member will encourage students in responsible and careful inquiry, in appreciation of the interrelation of various disciplines, and in recognition of the uses of learning and the value of the educated mind. ***Teaching includes activities and responsibilities beyond the classroom setting, e.g., advisement; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; the direction of research projects and papers, dissertations, and theses; and other contacts and relationships outside the classroom.****"*

Delete the following underlined print in Appendix C., Section III. Evaluation (page C-5) to read
as follows:

"1. teaching effectiveness

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 effectiveness 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 effectiveness or utilize the instrument developed by the Teaching Effectiveness Committee to determine student opinion of teaching effectiveness.

b. formal methods of peer review, including direct observation of the classroom teaching of new and tenure-track faculty

c. procedures provided for in unit codes;

2. research and creative activities;

3. patient care;

4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patients services and consulting in the private and public sectors; and

5. other responsibilities as may be appropriate to the assignment, such as academic advising and other professional services. The relative weight given to teaching effectiveness, research/creative activity, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching effectiveness or research/creative activity."

Approved by the Faculty Senate: 9 December 1997

Approved by the Chancellor: 27 January 1998
Approved by the Board of Trustees: 13 March 1998

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Resolution #97-44
Honors Program Committee
Doug McMillan, Chair

December 1997, graduating senior candidates to be designated "Honors Program Graduates", subject to the completion of degree requirements.

Approved by the Faculty Senate: 9 December 1997
Approved by the Chancellor: 27 January 1998

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Resolution #97-45
University Curriculum Committee
Jim Smith, Chair

Curriculum matters contained in the University Curriculum Committee minutes of 13 November 1997.

Approved by the Faculty Senate: 9 December 1997
Approved by the Chancellor: 27 January 1998

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Resolution #98-1
Credits Committee
Bob Woodside, Chair

Revise the *University Undergraduate Catalog* by adding the following as a new subsection to Section 5: Academic Regulations, following subsection entitled *Currently Enrolled East Carolina University Students* (page 44):

"Independent Study

Independent study is defined as any program of study without direct instruction in a classroom setting (excluding internships). It may include directed readings, special topics courses, or independent study of an existing course. The use of independent study should be limited to two occasions: 1) when a student wishes to pursue a topic of study which is not available in an approved course or 2) when a course is needed to satisfy graduation requirements but the course is not being offered in a timely manner to satisfy those requirements. Independent

study and correspondence credits may not exceed 15 percent of the total hours required for the degree. (See Currently Enrolled East Carolina University Students, above.) Credit earned through independent study cannot be used to reduce the minimum residence requirement.

All independent study courses should be set up as a part of the departmental schedule of courses for the respective term. Independent study sections of normally offered courses should be appropriately noted by section number."

Also add the following to subsection entitled *Currently Enrolled East Carolina University Students* (page 44) after "*Approval will not be granted for correspondence courses beyond 15 percent of the total hours required for graduation*."

"(See Independent Study, below)."

Approved by the Faculty Senate: 27 January 1998
Approved by the Chancellor: 5 February 1998

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Resolution #98-2
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised School of Education and Department of History's Unit Code of Operations.

Approved by the Faculty Senate: 27 January 1998
Approved by the Chancellor: 5 February 1998

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Resolution #98-3
Calendar Committee
Nancy Moss, Chair

Guidelines for Setting University Calendars (attached).

Approved by the Faculty Senate: 24 February 1998
Approved by the Chancellor: not applicable

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Resolution #98-4
Credits Committee
Bob Woodside, Chair

Revision to the *Undergraduate University Catalog*, Section 5: Academic Regulations concerning the Grade Replacement Policy. The implementation of this new grade replacement deadline will begin with First Summer Session 1998. The policy will read as follows:

> *"A student is permitted to use the Grade Replacement Policy a maximum of three times for 1000- and 2000-level courses in which he or she has earned a grade of D or F. For example, a student may replace a grade in three different courses or may replace a single course grade a maximum of three times or a combination thereof not to exceed the limits of the policy.*
>
> *Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material, for example, a course in the same academic discipline for which the repeated course is a prerequisite.*
>
> *To replace a grade, the student must request a grade replacement on the on-line registration form, the schedule change form, or the grade replacement form; register for the course during the registration period; and submit the form to the office of the Registrar or the office of Undergraduate Studies, as appropriate. The form must be submitted no later than the last day to drop a course(s) or withdraw from school without grades of the semester in which the student wishes to implement the policy.*
>
> *Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for consideration for honors. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a D, no additional credit hours will be awarded.*
>
> *The Grade Replacement Policy is effective for courses originally taken fall 1994 and thereafter."*

Approved by the Faculty Senate: 24 February 1998
Approved by the Chancellor: 19 March 1998

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Resolution #98-5
Faculty Governance Committee
Patricia Anderson, Chair

Revision to the *ECU Faculty Manual*, Part VI., Section I. Employment Policies, subsection D. Leaves of Absence as follows:

> *"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.*
> *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 Office holding. 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."

Approved by the Faculty Senate: 24 February 1998
Approved by the Chancellor: 19 March 1998

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Resolution #98-6
Faculty Governance Committee
Patricia Anderson, Chair

Revisions to the *ECU Faculty Manual*, Part VIII., Section III. Division of Academic Affairs, subsection B. Unit Administrators as follows:

"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.)"

Revisions to the *ECU Faculty Manual*, Part VIII., Section V. Division of Health Sciences, subsection B. Unit Administrators as follows:

"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.)"

Approved by the Faculty Senate: 24 February 1998
Approved by the Chancellor: 19 March 1998

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Resolution #98-7
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised School of Social Work's Unit Code of Operations.

Approved by the Faculty Senate: 24 February 1998
Approved by the Chancellor: 19 March 1998

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Resolution #98-8
University Curriculum Committee
JoAnn Jones, Reporting

Curriculum matters contained in the University Curriculum Committee minutes of 12 February 1998.

Approved by the Faculty Senate: 24 February 1998
Approved by the Chancellor: 19 March 1998

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Resolution #98-9

Spring 1998 Graduation roster, including Honors Program graduates, subject to completion of
degree requirements.

Approved by the Faculty Senate: 24 March 1998
Approved by the Chancellor: 7 April 1998

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Resolution #98-10
Ad Hoc Committee on a Model Computer Use Policy
Henry Ferrell, Reporting

University Academic Computer Use Policy (see attached **REVISED** policy).

Approved by the Faculty Senate: 24 March 1998
Approved by the Chancellor: **REVISED** 7 April 1998

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Resolution #98-11
Educational Policies and Planning Committee
George Bailey, Chair

Name change of the School of Social Work to *School of Social Work and Criminal Justice Studies.*

Approved by the Faculty Senate: 24 March 1998
Approved by the Chancellor: 7 April 1998

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Resolution #98-12
University Curriculum Committee
Linda Wolfe, Reporting

Curriculum matters contained in the University Curriculum Committee minutes of 26 February 1998.

Approved by the Faculty Senate: 24 March 1998
Approved by the Chancellor: 7 April 1998

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Resolution #98-13
Faculty Governance Committee
Patricia Anderson, Chair

Policy for the Cumulative Review of Permanently Tenured Faculty (attached).

Approved by the Faculty Senate: 7 April 1998
Approved by the Chancellor: 15 April 1998

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Resolution #98-14
Jim Joyce, Reporting

The Faculty Senate of East Carolina University recommends that the Board of Governors initiate a review process to take place at least every five years. The review will consider the organization of the University of North Carolina and the effectiveness of the Board of Governors and the UNC General Administration. It further recommends that this review will be conducted by a committee whose majority consists of permanently tenured faculty members without administrative appointment.

Approved by the Faculty Senate: 7 April 1998
Approved by the Chancellor: 15 April 1998

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Resolution #98-15
Ad Hoc Committee on Non-Traditional Formats
Jim Joyce, Reporting

In December 1996, the Faculty Senate formed an Ad Hoc Committee on Non-Traditional Formats to consider recommendations concerning policies and procedures for courses and programs offered in non-traditional and/or non-residential formats. These policies and procedures should include accreditation

concerns, faculty credentials, provision of proper resources and learning environments, appropriate student data, and impact on faculty welfare. Listed below is the Ad Hoc Committee's report.

Recommendation 1:
The Faculty Senate adopt the attached "Quality Assurance Standards for Undergraduate Courses Offered via Distance Education" and that the University Curriculum Committee be charged with assurance that courses and programs meet these standards.

Recommendation 2:
Development and offering of a distance learning course or program be under the direction of a permanently tenured or probationary term faculty member without administrative appointment. [Fixed term faculty may only function in a supportive role.]

Recommendation 3:
The property rights associated with distance learning material will reside with the faculty member developing the material and may only be used with his or her permission.

Recommendation 4:
All distance learning programs or courses will require a six month notice to all supporting agencies.

Recommendation 5:
A distinction between distance learning courses and programs and those offered on the Greenville campuses shall be indicated on official transcripts and diplomas.

Quality Assurance Standards for Undergraduate Courses Offered via Distance Education (Adapted from the policy adopted by the Graduate Council, 9 September 1997).

Preamble

In recognition of the growing number of undergraduate courses being offered using "Distance Learning" (DL) techniques and in consideration of the unique characteristics of the delivery formats often used in DL and with the desire that DL undergraduate courses offered by East Carolina University maintain a uniform high quality the following assurances are required by the Faculty Senate prior to offering an undergraduate level course via a DL format.
Resolution #98-15 (continued)
Ad Hoc Committee on Non-Traditional Formats

Please provide assurance that:
A. Faculty

1. A permanently tenured or probationary term faculty member is designated as the "course director who is responsible for the content, delivery, and conduct of the course
2. The course director has either the appropriate training and/or support in designing the course content to fit the delivery method being proposed for the course.
3. The course director has the appropriate technical support for the delivery method being proposed for the course, and that this support will be readily available to address technical problems likely to be encountered throughout the course.
4. The course director assumes the responsibility for determining, writing, and disseminating to prospective students the prerequisites described below prior to beginning classes.

B. Students

1. Prerequisites clearly describe the necessary technological skills required by a student to fully participate in the course.
2. Prerequisites clearly describe the minimum essential hardware and software technology necessary for a student to fully participate in the course. Prerequisites clearly describe the supplemental resources (e.g. caliber of library, laboratory etc.) necessary for a student to fully participate in the course.

C. Course Content and Design

1. The course is consistent with the unit objectives of an established undergraduate program.
2. The course contains strategies that promote significant interaction between the faculty member(s) and students, and among the students.
3. The course director provides opportunities (i.e. appointments) for the faculty member(s) and students to have individual and timely course related consultation sessions through either face-to-face, e-mail, or telephone communications.
4. All-course multimedia (e.g. text, graphics, audio, video) provided to a student do not violate copyright laws.
5. All course multimedia (e.g. text graphics, audio, video) provided to a student are in a format that can be efficiently delivered via the minimum essential hardware and software described in the prerequisites and/or to the specifications established by the North Carolina information Highway (NCIH) or other video conferencing system.
6. Any additional technological knowledge beyond the prerequisites necessary for a student to fully participate in the course is provided to the student prior to the time that such knowledge is required in the course.

D. Assessment

1. The course contains assessment components that measure student performance appropriate to the content of the course.
2. The assessment components consider any limitations of the delivery method such as security graphics resolution, audio difficulties, etc. Site-

specific testing may be necessary to accommodate different types of assessment.

3. Students will be given the opportunity to assess the course content, the course management, and the efficiency of the delivery method at the end of the course.

4. The assessment of the course content and management will be done using standardized assessment tools developed by the department, while the assessment of the course delivery will be done using a standardized assessment tool developed by the Faculty Senate appropriate for the delivery method. It is strongly recommended that students also be given the opportunity to assess course management and delivery during the course.

Approved by the Faculty Senate: 21 April 1998
Approved by the Chancellor: **DENIED** 19 May 1998

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Resolution #98-16
Calendar Committee
Nancy Moss, Chair

Summer 2000, Fall 2000, and Spring 2001 University Calendars.

Approved by the Faculty Senate: 21 April 1998
Approved by the Chancellor: 19 May 1998

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Resolution #98-17
Course Drop Appeals Committee
Hanna Jubran, Chair

Proposed revision to the *University Undergraduate Catalog,* Section 5. Academic Regulations, Course Drop Allocations (page 41) as follows:

Delete the following sentence: *"Second undergraduate degree - according to classification upon matriculation as a second undergraduate degree student."*

Replace it with the following: "*A student who needs no more than 30 hours to complete a second undergraduate degree is allocated 1 drop; a student who needs from 31 through 60 hours to complete the second undergraduate degree is allocated 2 drops; a student who needs more than 60 hours for a second undergraduate degree is allocated 3 drops."*

Approved by the Faculty Senate: 21 April 1998
Approved by the Chancellor: 19 May 1998

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Resolution #98-18
Credits Committee
Bob Woodside, Chair

Proposed revision to the *University Undergraduate Catalog*, Section 5: Academic Regulations, Eligibility Standards referred to the Credits Committee for further consultation and consideration, with a report from them during the Fall 1998 semester.

Approved by the Faculty Senate: 21 April 1998
Approved by the Chancellor: n/a

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Resolution #98-19
Research/Creative Activity Policies Committee
Richard Mauger, Chair

Revision to the *ECU Faculty Manual*, Part VII. Section V. Policy and Procedures on Ethics in Research and Creative Activities (attached).

Approved by the Faculty Senate: 21 April 1998
Approved by the Chancellor: 19 May 1998

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Resolution #98-20
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Unit Codes of Operation for Academic Library Services and Health Sciences Library.

Approved by the Faculty Senate: 21 April 1998
Approved by the Chancellor: 19 May 1998

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Resolution #98-21
University Curriculum Committee
Jim Smith, Chair

Curriculum matters contained in the University Curriculum Committee minutes of 12 March 1998.

Approved by the Faculty Senate: 21 April 1998

Approved by the Chancellor: 19 May 1998

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Resolution #98-22
Brenda Killingsworth, Vice Chair reporting

Commendation for Don Sexauer, Chair of the Faculty, as follows:

WHEREAS, Professor Don Sexauer has served with honor as Chair of the Faculty for the past three academic years; and

WHEREAS, Professor Sexauer has dedicated his time and much effort to activities that benefit all faculty at East Carolina University, serving as a stalwart steward for upholding the principles of academic freedom and shared faculty governance; and

WHEREAS, Professor Sexauer has cultivated an increased awareness of the issues important to the well-being of the university through the formation of the Faculty Senate website and featured articles in Pieces of Eight; and

WHEREAS, Under Professor Sexauer's leadership, an Annual Teaching Awards Ceremony has been established to showcase the teaching excellence at East Carolina University; and

WHEREAS, With Professor Sexauer’s oversight, revisions to at least 7 appendices and 5 parts of the ECU Faculty Manual were successfully completed and revisions to at least ten unit codes of operation were approved; and

WHEREAS, Professor Sexauer has shown leadership and foresight in the development of policies that affect all faculty, including Guidelines for Measuring Teaching Loads, Phased Retirement Policy, and Cumulative Review of Permanently Tenured Faculty; and

WHEREAS, Professor Sexauer has increased communication among the Chairs of the Faculty across the UNC system.

THEREFORE BE IT RESOLVED, that Professor Don Sexauer has served the faculty of East Carolina University extremely well during his tenure as Chair of the Faculty, setting high standards for future Chairs of the Faculty to remain vigilant on important matters relating to the welfare of faculty.

BE IT FURTHER RESOLVED, that due to Professor Don Sexauer’s hard work and dedication to faculty, that faculty at East Carolina University may feel confident that their concerns and issues were well represented to

interested parties, i.e. University Administration, Board of Trustees, UNC Faculty Assembly, and UNC General Administration.

BE IT FURTHER RESOLVED, that the Faculty Senate commends Professor Don Sexauer for his outstanding leadership, professionalism, and energetic efforts during his tenure as Chair of the Faculty of East Carolina University.

Approved by the Faculty Senate: 21 April 1998
Approved by the Chancellor: 19 May 1998

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Resolution #98-23
Faculty Welfare Committee

Revise the *ECU Faculty Manual*, Part VI. Privileges for Retired Faculty (section H.2, page VI-6) to read as follows:

"2. Privileges for Retired Faculty

a. The following privileges are awarded to retired faculty:
   1) Use of campus addresses that include a post box and Microsoft Exchange for a period of at least one year, subject to availability.
   2) Right to be included in the University catalogues and directories.
   3) Continuance of eligibility to take one course per semester without fees, subject to class availability. (Prior to age 65, retired faculty are not eligible to participate in the system-wide tuition waiver program. As stated in the university catalogs, "persons 65 years of age or older who meet the requirements for the in-state rate of tuition and the university requirements for admission can have their tuition and fees waived provided space is available in the requested course{s}".)
   4) Access to library services under the same conditions as active faculty, including the use of the shuttle bus, subject to space availability.
   5) Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
   6) Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
   7) University identification card upon request.

8) Free campus parking decal, valid in all locations, with the exception of private parking lots.

b. Upon the recommendation of the unit personnel committee, unit head, and appropriate dean, the appropriate vice chancellor may grant the faculty retiree emeritus status which includes the items listed above under VI.H.2.a.1-8 and, in addition, the following privileges:
   1) Access to recreational facilities under the same conditions as active faculty and covered by the same liability insurance.
   2) Continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty."

Approved by the Faculty Senate: 8 September 1998
Approved by the Chancellor: September 11, 1998 withdrew approval request

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Resolution #98-24
General Education Committee

The General Education Committee recognizes a "cross-listed" course as a single course listed in the catalog under more than one prefix (e.g., BIOL 1234, ANTH 1234). The Committee therefore recommends that general education credit for cross-listed courses be assigned as follows:

1) students enrolled in cross-listed courses receive general education credit in the area for which the course has been approved, without regard to the prefix designation;

2) the area of general education in which cross-listed courses receive credit is to be determined by agreement of the academic units cross-listing the courses, and approved by the University Curriculum Committee;

3) cross-listed courses shall receive general education credit in the area agreed upon only so long as the academic units cross-listing the course consent to the initial agreement.

Approved by the Faculty Senate: 8 September 1998
Approved by the Chancellor: 24 September 1998

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Resolution #98-25
Faculty Welfare Committee

Revise the *ECU Faculty Manual*, Part VI. Privileges for Retired Faculty (section H.2, page VI-6) to read as follows:

"2. Privileges for Retired Faculty

a. The following privileges are awarded to retired faculty:
   1) Use of campus addresses that include a post box and electronic mail account for a period of at least one year, subject to availability.
   2) Right to be included in the University catalogues and directories.
   3) Continuance of eligibility to take one course per semester without fees, subject to class availability. (Prior to age 65, retired faculty are not eligible to participate in the system-wide tuition waiver program. As stated in the university catalogs, "persons 65 years of age or older who meet the requirements for the in-state rate of tuition and the university requirements for admission can have their tuition and fees waived provided space is available in the requested course{s}".)
   4) Access to library services under the same conditions as active faculty, including the use of the shuttle bus, subject to space availability.
   5) Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
   6) Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
   7) University identification card upon request.
   8) Free campus parking decal, valid in all staff and University registered locations, with the exception of private parking lots.

b. Upon the recommendation of the unit personnel committee, unit head, and appropriate dean, the appropriate vice chancellor may grant the faculty retiree emeritus status which includes the items listed above under VI.H.2.a.1-8 and, in addition, the following privileges:
   1) Access to recreational facilities under the same conditions as active faculty ~~and covered by the same liability insurance~~.
   2) Continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty."

Approved by the Faculty Senate: 6 October 1998
Approved by the Chancellor: **with editorial change to 2.b.1.** 2 November 1998

Resolution #98-26

Approval of the Fall 1998 Graduation Roster, including honors program graduates, subject to completion of
degree requirements.

Approved by the Faculty Senate: 10 November 1998
Approved by the Chancellor: 30 November 1998

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Resolution #98-27
Educational Policies and Planning Committee
George Bailey, Chair

Endorsement of the request for authorization to establish a multidisciplinary minor.

Approved by the Faculty Senate: 10 November 1998
Approved by the Chancellor: 30 November 1998
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Resolution #98-28
Faculty Governance Committee
Patricia Anderson, Chair

Revisions to the *ECU Faculty Manual*, Appendix L. Section D. and Section E. as follows:

Revise Appendix L., Section D. Code Unit Changes, Subsection 1.f. (page Appendix L-4) to read as follows:

"1.f. renaming a code unit, in addition, changes in unit nomenclature shall be approved by UNC General Administration before such changes become effective."

Revise Appendix L., Section E. Five-Year Unit Program Evaluation, Subsection 3 (page Appendix L-5) to read as follows:

"3. The unit faculty members shall meet to consider the report and recommendations of the evaluation committee not later than the end of January. The report and recommendations shall be distributed to the unit faculty members not later than one week prior to the meeting. The voting faculty members of the unit shall vote by secret ballot whether or not to accept the evaluation committee's report and recommendations. Acceptance shall require three-fifths of the voting faculty members of the unit. The report and recommendations, whether accepted or not, and the vote of the unit shall be submitted to the next higher administrative official not later than thirty calendar days prior to the

completion of the spring semester. The next higher administrative official shall review the report and the vote, and then forward the report through higher administrative offices to the Chancellor for review and comment.

If any administrator above the unit level fails to concur with the unit's recommendation that administrator shall inform the faculty of the unit in writing of the reasons for his or her decision."

Revise Appendix L., Section E. Five-Year Unit Program Evaluation, (page Appendix L-5) to read as follows:

"4. The unit program evaluation shall be used in the development of the unit operational plan."

Approved by the Faculty Senate: 10 November 1998
Approved by the Chancellor: 30 November 1998
Approved by the Board of Trustees: 12 March 1999

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Resolution #98-29
Faculty Governance Committee
Patricia Anderson, Chair

Revision to the Policy for the Cumulative Review of Permanently Tenured Faculty and the inclusion in the *ECU Faculty Manual*. To clarify the meaning of "each academic unit" as noted in the Section entitled "Description of the Policy", under subsection "Timing", paragraph two. The revision is as follows:

"Each academic unit's tenure committee shall decide whether all of its tenured faculty will be reviewed in the same year or whether its tenured faculty will be reviewed according to a serial plan. Those units choosing a serial plan shall also determine the method of serialization."

The revised Policy for the Cumulative Review of Permanently Tenured Faculty will be placed in the *ECU Faculty Manual*, as a new Appendix B, and available for all faculty on the Faculty Senate website once the interpretation has been approved by the Chancellor.

Approved by the Faculty Senate: 10 November 1998
Approved by the Chancellor: 30 November 1998

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Resolution #98-30
University Curriculum Committee
James Smith, Chair

Curriculum matters contained in the minutes of 24 September 1998, and 8 October 1998, committee minutes.

Approved by the Faculty Senate: 10 November 1998
Approved by the Chancellor: 30 November 1998

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Resolution #98-31
University Curriculum Committee
James Smith, Chair

Revised Course Proposal form.

Approved by the Faculty Senate: 10 November 1998
Approved by the Chancellor: not applicable

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Resolution #98-32
University Curriculum Committee
James Smith, Chair

New Course Banking/Un-banking/Deleting form.

Approved by the Faculty Senate: 10 November 1998
Approved by the Chancellor: not applicable

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Resolution #98-33
Credits Committee
Tope Bello, Chair

Revised University Academic Retention Standards (attached).

Approved by the Faculty Senate: 8 December 1998
Approved by the Chancellor: 8 December 1998
Reviewed by the Board of Trustees: 11 December 1998

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Resolution #98-34
Agenda Committee
Linda Allred, Chair

1999-2000 Faculty Senate and Agenda Committee Meeting Dates as follows:

Agenda Committee will meet:	**Faculty Senate will meet:**
August 24, 1999	September 7, 1999
September 21, 1999	October 5, 1999
October 26, 1999	November 16, 1999
November 30, 1999	December 7, 1999
January 11, 2000	January 25, 2000
February 8, 2000	February 22, 2000
March 7, 2000	March 21, 2000
April 4, 2000	April 18, 2000
	May 2, 2000, Organizational Meeting

Approved by the Faculty Senate: 8 December 1998
Approved by the Chancellor: not applicable

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Resolution #98-35
Calendar Committee
David Glascoff, Chair

Clarification Statements (Policy and Guidelines) for Scheduling Class Contact Minutes for Fall/Spring Semesters, Summer Session, and Weekend University Courses as follows:

UNC System Policy Governing Academic Calendars for Fall/Spring Semester Classes

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the 15-week semester. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Academic contact hours per week	Total semester contact minutes	Number of meeting days per week, meetings per semester, and number of contact minutes per class meeting				
		1 day/wk 15 meetings 60 meetings	2 day/wk 30 meetings 75 meetings	3 day/wk 45 meetings	4 day/wk	5 day/wk
1	750	50	--	--	--	--
2	1500	100	50	--	--	--
3	2250	150	75	50	--	--

4	3000	200	100	70*	50	--
5	3750	250	125	85*	65*	50

*rounded

Recommended Guidelines for Scheduling Lecture/Discussion Fall/Spring Semester Classes

To facilitate timely matriculation of students it is important that class scheduling be coordinated. Having a scheduled gap between classes allows students time to move from one class to another. Lecture/discussion classes with more than 90 contact minutes per meeting should be lengthened in their scheduling to include one or more breaks of ten or fifteen minutes.

Three semester-hour credit lecture/discussion classes meeting on a Monday, Wednesday, and Friday sequence should start on the hour and be scheduled for fifty minutes. Three semester-hour credit classes meeting on a Tuesday and Thursday sequence should start at 8:00, 9:30, 11:00, 12:30, 14:00, or 15:30 and be scheduled for seventy-five minutes. Three semester-hour credit classes meeting on Monday and Wednesday afternoons may start on the hour or half hour and should be scheduled for seventy-five minutes. Lecture/discussion classes that are not three semester-hour credit and meet for fifty minutes on Tuesday or Thursday should start at 8:00, 10:00, 11:00, 13:00, 14:00, or 16:00 so as not to overlap more than one of the three semester-hour time-slots.

Suggested times for three semester-hour courses

MWF 8:00 – 8:50	TTh 8:00 – 9:15	MW 14:00 – 15:15
MWF 9:00 – 9:50	TTh 9:30 – 10:45	MW 15:30 – 16:45
MWF 10:00 – 10:50	TTh 11:00 – 12:15	
MWF 11:00 – 11:50	TTh 12:30 – 13:45	
MWF 12:00 – 12:50	TTh 14:00 – 15:15	
MWF 13:00 – 13:50	TTh 15:30 – 16:45	
MWF 14:00 – 14:50		
MWF 15:00 – 15:50		
MWF 16:00 – 16:50		

CLARIFICATION STATEMENTS (POLICY AND GUIDELINES) FOR SCHEDULING CLASS CONTACT MINUTES FOR FALL/SPRING SEMESTERS, SUMMER SESSION, AND WEEKEND UNIVERSITY COURSES (CONTINUED)

UNC System Policy Governing Academic Calendars for Summer Session Classes

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the 5-week

term. In order to have the contact minutes during the Summer session be consistent with contact minutes during the Fall/Spring 15-week semesters, the following table indicates how long class meetings should last during the 5-week term. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Fall/Spring academic contact hours per week	Total semester contact minutes per semester,	Number of meeting days per week, meetings and number of contact minutes per class meeting			
		2 day/wk 10 meetings	3 day/wk 15 meetings	4 day/wk 20 meetings	5 day/wk 25 meetings
1	750	75	50	--	--
2	1500	150	100	75	60
3	2250	225	150	110*	90
4	3000	--	200	150	120
5	3750	--	--	185*	150

*rounded

Recommended Guidelines for Scheduling Lecture/Discussion Summer Session Classes

To facilitate timely matriculation of students it is important that class scheduling be coordinated. Having a scheduled gap between classes allows students time to move from one class to another. Lecture/discussion classes with more than 90 contact minutes per meeting should be lengthened in their scheduling to include one or more breaks of ten or fifteen minutes.

Since most lecture/discussion classes carry three semester-hours credit, they should meet for either 90 minutes five days per week (morning) or 110 minutes (plus break minutes) four days per week (afternoon or evening). The following guidelines indicate recommended beginning and ending times for three semester-hour credit lecture/discussion classes. Other classes should either begin at one of these beginning times or end at one of these ending times. Classes that meet once a week during the Fall/Spring semesters (e.g. labs or night classes) could match their fifteen regular semester sessions by meeting three times per week during a Summer term for the same meeting length as during the Fall/Spring semesters.

MTWTHF 8:00 – 9:30
MTWTHF 9:40 – 11:10

MTWTHF	11:20 – 12:50
MTWTH	13:00 – 15:00 (includes 10 break minutes)
MTWTH	15:10 – 17:10 (includes 10 break minutes)
MTWTH	17:20 – 19:20 (includes 10 break minutes)
MTWTH	19:30 – 21:30 (includes 10 break minutes)

CLARIFICATION STATEMENTS (POLICY AND GUIDELINES) FOR SCHEDULING CLASS CONTACT MINUTES FOR FALL/SPRING SEMESTERS, SUMMER SESSION, AND WEEKEND UNIVERSITY COURSES (CONTINUED)

UNC System Policy Governing Academic Calendars for Weekend University Classes

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the Weekend University terms. In order to have the contact minutes during the Weekend University terms be consistent with contact minutes during the Fall/Spring 15-week semesters, the following table indicates how long class meetings should last during the Weekend University terms. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Fall/Spring academic contact hours per week	Total semester contact minutes	Number of meeting days per week, meetings per semester, and number of contact minutes per class meeting	
		1 day/wk 14 meetings	1 day/wk 10 meetings
1	750	55*	75
2	1500	110*	150
3	2250	160	225
4	3000	215*	300
5	3750	--	--

*rounded

Recommended Guidelines for Scheduling Lecture/Discussion Weekend University Classes

Since most lecture/discussion classes carry three semester-hours credit, they should meet for 160 minutes (plus break minutes) per class meeting during the

Fall/Spring semesters or 225 minutes (plus break minutes) per class meeting during the Summer session. The following guidelines indicate recommended beginning and ending times for three semester-hour credit lecture/discussion classes; other classes should either begin at one of these beginning times or end at one of these ending times.

Fall/Spring Fri 18:30 – 21:40 (includes 30 break minutes)
Sat 8:00 – 11:10 (includes 30 break minutes)
Sat 11:25 – 14:35 (includes 30 break minutes)
Sat 14:50 – 18:00 (includes 30 break minutes)

Summer Fri 18:00 – 22:20 (includes 35 break minutes)
Sat 8:00 – 12:20 (includes 35 break minutes)
Sat 13:00 – 17:20 (includes 35 break minutes)

Approved by the Faculty Senate: December 8, 1998
Approved by the Chancellor: January 4, 1999

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Resolution #98-36
Educational Policies and Planning Committee
Brenda Killingsworth, Reporting

Endorsement of the request for authorization to plan a new B.S. program in Environmental Technology.

Approved by the Faculty Senate: December 8, 1998
Approved by the Chancellor: January 4, 1999

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Resolution #98-37
University Curriculum Committee
JoAnn Jones, Reporting

Curriculum matters contained in the minutes of November 12, 1998, committee meeting.

Approved by the Faculty Senate: December 8, 1998
Approved by the Chancellor: January 4, 1999
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Resolution #99-1
Jim Joyce, Reporting

Resolution requesting a return in the Joyner Library Loan Policy to the original one-year loaning period for faculty members.

Approved by the Faculty Senate: February 23, 1999
Approved by the Chancellor: March 3, 1999

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Resolution #99-2
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised School of Music's Unit Code of Operations.

Approved by the Faculty Senate: February 23, 1999
Approved by the Chancellor: March 3, 1999

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Resolution #99-3
University Curriculum Committee
Jim Smith, Chair

Curriculum matters contained in the minutes of January 28, 1999, committee meeting.

Approved by the Faculty Senate: February 23, 1999
Approved by the Chancellor: March 3, 1999

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Resolution #99-4
Faculty Governance Committee
Patricia Anderson, Chair

FS Resolution #06-19 January 2007 supersedes this resolution.

Editorial revisions to Appendices D and Y of the *ECU Faculty Manual* regarding time limits on appeals pursuant to Section 501c(4) of the *UNC Code (see attached)*.

Approved by the Faculty Senate: February 23, 1999
Approved by the Chancellor: March 3, 1999

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Resolution #99-5
Spring 1999 Graduation Roster, including honors program graduates, subject to completion of degree requirements.

Approved by the Faculty Senate: March 30, 1999
Approved by the Chancellor: 21 April 1999

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Resolution #99-6
Admissions and Recruitment Committee
John Cope, Chair

Resolution supporting International Programs was recommitted to the Admissions and Recruitment Committee for further review on the cost and justification of the program, as well as, the benefits of international students to ECU. A report from the Committee will be expected in the Fall 1999 semester.

Approved by the Faculty Senate: March 30, 1999
Approved by the Chancellor: n/a

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Resolution #99-7
Faculty Governance Committee
Patricia Anderson, Chair

Revisions to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University. ***See attached.*** (Following approval by the Chancellor and Board of Trustees, the revisions will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at: http://www.ecu.edu/fsonline/appc.htm.)

Approved by the Faculty Senate: March 30, 1999
Approved by the Chancellor: 21 April 1999
Approved by the Board of Trustees: 15 May 1999

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Resolution #99-8
Faculty Governance Committee
Patricia Anderson, Chair

Revisions to the *ECU Faculty Manual*, Part I. ***See attached.*** (Following approval by the Chancellor, the revisions will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at: http://www.ecu.edu/fsonline/Part1.htm.)

Approved by the Faculty Senate: March 30, 1999
Approved by the Chancellor: 21 April 1999

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Resolution #99-9
Faculty Governance Committee
Patricia Anderson, Chair

Interpretation of the *ECU Faculty Manual*, Appendix D, Section IV.G. Initiation of Recommendations, relating to search committees. ***See attached*** (Following approval by the Chancellor, the interpretation will be included in the *ECU Faculty Manual*, located on the following Faculty Senate websites: http://www.ecu.edu/fsonline/appdmenu.htm and http://www.ecu.edu/fsonline/interpretations.htm.)

Approved by the Faculty Senate: March 30, 1999
Approved by the Chancellor: 21 April 1999

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Resolution #99-10
Faculty Governance Committee
Patricia Anderson, Chair

FS Resolution #06-19 January 2007 supersedes this resolution.

Editorial change to the *ECU Faculty Manual*, Appendix D, Section VI. ***See attached*** (Following approval by the Chancellor, the editorial change will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at: http://www.ecu.edu/fsonline/appd5.htm.)

Approved by the Faculty Senate: March 30, 1999
Approved by the Chancellor: 21 April 1999

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Resolution #99-11
Research/Creative Activity Policies Committee
Bodo Nischan, Chair

Proposed revisions to the University Research Award procedures were recommitted to the Research/Creative Activity Policies Committee for further review and clarification on procedures to select nominees and how the various disciplines are selected for each year's award. A report from the Committee will be expected in the Fall 1999 semester.

Approved by the Faculty Senate: March 30, 1999
Approved by the Chancellor: n/a

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Resolution #99-12
University Curriculum Committee
JoAnn Jones, Reporting

Curriculum matters contained in the 11 February 1999, and 25 February 1999, meeting minutes.

Approved by the Faculty Senate: March 30, 1999
Approved by the Chancellor: 21 April 1999

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Resolution #99-13
Henry Ferrell
History Department

Whereas, the recent epithet by an official of East Carolina University conveyed an offensive and negative image of African Americans, to the faculty, staff, and students of the University, and

Whereas, the University expects its members and constituents to respect and appreciate individual differences and human rights, regardless of race, religious and ethnic background, and

Whereas, the Chancellor of East Carolina University has acknowledged that the "fabric of our community has been torn.

Therefore be it resolved, the Faculty Senate finds such an epithet (by an official of East Carolina University) repugnant and not reflective of the spirit and history of the University and reaffirms its commitment to intellectual integrity as exhibited in the high professional standards of East Carolina University.

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: n/a

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Resolution #99-14
Committee on Committees
Mark Taggart, Chair

Revised Admissions and Recruitment Committee charge and Faculty Computer Committee charge

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: n/a

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Resolution #99-15
Calendar Committee
David Glascoff, Chair

Summer 2001, Fall 2001, and Spring 2002 University Calendars (see attachments).

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: 14 May 1999

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Resolution #99-16
Educational Policies and Planning Committee
George Bailey, Chair

Quality Assurance Standards for Undergraduate Courses Offered via Distance Education at East Carolina University (see attachment).

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: 14 May 1999

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Resolution #99-17
Educational Policies and Planning Committee
George Bailey, Chair

Guidelines for the Implementation of the "Quality Assurance Standards for Undergraduate Courses Offered via
Distance Education at ECU" (see attachment).

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: 14 May 1999

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Resolution #99-18
General Education Committee
Chuck Bland, Chair

Recommendations concerning the General Education Assessment as follows:

- The immediate appointment of a committee (the General Education Assessment Committee) charged with the development of an assessment plan for general education. The membership of said committee should include (but not necessarily be limited to) representatives from Academic Affairs, Undergraduate Studies, the General Education Committee, Planning and Institutional Research, and each of the six component areas of general education (composition, social science, humanities/fine arts, natural science, mathematics, health/physical education).
- The working of the General Education Assessment Committee will be with the Planning and Institutional Research Assessment Coordinator to develop, implement, and periodically revise an on-going, annual assessment of general education. The initiation of such assessments to occur within a time frame that is consistent with the upcoming SACS Self-Study beginning Fall 2001, and the SACS Accreditation visit scheduled for Spring 2002.
- The reporting of assessment results be made to relevant academic units and the General Education Committee so as to allow use of evaluations to improve educational programs, services and operations.

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: 14 May 1999

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Resolution #99-19
Research/Creative Activity Grants Committee
Anne Dickerson, Reporting

Revisions to the Guidelines for Research Grants to be awarded in 2000-2001 (see attached).

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: n/a

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Resolution #99-20
Teaching Effectiveness Committee
James Haug, Vice Chair of the Committee

Revised Alumni Distinguished Professor for Teaching Awards Selection Procedures (see attached).

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: 14 May 1999

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Resolution #99-21
Unit Code Screening Committee
Bill Grossnickle, Chair

Revised Unit Codes of Operation for the following units: Department of Foreign Language and Literatures,
Department of Political Science, Department of Psychology, and the School of Health and Human Performance.

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: 14 May 1999

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Resolution #99-22
University Curriculum Committee
JoAnn Jones, Reporting

Curriculum matters contained in the 11 March 1999, meeting minutes.

Approved by the Faculty Senate: April 27, 1999
Approved by the Chancellor: 14 May 1999

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Resolution #99-23
Calendar Committee
David Glascoff, Chair

Revised Fall 1999, University Calendar to resolve various issues relating to Hurricane Floyd.

Approved by the Faculty Senate: 5 October 1999
Approved by the Chancellor: 26 October 1999

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Resolution #99-24
Unit Code Screening Committee
Ralph Scott, Chair

Revised Department of Philosophy Code of Operation.

Approved by the Faculty Senate: 5 October 1999
Approved by the Chancellor: 26 October 1999

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Resolution #99-25

Approval of the Fall 1998 Graduation Roster, including honors program graduates, subject to completion of degree requirements.

Approved by the Faculty Senate: 16 November 1999
Approved by the Chancellor: 3 December 1999

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Resolution #99-26
University Curriculum Committee
Jim Smith, Chair

Curriculum matters contained in the 23 September 1999, and 14 October 1999, meeting minutes.

Approved by the Faculty Senate: 16 November 1999
Approved by the Chancellor: 3 December 1999

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Resolution #99-27
Agenda Committee
Jim Joyce, Chair

2000-2001 Faculty Senate and Agenda Committee meeting dates (attached).

Approved by the Faculty Senate: 7 December 1999
Approved by the Chancellor: n/a

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Resolution #99-28
Faculty Governance Committee
Henry Ferrell, Chair

Interpretation of *ECU Faculty Manual*, Appendix D. Section IV.I. regarding non-concurring personnel recommendations as follows:

> At the last meeting of the Faculty Governance Committee Brenda Killingsworth, Chair of the Faculty, and Richard Ringeisen, Vice Chancellor for Academic Affairs, were asked to propose an interpretation concerning notification to the faculty member in the event of non-concurring personnel recommendations. It is their opinion that 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.

Approved by the Faculty Senate: 7 December 1999
Approved by the Chancellor: 12 January 2000

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Resolution #99-29
University Curriculum Committee
Jim Smith, Chair

Curriculum matters contained in the 28 October 1999, and 11 November 1999, meeting minutes.

Approved by the Faculty Senate: 7 December 1999

Approved by the Chancellor: 12 January 2000

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Resolution #00-1
Approved by the Faculty Senate: 1 February 2000
Approved by the Chancellor: 22 February 2000

Revisions to the *University Undergraduate Catalog* as follows:

Page 47 of 1999-2000 edition, move paragraph titled "CHANGE OF GRADE" before the paragraph titled "GRADE APPEALS".

Page 49 of 1999-2000 edition, reword two items under DEGREES OF DISTINCTION to read:

(second paragraph, pertaining to transfer students)
"3. The student must have a cumulative average which meets the requirements for the appropriate degree with distinction on all work attempted (all ECU and transfer work)."

(third paragraph, pertaining to second undergraduate degrees)
"2. The student must have a minimum g.p.a. of 3.5 on course work for the second degree and a cumulative average which meets the requirement for the degree with distinction on all course work attempted for the first degree as well as for the second degree."

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Resolution #00-2
Approved by the Faculty Senate: 1 February 2000
Approved by the Chancellor: 22 February 2000

Revision to the *ECU Faculty Manual*, Part V, Academic Information, I. Academic Procedures and Policies, N. Posting Grades to read as follows:

> "As soon as they are determined at the end of each semester or summer term, grades are posted electronically by the Registrar and a report of grades is sent to the student at his or her permanent home address. Students may also secure their grades using the automated voice response system and via the World Wide Web, using their pin numbers. Questions about final examination grades should be directed to the instructor who determined the grade."

It was also noted that, in order for both documents to be consistent, the words "by the registrar" should be added to the text in the *University Undergraduate Catalog* (page 47 of 1999-2000 edition).

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Resolution #00-3
Approved by the Faculty Senate: 1 February 2000
Approved by the Chancellor: 22 February 2000

Interpretations of the *ECU Faculty Manual*, Appendix L. (These interpretations are noted on the *ECU Faculty Manual* website (http://www.ecu.edu/fsonline/contents.htm).

> 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.

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Resolution #00-4
Approved by the Faculty Senate: 1 February 2000
Approved by the Chancellor: 22 February 2000

Curriculum matters contained in the 9 December 1999, University Curriculum Committee meeting minutes.

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Resolution #00-5
Approved by the Faculty Senate: 1 February 2000
Approved by the Chancellor: 22 February 2000

Resolution on Capital Funding and Faculty Salaries as follows:

WHEREAS, low-cost education in North Carolina has proven to be an engine of progress, and

WHEREAS, Article IX. Section 9 of the North Carolina Constitution states "The General Assembly shall provide that the benefits of The University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense.", and

WHEREAS, the University of North Carolina's share of the overall State budget has shown a decline from 17.4% in the mid 1980's to 13.3% for 1999-2000, and

WHEREAS, the UNC General Administration has identified over 6 billion dollars of needed capital improvements in the University system, and a General Administration study of faculty salaries indicates that average faculty salaries of the UNC system are not competitive with peer institutions, and

WHEREAS, the University of North Carolina expects an enrollment increase of 40,000 students during the next decade with an anticipated increase of 12% for ECU by 2003; applications at some institutions are already up 10-20% over those received by this time last year for the Fall of 1999, and

WHEREAS, tuition increases may deprive some qualified students access to higher education; East Carolina University serves an economically deprived region of the State where many citizens are in the poor or lower-middle income brackets, and

WHEREAS, we should be encouraging more North Carolina students to seek higher education, not fewer — our economy today demands more education beyond high school,

NOW, THEREFORE, BE IT RESOLVED that we the Faculty Senate of East Carolina University

- Urge our representatives in the General Assembly to exercise their constitutional responsibility to support the University system by

allocating funds for capital improvements, 6 billion dollars as recommended by the Klein Report, and sufficient faculty salary increases to make the constituent members of the UNC system competitive with peer institutions in other states, and

- Urge President Broad to support the tuition increases for faculty salary increases and increased need-based student financial aid for ECU, UNC-Wilmington, and UNC-Charlotte in the same manner she has supported those tuition increases for UNC-Chapel Hill and NC State University, and
- Urge the University to implement and monitor safeguards to ensure that tuition increases don't have the effect of denying access to higher education for those qualified North Carolina students.

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Resolution #00-6
Approved by the Faculty Senate: 22 February 2000
Approved by the Chancellor: n/a

Proposed addendum to the *ECU Faculty Manual*, Appendix D., Section IV.F.2., relating to faculty PADs was returned to the Faculty Governance Committee for further review.

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Resolution #00-7
Approved by the Faculty Senate: 22 February 2000
Approved by the Chancellor: 29 February 2000

Revision to the On-Line Advisor Evaluation, to include a section for student comments.

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Resolution #00-8
Approved by the Faculty Senate: 22 February 2000
Approved by the Chancellor: 29 February 2000

Curriculum matters contained in the 27 January 2000, University Curriculum Committee meeting minutes.

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Resolution #00-9
Approved by the Faculty Senate: 22 February 2000
Approved by the Chancellor: 29 February 2000

Revised Fall 2000 University Calendar to reflect a October 21-24 Fall Break (see attached).

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Resolution #00-10
Approved by the Faculty Senate: 21 March 2000
Approved by the Chancellor: 5 April 2000

Spring 2000 Graduation Roster, including honors program graduates, subject to completion of degree requirements.

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Resolution #00-11
Approved by the Faculty Senate: 21 March 2000
Approved by the Chancellor: 5 April 2000

Revision to Section I.J. Grade Appeals of Part V. Academic Information of the *East Carolina University Faculty Manual*, by inserting the following paragraph:

"Faculty are required to retain for one calendar year from the date a grade is posted all course records that substantiate the posted grade."

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Resolution #00-12
Approved by the Faculty Senate: 21 March 2000
Approved by the Chancellor: 5 April 2000
Approved by the Board of Trustees: 12 May 2000

Replacement for Section VI. Personnel/Evaluation Files of Appendix C. of the *East Carolina University Faculty Manual* as follows:

> "VI. Faculty Personnel Files*
> 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. A faculty member's primary personnel file shall reside in the code unit office under the supervision of the code unit administrator. The location and custodian of other files containing personnel records will be listed in the *Personnel File Checklist* attached to the inside cover of the primary personnel file. All evaluative documents will be contained in the primary

personnel file. Official copies of Personnel Action Dossiers shall reside in the primary personnel file. Faculty members are encouraged to examine their primary personnel file often, subject to certain restrictions of state law. Faculty members may examine other files containing personnel records subject to the same restrictions. A faculty member may obtain copies of any materials that are not restricted by state law in the personnel file and may attach a concise statement in response to any item therein. This concise statement shall be submitted to the custodian for inclusion as an attachment to the specific document. A person designated by the faculty member may examine that employee's personnel file with the written authorization of the faculty member. No material obtained from an anonymous source shall be placed in the primary personnel file or any other file containing personnel records except for data from student opinion surveys. Data from student opinion surveys shall be used in the annual evaluation and shall be submitted by the authorized surveying agent to the faculty member and the unit administrator. Evaluative materials or summaries thereof prepared by peer committees as part of a regular evaluation system may be placed in the primary personnel file when signed by a representative of the committee. Faculty members must be made aware within a reasonable time of any change in their personnel file. The procedures of Article 7 of Chapter 126 of the General Statutes of North Carolina shall govern matters relating to personnel files.
* Please see Faculty Manual Part VI for further information on state statutes and ECU policy concerning faculty personnel files."

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Resolution #00-13
Approved by the Faculty Senate: 21 March 2000
Approved by the Chancellor: 5 April 2000

Addition to Part VI. General Personnel Policies ("Section VIII. Frequently Asked Questions About Faculty Personnel Records) of the *East Carolina University Faculty Manual* as follows:

<u>New Section</u>
"Section 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 offices of the Dean, the Vice Chancellor for Academic Affairs, the Dean of the School of Medicine and Vice Chancellor for Health Sciences, and Human Resources. 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.

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. Because State law considers a personnel record to be in whatever form and wherever located, a record related to your employment should only be kept in University offices, to include the Offices of the Dean, the Vice Chancellor for Academic Affairs, the Dean of the School of Medicine and Vice Chancellor for Health Sciences, Human Resources, Equal Employment Opportunity and Affirmative Action ("EEO"), and the University Attorney, 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.

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;

2) The supervisor of the employee;
3) Members of the General Assembly who may inspect and examine personnel records under the authority of G.S. 120-19;
4) A party by authority of a proper court order may inspect and examine a particular confidential portion of a State employee's personnel file;
5) 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

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
_____ Department Chair in Professional Schools
_____ Vice Chancellor for Academic Affairs' 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

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 or the University Attorney's Office.

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Resolution #00-14
Approved by the Faculty Senate: 21 March 2000
Approved by the Chancellor: 5 April 2000

Recommendation that the Chancellor initiate the development of training materials and annual workshops
for administrative personnel covering proper stewardship of personnel files/records.

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Resolution #00-15
Approved by the Faculty Senate: 21 March 2000
Approved by the Chancellor: 5 April 2000

Revised Academic Library Services' Unit Code of Operation.

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Resolution #00-16
Approved by the Faculty Senate: 21 March 2000
Approved by the Chancellor: 5 April 2000

Curriculum matters contained in the 10 February 2000, 24 February 2000, and 9 March 2000, meeting minutes.

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Resolution #00-17
Approved by the Faculty Senate: 21 March 2000
Approved by the Chancellor: 5 April 2000

Revised Spring 2000 University Calendar to set Tuesday, May 2nd as a make-up class day for the January 25th class day lost due to snow and to make

Wednesday, May 3rd as a make-up class day for the April 21st State holiday. This would eliminate a Reading Day for the Spring semester.

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Resolution #00-18
Approved by the Faculty Senate: 18 April 2000
Approved by the Chancellor: 27 April 2000

Request to establish a new professional school within the Division of Academic Affairs, combining the computer science faculty currently in the Department of Mathematics with a reconstituted Department of Communication to be formed from the two current communication programs housed in the School of Education and the College of Arts and Sciences. Proposed name(s) for the new school: The School of Computer Science and Communication Or The School of Information Technology and Communication. The new school will exist in the Division of Academic Affairs and consist of two departments: Computer Science and Communication and Broadcasting.

The two communication programs and faculties will be separated from their current units, the College of Arts and Sciences and School of Education and incorporated in a new School effective August 14, 2000. The vestigial codes for the new departments will go into effect on August 14, 2000 pending the approval by the respective faculty and university committees. The current Codes for each unit will be dissolved effective August 13, 2000.

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Resolution #00-19
Approved by the Faculty Senate: 18 April 2000
Approved by the Chancellor: 27 April 2000

Revisions to the *East Carolina University Faculty Manual*, Appendix A and By-Laws. (Following approval by the
Chancellor, the revisions will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at:
www.ecu.edu/fsonline/appa.htm.)

Revise Appendix A:
Appendix A. Title page: V. Administrative Board of the Graduate School

Revise Appendix A, By-Laws, Section V.:
V. Administrative Board of the Graduate School

The Chair of the Faculty or his/her designee shall serve as an ex-officio member without vote.

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Resolution #00-20
Approved by the Faculty Senate: 18 April 2000
Approved by the Chancellor: 27 April 2000
Approved by the Board of Trustees: 12 May 2000

Revisions to the *East Carolina University Faculty Manual*, Appendix L
(Following approval by the Chancellor and Board of Trustees, the revisions will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at: www.ecu.edu/fsonline/appl.htm.)

Revise Appendix L. Section A. Voting Faculty Member to read as follows:
As pertains to faculty voting for the unit's nominating committee for appointment of administrative officials, for making recommendations on code content to the permanently tenured unit faculty members, in quadrennial evaluations of the effectiveness of unit programs, and in quadrennial evaluations of the effectiveness of unit administrators, a voting faculty member is someone who is appointed to a full-time faculty position; who is a permanently tenured or probationary term faculty person; who has been employed in any faculty position for at least 12 consecutive months at East Carolina University; who has regular academic faculty rank (*ECU Faculty Manual*, *Appendix D, Tenure and Promotion Policies and Procedures of ECU*); and who must, except as noted below for faculty on leaves of absence, be carrying at East Carolina University, at the time of the voting, not less than half the normal teaching/research program as practiced in the unit of appointment.

Revise Appendix L. Section D.3.c. to read as follows:
Within ten working days after this meeting, the permanently tenured faculty members of each affected unit will meet and vote their approval or disapproval of the proposal in its original form or as amended and then will communicate in writing the results of their action to their unit administrator.

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Resolution #00-21
Approved by the Faculty Senate: 18 April 2000

Approved by the Chancellor: 27 April 2000

Interpretation to the *ECU Faculty Manual*, Appendix D., Section IV.

(Following approval by the Chancellor, the interpretation will be provided with the *ECU Faculty Manual*, located on the Faculty Senate website at: www.ecu.edu/fsonline/interpretations.htm.)

This interpretation applies to the second paragraph in this section that reads:
"For the purposes of Section IV. a voting faculty member of a unit is someone who:"

Interpretation: Faculty in academic departments may not evaluate related faculty.

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.

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Resolution #00-22
Approved by the Faculty Senate: 18 April 2000
Approved by the Chancellor: n/a

Revisions to the Guidelines for Research Grants to be awarded in 2001-2002.

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Resolution #00-23
Approved by the Faculty Senate: 18 April 2000
Approved by the Chancellor: 27 April 2000

Policy statement regarding commercial exploitation of classroom materials as follows:

"It is a violation of University policy to sell or make commercial use of faculty lectures, notes taken from faculty lectures, syllabi and all other course materials without the

express written permission of the instructor. These materials are intellectual property of the faculty, which may be protected by federal copyright law. Disciplinary action for commercial exploitation of classroom materials may be taken pursuant to applicable University policies."

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Resolution #00-24
Approved by the Faculty Senate: 18 April 2000
Approved by the Chancellor: 27 April 2000

Recommendations on the Undergraduate Distance Education-Student Opinion of Instruction Survey.

1. The survey for graduate level Distance Education (DE) courses be adopted for use with undergraduate DE courses.

2. Based upon the report on the Development and Testing of the Distance Education SOIS Instrument, the Distance Education Survey results should be treated in a comparable manner as the SOIS results.

3. In making personnel decisions, unit administrators should be aware of differences in the patterns of results between on-campus and distance education courses, and graduate and undergraduate courses.

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Resolution #00-25
Approved by the Faculty Senate: 18 April 2000
Approved by the Chancellor: 27 April 2000

Revised Department of Biology and Department of Theatre and Dance Unit Codes of Operation.

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Resolution #00-26
Approved by the Faculty Senate: 5 September 2000
Approved by the Chancellor: n/a

Commendation for Brenda Killingsworth, Past Chair of the Faculty, as follows:

WHEREAS, Professor Brenda Killingsworth has served with distinction as Chair of the Faculty for the 1998-1999 and 1999-2000 academic years; and

WHEREAS, Professor Killingsworth has dedicated her time and much effort to activities that benefit all faculty at East Carolina University, serving as a stalwart steward for upholding the principles of academic freedom and shared faculty governance; and

WHEREAS, Professor Killingsworth has served and continues to serve as Chair of the SACS Self-Study Committee; and

WHEREAS, Professor Killingsworth presided over the faculty and was a leader during the adoption of the revised University Academic Retention Standards and the establishment of the new School of Computer Science and Communication; and

WHEREAS, during the 1998-1999 and 1999-2000 terms, the Faculty Senate adopted 68 resolutions, including revisions to Part I, Part V, Part VI, Appendix A, Appendix C, Appendix D (editorial), Appendix L, and Appendix Y of the *ECU Faculty Manual*, resolutions on the Policy for the Cumulative Review of Permanently Tenured Faculty, Quality Assurance Standards for undergraduate Courses Offered via Distance Education at ECU, Capital Funding and Faculty Salaries, as well as various Committee reports too numerous to list, and

WHEREAS, Professor Killingsworth helped foster an atmosphere of trust and collegiality between the Faculty Senate and the administration of East Carolina University; and

WHEREAS, Professor Killingsworth offered valuable input into administrative decisions at East Carolina University during her tenure as Chair of the Faculty.

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

BE IT FURTHER RESOLVED, that due to Professor Brenda Killingsworth's hard work and dedication to faculty, faculty at East Carolina University feel confident that their concerns and issues were well represented to interested parties within the University Administration, ECU Board of Trustees, UNC Faculty Assembly, and UNC General Administration.

BE IT FURTHER RESOLVED, that the Faculty Senate commends Professor Brenda Killingsworth for her outstanding leadership, professionalism, and

energetic efforts during her tenure as Chair of the Faculty of East Carolina University.

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Resolution #00-27
Approved by the Faculty Senate: 10 October 2000
Approved by the Chancellor: 17 October 2000

Revised School of Music's Unit Code of Operation.

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Resolution #00-28
Approved by the Faculty Senate: 14 November 2000
Approved by the Chancellor: 29 November 2000

Approval of the Fall 2000 Graduation Roster, including honors program graduates.

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Resolution #00-29
Approved by the Faculty Senate: 14 November 2000
Approved by the Chancellor: 29 November 2000

Resolution supporting the International Programs as follows:

Whereas, it is the goal of East Carolina University to become an Outstanding national university; and

Whereas, national universities in the United States have a substantial percentage of International students; and

Whereas, East Carolina University is committed to diversity as widely noted in the University Strategic Plan; and

Whereas, the present number of international students (about 1% in the fall 2000) falls short of the enrollment of international students at comparable institutions such as UNC-G, UNCC in the UNC system; and

Whereas, the income from international and out-of-state enrollment provides additional revenue for the university; and

Whereas, the current level of support for the International Affairs Office does not allow for effective international recruiting; and

Whereas, East Carolina University does not offer an English language program.

Therefore Be It Resolved, that the Admissions and Recruitment Committee recommends that East Carolina University develop and implement strategies to increase the number of international students.

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Resolution #00-30
Approved by the Faculty Senate: 14 November 2000
Approved by the Chancellor: 29 November 2000

Policy on Requesting a Professional Leave of Absence as follows:

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.)

Following approval by the Chancellor, this policy will be added to the current Leaves of Absence policy stated in
the ECU Faculty Manual, Part VI. General Personnel Policies, Section A. Employment Policies, subsection D.
Leaves of Absence.

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Resolution #00-31
Approved by the Faculty Senate: 14 November 2000
Approved by the Chancellor: 29 November 2000

Interpretation to the *ECU Faculty Manual*, Appendix D, relating to the meaning of the phrase "spring term" as
follows:

> The sense of the Committee is to understand the phrase 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.

Following approval by the Chancellor, this interpretation will be provided with the *ECU Faculty Manual*, located on
the Faculty Senate website at: www.ecu.edu/fsonline/interpretations.htm.

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Resolution #00-32
Approved by the Faculty Senate: 14 November 2000
Approved by the Chancellor: 29 November 2000

Curriculum matters contained in the minutes of the 28 September 2000, and 12 October 2000, University
Curriculum Committee meetings.

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Resolution #00-33
Approved by the Faculty Senate: 5 December 2000
Approved by the Chancellor: n/a

2001-2002 Faculty Senate and Agenda Committee Meeting Dates as follows:

Agenda Committee will meet:	Faculty Senate will meet:
August 28, 2001	September 4, 2001
September 25, 2001	October 9, 2001
October 30, 2001	November 13, 2001
November 27, 2001	December 4, 2001
January 15, 2002	January 29, 2002
February 12, 2002	February 26, 2002
March 5, 2002	March 19, 2002
April 9, 2002	April 23, 2002
April 30, 2002,	Organizational Meeting

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Resolution #01-1
Approved by the Faculty Senate: 30 January 2001
Approved by the Chancellor: 6 February 2001

Revised School of Business Code.

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Resolution #01-2
Approved by the Faculty Senate: 30 January 2001
Approved by the Chancellor: n/a

Revised General Guidelines for Writing and Revising a Unit Code of Operation. (A copy of the revised guidelines may be viewed at: http://www.ecu.edu/fsonline/uc.htm.)

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Resolution #01-3
Approved by the Faculty Senate: 30 January 2001
Approved by the Chancellor: 6 February 2001

Curriculum matters contained in the 9 November 2000, University Curriculum Committee minutes.

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Resolution #01-4
Approved by the Faculty Senate: 30 January 2001
Approved by the Chancellor: 6 February 2001

Rescind current Policy Statement on Evaluating Faculty Authored Computer Programs or Software (originally approved 31 March 1992, Faculty Senate Resolution #92-11) as follows:

Computer programs or software should be evaluated and counted as are other intellectual products developed by faculty -- e.g., musical scores, works of art, poems, biographies, the identification of a chemical testing procedure etc.

A. Computer programs or software may further knowledge in a discipline, enhance a faculty member's teaching, or provide a service. When evaluating a faculty member's computer program or software for the annual report, the same basic criteria should apply as when evaluating other intellectual products: does it

make an important contribution to one's teaching, does it enhance one's professional development, does it further knowledge in one's discipline, is there some recourse to "standards" through a peer review process, does it enhance the university's level of service? Published software should be subject to a peer review process which would provide the same "tangible evidence" for its contribution to scholarly work or teaching that is provided by peer review of other published or juried works.

1. Teaching: If the faculty authored software is being applied to teaching, then the evaluation and credit should be under that category. (With East Carolina University's emphasis on incorporating computing and new technology into the instructional setting, there needs to be encouragement and reward for faculty who invest the time and training to do so.)

2. Research/Creative Activity: If the faculty authored software is a part or result of research or creative activity which is published, presented, or exhibited, then the evaluation and credit should be under that category. Published research incorporating faculty authored software should be treated as is other published research.

3. Service: If the faculty authored software is for use in professional service, then it should be evaluated under that category.

B. From discipline to discipline the form taken by the candidate's contribution will vary. (Such discipline-specific standards already apply to the evaluation of the annual reports and of materials reviewed for tenure and promotion.)

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Resolution #01-5
Approved by the Faculty Senate: 30 January 2001
Approved by the Chancellor: n/a

University Policy on the World Wide Web

Insofar as the university recognizes the value of the World Wide Web (WWW) as an effective information resource for all university constituents, including but not limited to current and prospective students, faculty, staff, alumni, and the general public for communication, education, research, and scholarship, it is further recognized that documents contained on it are a reflection on the creator(s) and the institution as a whole. Therefore, the content and appearance of documents and other subject matter contained on all web pages must comply with the following:

1. All web page development must comply with the following university policies and guidelines:
    1. Academic Computer Use Policy

    2. University Student and Employee Computer Use Policy
    3. Trademark and Logo Policy
    4. Publications: Guidelines for Using the East Carolina University Logo
    5. Patent and Copyright Policy
    6. Advertising Policy
    7. Policy Statement on commercial exploitation of classroom materials
2. To achieve consistency at all institutional and unit levels, the web pages for any unit listed on the University organizational chart must follow the design standards established by the University Web Committee for the primary web page. Units are also encouraged to follow these same design standards for all subsequent web pages.
3. All web pages must contain a date of last revision and clearly identify or be linked to a contact page that identifies the department, school, or individual responsible for the web site and identify the name, e-mail address, and postal address of the person to which questions and concerns on the web site should be directed.
4. Web pages containing content not related to conducting university business, must provide the following disclaimer or a similar disclaimer on the main web page and any subsequent pages:

    The content contained herein reflects the views of the author(s) and is not considered an endorsement by the university.

5. In compliance with applicable state and federal laws, including Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and university policies, university related, and university electronic publications must provide reasonable access to individuals with disabilities. Contact the Department for Disability Support Services for alternative methods in providing access to information contained on the site.

Oversight and review of university-associated web pages is the responsibility of the University Web Committee and the Web Development Team. Violations of the web policy will be made known to the responsible unit administrator for resolution. Noncompliance with University policies may result in removal of web pages and disciplinary action.

Policy noted on the ECU website at: http://www.ecu.edu/webdev/policy.html

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Resolution #01-6
Approved by the Faculty Senate: 30 January 2001
Approved by the Chancellor: 6 February 2001

Revise Advisor Evaluations as follows:

1) Remove seniors who have applied for graduation and second semester sophomores who have been asked to complete the sophomore survey from the population surveyed by the Advisor Survey.
2) Change the Advisor Survey questions to agree with the sophomore and senior surveys.
3) Change the Advisor Survey scale from a 5-point Likert scale to a 4-point Likert scale to agree with the
sophomore and senior surveys.
4) Retain the additional question on the Advisor Survey and add that question to the sophomore and senior surveys.
5) Combine survey results for advisors who choose to participate in the advising survey. Combine the answers to the advising questions on the sophomore and senior surveys with the results of the advisor survey.
6) All other parameters of the Advisor Evaluation remain the same. Faculty can choose to participate or not participate in the evaluation, and choose whether to have results reported to their unit director. Any written comments will continue to be sent only to the participating faculty member.

If approved by the Chancellor, these revisions will be incorporated into the current advisor evaluation tool.

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Resolution #01-7
Approved by the Faculty Senate: 30 January 2001
Approved by the Chancellor: 6 February 2001

Curriculum matters contained in the 11 January 2001, University Curriculum Committee minutes, with the
exclusion of general education humanities credit for ENGL 2700, ENGL 2740, ENGL 3750.

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Resolution #01-8
Approved by the Faculty Senate: 30 January 2001
Approved by the Chancellor: 6 February 2001

Resolution honoring Dr. James Hallock, past Vice Chancellor for Health Sciences and Dean of the School of Medicine as follows:

Whereas, the School of Medicine was recognized, by *U.S. & World Report*, as the top primary care school in the nation and one of the top schools in rural medicine; and

Whereas, the School of Medicine received the largest gift in the institution's history ($8 million) and was renamed the Brody School of Medicine at East Carolina University; and

Whereas, several academic programs in the Schools of Allied Health Sciences and Nursing were initiated and/or received national ranking with Dr. Hallock served as Vice Chancellor for Health Sciences, including: Physician's Assistant Program, Master of Physical Therapy, Master of Occupational Therapy, Ph.D. in Communication Sciences and Disorders, and Rehabilitation Counseling Graduate Program ranked 15th in the nation; and

Whereas, the School of Medicine has consistently fulfilled its mission to educate disadvantaged students and underrepresented minorities, remaining one of the top medical schools nationally; and

Whereas, a significant percentage of medical school graduates have consistently selected family medicine and other primary care residencies, fulfilling another of the school's missions to educate family physicians and primary care practitioners; and

Whereas, approximately 60 percent of medical school graduates are serving in rural, underserved areas, fulfilling another of ECU's missions; and

Whereas, ECU's Health Sciences programs were recognized as a model for community-based interdisciplinary education by the Associate of Academic Health Centers; and

Whereas, the Office of Women's Health of the US Public Health Service provided funds to ECU to establish one of four National Centers for Leadership in Academic Medicine; and

Whereas, a number of research initiatives and significant growth in research funding has been achieved during Dr. Hallock's tenure, including opening an Clinical Trials Office and a recent $4.6 million award from the National Library of Medicine for Telemedicine and biomedical applications for the next generation Internet; and

Whereas, Dr. Hallock has held a number of prominent leadership positions nationally and statewide, including: Chair, Council of Deans, Association of American Medical Colleges, Chair of the Medical School Objectives Project, AAMC Executive Board, National Board of Medical Examiners, Chair of the National Board of Medical Examiners, Standardized Patient Implementation Advisory Committee, Chair of the Accreditation Council for Continuing Medical Education, Board of Directors with the North Carolina Institute of Medicine, Board of Directors with the North Carolina Association for Biomedical Research, Board of Directors with the North Carolina Healthy Start Foundation, Executive Council

of the North Carolina Medical Society, and the Board of Directors with the Pitt-Greenville Chamber of Commerce; and

Whereas, during the historic flood of 1999, when the university and medical school were closed, James A. Hallock was on site providing direction and leadership. Therefore Be It Resolved, that James A. Hallock, MD, has served the University community well in his 12 years as Vice Chancellor of Health Sciences and Dean of the Brody School of Medicine at East Carolina University as noted in the many accomplishments above. Therefore Be It Further Resolved, that the Faculty Senate acknowledges a debt of gratitude and appreciation to Dr. Hallock for all these accomplishments and wishes him continued success in his new endeavor.

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Resolution #01-9
Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: n/a

Revised Academic Committee Charges for Calendar, Continuing and Career Education, University Budget,
University Curriculum, Educational Policies and Planning, Faculty Governance, Faculty Information Technology,
Faculty Welfare, Unit Code Screening, Libraries, Research/Creative Activity Grants, Student Scholarships, Fellowships and Financial Aid, Teaching Grants, Academic Awards, Academic Standards, Admission and Retention Policies, and Student Academic Appellate.

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Resolution #01-10
Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: 5 March 2001

Summer 2002, Fall 2002, and Spring 2003 University Calendars.

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Resolution #01-11
Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: 5 March 2001

Interpretation related to Appendix D and Unit Personnel Committees as follows:

> "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."

(Following approval by the Chancellor, this interpretation will be provided with the *ECU Faculty Manual*, located
on the Faculty Senate website at: www.ecu.edu/fsonline/interpretations.htm.)

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Resolution #01-12
Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: 5 March 2001

Interpretation related to Appendix L and new academic units as follows:

"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."

(Following approval by the Chancellor, this interpretation will be provided with the *ECU Faculty Manual*, located
on the Faculty Senate website at: www.ecu.edu/fsonline/interpretations.htm.)

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Resolution #01-13
Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: 5 March 2001

Revision to the *2000-2001 University Undergraduate Catalog* as follows:

Insert "Selected Linguistics Courses" after the item "Philosophy" at the bottom of the section headed "Humanities (GE:HU)" on page 57 of the *2000-2001 University Undergraduate Catalog*.

****

Resolution #01-14

Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: 5 March 2001

Three English courses (ENGL 2700, ENGL 2740, ENGL 3750) to receive General Education Humanities credit for
the purposes of fulfilling General Education requirements for graduation.

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Resolution #01-15
Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: 5 March 2001

Curriculum matters contained in the 8 February 2001, University Curriculum Committee minutes.

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Resolution #01-16
Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: n/a

The Faculty Senate views with alarm the directive to place funds otherwise designated for the State Retirement
Plan into a reserve account. The Faculty Senate strongly urges the legislature and the Governor to appropriately
fund the State Retirement Plan and not use the funds for other purposes. The Chair of the Faculty is instructed to
send this resolution to the appropriate members of the State Legislature and the Governor.

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Resolution #01-17
Approved by the Faculty Senate: 27 February 2001
Approved by the Chancellor: n/a

The Faculty Senate expresses concerns with the inadequate funds for the State Employee Health Plan.

Faculty Senate Resolution #01-18
Approved by the Faculty Senate: 20 March 2001
Approved by the Chancellor: 28 March 2001

Spring 2001 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

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Resolution #01-19
Approved by the Faculty Senate: 20 March 2001
Approved by the Chancellor: 28 March 2001
Approved by the Board of Trustees (Appendix D revisions): 4 May 2001
Approved by the Board of Governors (Appendix D revisions): 9 August 2001

Revisions to the *ECU Faculty Manual*

(Following approval by the Chancellor, Board of Trustees and Board of Governors, the revised Appendix D. will be included in the *ECU Faculty Manual,* located on the Faculty Senate website.)

Revise the *ECU Faculty Manual*, Appendix D., Section IV., Subsection F. Documentation for Personnel Actions to read as follows (deletions noted in strikethrough, additions noted in bold):

F. Documentation for Personnel Actions

1. Employment Applications

Information on job applicants is to be kept in a file available to the appropriate committee (see Section IV.A).

2. Personnel Action Dossier for Reappointment, Promotion, and Permanent Tenure

The Personnel Action Dossier is a file containing materials for evaluating a faculty member's **professional activity.** ~~teaching, research and creative activities, and service~~. The dossier is compiled by candidates for reappointment, promotion, and/or permanent tenure in consultation with the unit administrator and the chair of the Unit Personnel Committee. The dossier will be used by the appropriate committee in making personnel recommendations. **A fixed-term faculty member seeking to be recommended for a second or subsequent fixed-term appointment need not compile the dossier.** ~~The dossier need not be compiled by a fixed-term faculty member seeking to be recommended for a second or subsequent fixed-term appointment.~~

3. Disagreements as to inclusion or removal of documents

The dossier shall include the required documents and lists relevant to the faculty member's teaching, research/creative activity, and service as described above. If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the inclusion of relevant documents, the documents will be included and each may include a statement about the document in the dossier.

For details on organization, content and limitations of the dossier, see Part XII. of the *ECU Faculty Manual*.

~~The dossier shall include the following items:~~
~~a. Written communications with the candidate on progress toward tenure including annual evaluations over the period of time appropriate to the decision and a final evaluation of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit administrator in consultation with the Unit Personnel Committee.~~
~~b. A complete resume.~~
~~c. For evaluation for promotion to associate professor or professor or for evaluation for permanent tenure, copies of the external peer reviews and a listing of the documents reviewed.~~
~~d. Teaching portfolio.~~
~~If appropriate to the nature of the instruction in a unit, the teaching portfolio shall include the results of the university administered student opinion of instruction survey, including unit and university norms, the results of unit peer review, and other evidence of teaching effectiveness such as classroom observation, analysis of instructional materials, and measures of student achievement over the period of time appropriate to the decision. When a unit has its own formal process of evaluating instruction, results of this process shall be included at least in summary form.~~
~~e. Research and creative activity portfolio.~~
~~The research and creative activity portfolio shall include appropriate evidence of creative activity and copies of all publications over the period of time appropriate to the decision, either in print or accepted for publication. If accepted but not in print, appropriate documentation of acceptance must be included.~~
~~f. Patient care portfolio.~~
~~For those faculty who provide patient care as part of their duties, the patient care portfolio shall include a summary of relevant activities and, if appropriate, evaluations of patient care quality.~~
~~g. Service portfolio.~~
~~The service portfolio shall consist of a summary of all service by the faculty member over the period of time appropriate to the decision.~~
~~h. Other material.~~
~~Other materials may be added to the dossier by the faculty member providing the unit administrator, in consultation with the Unit Personnel Committee, has an opportunity to include a response to such materials. In the event a response is deemed appropriate and the unit administrator and Unit Personnel Committee cannot agree, both may include a response.~~
~~i. Disagreements as to inclusion or removal of documents.~~
~~The dossier shall include the required documents relevant to the faculty member's teaching, research, and service. If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the~~

~~inclusion of relevant documents, each may attach a statement to the document in the dossier.~~

Revisions to the *ECU Faculty Manual*

(Following approval by the Chancellor, the new Part XII. will be included in the *ECU Faculty Manual*, located on the Faculty Senate website.)

Revise the *ECU Faculty Manual*, by adding a new section, entitled Part XII. Personnel Action Dossier and include the following in this new section.

Part XII. Personnel Action Dossier

The Personnel Action Dossier shall include the following items:

a. All written communications with the candidate on progress toward tenure including all annual evaluations over the period of time appropriate to the decision and a final evaluation of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit administrator in consultation with the Unit Personnel Committee.

b. A complete resume.

c. For evaluation for promotion to associate professor or professor or for evaluation for permanent tenure, copies of the external peer reviews and a listing of the documents reviewed.

d. Teaching portfolio. If appropriate to the nature of the instruction in a unit, the teaching portfolio shall include the results of the university administered student opinion of instruction surveys (including unit and university norms) and the results of unit peer reviews over the period of time appropriate to the decision. When a unit has its own formal process of evaluating instruction, results of this process shall be included at least in summary form.

Other evidence of teaching effectiveness not included in this document may also be listed with annotation. Annotated references may be made to funding activities described in section h. of this document. It is the responsibility of the faculty member to have the listed evidence available if requested by reviewers at any level.

e. Research and creative activity portfolio. The research and creative activity portfolio shall include appropriate evidence of research/creative activities over the period of time appropriate to the decision.

The following should be included:

Publications

Name of publisher and date of acceptance for –

Books
Monographs
Journal Articles
Presentations at professional meetings
Posters

An abstract of each publication or presentation
Level of authorship
List of authors and locations of reviews
If accepted but not in print, documentation of acceptance must be included.

Visual Arts – exhibitions, identifying the following:
Level (local, regional, national, international) and date
Location
Sponsoring organization
Juried, invited
Lists of authors and locations of reviews

Visual Arts – workshops, demonstrations, presentations, identifying the following:
Level (local, regional, national, international) and date
Location
Sponsoring organization
Juried, invited
Lists of authors and locations of reviews

Performing Arts – performance, identifying the following:
Level (local, regional, national, international) and date
Location
Sponsoring organization
Juried, invited
Lists of authors and locations of reviews

Performing Arts - workshops, demonstrations, presentations, identifying the following:
Level (local, regional, national, international) and date
Location
Sponsoring organization
Juried, invited
Lists of authors and locations of reviews

Other evidence of research and creative activity not included in this document may also be listed with annotation. Annotated references may be made to funding activities described in section h. of this document.

It is the responsibility of the faculty member to have the listed evidence available if requested by reviewers at any level.

f. Patient care portfolio.

For those faculty who provide patient care as part of their duties, the patient care portfolio shall include a summary of relevant activities and evaluations of patient care quality. Other evidence of patient care not included in this document may also be listed with annotation. Annotated references may be made to funding activities described in section h. of this document. It is the responsibility of the faculty member to have the listed evidence available if requested by reviewers at any level.

g. Service portfolio.

The service portfolio shall consist of a summary of all service by the faculty member over the period of time appropriate to the decision. In a list format, include names of committees or organizations, length of service, and offices held. Arrange the information employing the following categories.

Code unit committees, ad hoc committees, task forces
University committees, ad hoc committees, task forces
UNC system committees, ad hoc committees, task forces
Professional organizations
Civic organizations

Other evidence of service not included in this document may also be listed with annotation. Annotated references may be made to funding activities described in section h. of this document. It is the responsibility of the faculty member to have the listed evidence available if requested by reviewers at any level.

h. Funding Portfolio

The funding portfolio shall consist of a list of all grants applied through the office of Sponsored Programs, the Division of Institutional Advancement or as University Grants. For each grant listed, provide the following information:

a. Funding period and source
b. Amount
c. Title
d. Your status as well as a list of co-investigators
e. Is funding in support of teaching, research/creative activity, patient care or service
f. Status of funding: dollar amount if different from request, pending, rejected
g. List reports to granting agency(ies)

i. Other material.

Materials not included in the categories listed above may be added to the dossier by the faculty member providing the unit administrator, in consultation with the Unit Personnel Committee, has an opportunity to include a response to such materials. In the event the unit administrator and Unit Personnel Committee can not agree on a response, both may include a response.

j. Disagreements as to inclusion or removal of documents. The dossier shall include the required documents and lists relevant to the faculty member's teaching, research/creative activity, and service as described above. If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the inclusion of relevant documents, the documents will be included and each may include a statement about the document in the dossier.

k. Size of Dossier

The total dossier must be contained in a single three ring binder (10 in. x 12 in.) with a thickness of no more than four inches (10 cm).

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Resolution #01-20
Approved by the Faculty Senate: 20 March 2001
Approved by the Chancellor: n/a

Support for Career Counseling on campus by recognizing the critical role of faculty as mentors for students in
their career development and encourages faculty collaboration with Student Support Services Staff to enhance
students' career and personal development; and supporting the integration of Career Services, Student Mental
Health Services and the Center for Counseling and Student Development into a coordinated system of student
assistance for career and personal counseling and career planning; and recognizing the important role of
Cooperative Education in student career development and recommending continued collaboration between
faculty, Cooperative Education and the Division of Student Life to further student career development; and
supporting the allocation of resources to employ more professional counseling staff to provide counseling and
career services to students; and commending the Division of Student Life for its commitment to providing high
quality services to the ECU Community.

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Resolution #01-21
Approved by the Faculty Senate: 20 March 2001
Approved by the Chancellor: 28 March 2001

Curriculum matters contained in the 22 February 2001, and 8 March 2001
University Curriculum Committee

minutes. (Copies of all Committee minutes are available on the Faculty Senate website at: http://www.ecu.edu/fsonline/cu.htm.)

****

Resolution #01-22
Approved by the Faculty Senate: 20 March 2001
Approved by the Chancellor: n/a

Whereas, Vice Chancellor Ringeisen has been a strong proponent of shared governance at East Carolina University; and

Whereas, Vice Chancellor Ringeisen has assisted in the development and implementation of new policies and programs; and

Whereas, Vice Chancellor Ringeisen has worked with the Faculty Senate to appoint committees to address the critical issues of Faculty Roles and Rewards and Fixed-Term Faculty Appointments; and

Whereas, Vice Chancellor Ringeisen has maintained active involvement in Faculty Senate committees by attendance at organizational meetings and by appointing faculty to represent and report to him; and

Whereas, Vice Chancellor Ringeisen was instrumental in the recognition of outstanding faculty achievement through the ECU Scholar/Teacher awards; and

Whereas, Vice Chancellor Ringeisen has capably represented ECU on UNC system-wide task forces and committees; and

Whereas, Vice Chancellor Ringeisen has been a strong supporter of the Merit Scholars Program and the Honors Program, bringing outstanding students to ECU.

Therefore Be It Resolved, that Richard D. Ringeisen has served the University community well in his five years as Vice Chancellor for Academic Affairs at East Carolina University; and

Therefore Be It Further Resolved, that the Faculty Senate this day acknowledges its appreciation to Dr. Ringeisen for these accomplishments and wishes him continued success in his new endeavor as Chancellor of the University of Illinois at Springfield.

****

Resolution #01-23
Approved by the Faculty Senate: 24 April 2001

Approved by the Chancellor: n/a

Commendations for both Dr. and Mrs. Eakin as follows:

WHEREAS, Chancellor Richard R. Eakin has served with distinction and dignity as Chancellor of East Carolina University for fourteen years, from 1987-2001; and **WHEREAS**, Chancellor Eakin has provided strong vision, leadership, energy, and commitment in guiding East Carolina University to new heights of accomplishment; and **WHEREAS**, Chancellor Eakin has supported shared governance, actively serving as ex-officio member of the Faculty Senate, collaborating with faculty leaders in critical decision-making areas such as post tenure review and promotion and tenure procedures, and approving 99% of the 577 resolutions proposed by the Faculty Senate during his term as Chancellor; and **WHEREAS**, through his years of service, Chancellor Eakin has labored tirelessly to achieve excellence in academic programs, strategic planning, research resources and programs, fiscal management, technology-based learning resources and infrastructure, communication among constituencies, and collaboration with faculty, staff, and student leaders; and **WHEREAS**, under Chancellor Eakin's leadership, East Carolina University has experienced a 23% growth in on-campus enrollment from 14,459 students to 17,851 students, has improved the average quality of students at admission from a predicted grade point average of 2.25 to 2.66, and the 6-year graduation rates from 46.3% to 51.1%; and **WHEREAS**, Chancellor Eakin has worked diligently to support unprecedented growth in financial support for East Carolina University, with a 140% increase in total revenue, including a 271% growth in grants and contracts, and a 724% growth in the University and Foundation Endowment Funds; and **WHEREAS**, Chancellor Eakin has been a strong advocate and mentor for students as exhibited by his support of the Chancellor Leadership program and his inspired passion and strong leadership in a successful merit scholarship campaign that has raised over $15 million; and **WHEREAS**, these efforts have resulted in East Carolina University's recognition as a doctoral institution, in its greatly expanded and nationally recognized academic curriculum, and in significant university contributions to culture, economic development, and quality of life in eastern North Carolina; and **WHEREAS**, as the longest-serving of The University of North Carolina's current chancellors, Chancellor Eakin has positively influenced system-wide goals and objectives and has served as a strong advocate for East Carolina University and for the region, obtaining approval for numerous academic programs critical to the region as well as admirably leading the region in passage of both the library bond referendum and the University of North Carolina System/Community College bond referendum; and **WHEREAS**, Chancellor Eakin has demonstrated great leadership and compassion during times of immense hardship in the East, including the Flood of the Century; and **WHEREAS**, under Chancellor Eakin's care and attention, East Carolina University's strategic direction as well as the

"Spirit of the East" continue to move forward, positioning the university to meet the challenges facing the university and the region well into the 21st Century. **THEREFORE, BE IT RESOLVED**, that Chancellor Richard R. Eakin has served East Carolina University, eastern North Carolina, and the State of North Carolina meritoriously during his tenure as Chancellor, awakening the "sleeping giant" of the East; setting high standards, and leaving an impressive legacy of progress and achievement; and **BE IT FURTHER RESOLVED**, that the Faculty Senate, on behalf of the faculty of East Carolina University, extends its deep appreciation and best wishes to Richard R. Eakin upon his retirement as Chancellor, with gratitude for his fourteen years of exemplary leadership; his unwavering commitment to students, faculty, and staff; and his commendable compassion, dignity, wisdom, fairness, and honor.

WHEREAS, Jo Ann McGeehan Eakin has served with dignity and grace as First Lady and official hostess of East Carolina University for fourteen years, from1987-2001; and **WHEREAS**, throughout her years of service, Mrs. Eakin has been a gracious hostess for East Carolina University, having hosted numerous functions for faculty, staff, students, alumni, and friends of the university; and **WHEREAS**, Mrs. Eakin has served with passion and commitment as a leader in a major campus beautification initiative that has transformed East Carolina University into an attractive and vibrant campus while preserving its historical charm and small college atmosphere; and **WHEREAS**, Mrs. Eakin has taken an active leadership role at East Carolina University, serving on the boards of the Friends of Joyner Library, the S. Rudolph Alexander Performing Arts Series, the Friends of the School of Music, and the ECU Art Enthusiasts; and **WHEREAS**, Mrs. Eakin has admirably served the citizens of eastern North Carolina through her service as a member of the PEO Service League and the Literacy Volunteers Association of Pitt County, and **WHEREAS**, a strong advocate for students, Mrs. Eakin, with the Chancellor, has been a leader of the merit scholarship campaign, energetically hosting numerous campaign events; **THEREFORE, BE IT RESOLVED**, that Jo Ann McGeehan Eakin has served East Carolina University, eastern North Carolina and the State of North Carolina, well during her tenure as First Lady and official hostess of East Carolina University; and **BE IT FURTHER RESOLVED**, that the Faculty Senate, on behalf of the faculty of East Carolina University, extends sincere appreciation and best wishes to Jo Ann McGeehan Eakin, upon her retirement as First Lady; with gratitude for her fourteen years of admirable service, her commitment to students, faculty, staff, alumni, and friends of the university, and her commendable dignity, humor, kindness, and personal warmth.

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Resolution #01-24

Approved by the Faculty Senate: 24 April 2001
Approved by the Chancellor: n/a

Faculty Senate support of a dialogue between Chancellor Eakin, President Broad and the Board of Governors to
recommend to the legislature to study reasonable alternative revenue sources to meet the budget shortfall.

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Resolution #01-25
Approved by the Faculty Senate: 24 April 2001
Approved by the Chancellor: n/a

Be it resolved, that as informed and educated citizens contribute to the cultural and economic capital of the State of North Carolina and as a system of quality higher education provides educated and informed citizens and as health insurance benefits enhance the efforts to attract and employ qualified faculty and staff, individual faculty members contact members of the North Carolina legislature and urge them to find creative ways to eliminate the health plan budget deficit rather than passing increased costs and decreased benefits on to State employees.

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Resolution #01-26
Approved by the Faculty Senate: 24 April 2001
Approved by the Chancellor: 1 May 2001

Revised Unit Codes of Operation for the School of Education and the School of Social Work and Criminal Justice
Studies.

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Resolution #01-27
Approved by the Faculty Senate: 24 April 2001
Approved by the Chancellor: 10 May 2001

Faculty Senate strongly urges the University Administration to rescind the proposed and anticipated cuts to the
University libraries' periodical and book budget.

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Resolution #01-28

Approved by the Faculty Senate: 4 September 2001
Approved by the Chancellor: 10 September 2001

Curriculum matters contained in the April 26, 2001, University Curriculum Committee minutes.

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Resolution #01-29
Approved by the Faculty Senate: 9 October 2001
Approved by the Chancellor: 6 November 2001

Revised Unit Codes of Operation for the School of Medicine and the Department of Geography.

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Resolution #01-30
Approved by the Faculty Senate: 9 October 2001
Approved by the Chancellor: 6 November 2001

Curriculum matters contained in the September 13, 2001, University Curriculum Committee minutes.

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Resolution #01-31
Approved by the Faculty Senate: 9 October 2001
Approved by the Chancellor: not applicable

Postponement on action of a proposed resolution supporting Mathematics Education at ECU until the Educational Policies and Planning Committee has voted according to Appendix L. of the *ECU Faculty Manual.*

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Resolution #01-32
Approved by the Faculty Senate: November 13, 2001
Approved by the Chancellor: November 20, 2001

Approval of the Fall 2001 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

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Resolution #01-33

Approved by the Faculty Senate: November 13, 2001
Approved by the Chancellor: November 20, 2001

Selection Procedures for the University Award for Outstanding Teaching and Robert L. Jones Award for
Outstanding Teaching. (These procedures are available on the Committee's website at:
http://www.ecu.edu/fsonline/AcademicCommittees/aa/academicawards.htm.

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Resolution #01-34
Approved by the Faculty Senate: November 13, 2001
Approved by the Chancellor: November 20, 2001

Curriculum matters contained in the minutes of the September 27, 2001, University Curriculum Committee meeting. (These minutes are available on the Committee's website at:
http://www.ecu.edu/fsonline/AcademicCommittees/cu/cum.htm.

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Resolution #01-35
Approved by the Faculty Senate: December 4, 2001
Approved by the Chancellor: December 10, 2001

Procedures for the Annual Lifetime and Five-Year University Research/Creative Activity Awards
(The revised procedures are available on the Committee's web site at:
http://www.ecu.edu/fsonline/AcademicCommittees/aa/academicawards.htm.)

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Resolution #01-36
Approved by the Faculty Senate: December 4, 2001
Approved by the Chancellor: n/a

2002-2003 Faculty Senate and Agenda Committee Meeting Dates.

Agenda Committee will meet:	Faculty Senate will meet:
August 27, 2002	September 3, 2002
September 17, 2002	October 1, 2002
October 22, 2002	November 5, 2002
November 19, 2002	December 3, 2002
January 14, 2003	January 28, 2003
February 11, 2003	February 25, 2003

March 11, 2003
April 8, 2003
April 29, 2003

March 25, 2003
April 22, 2003
Organizational Meeting

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Resolution #01-37
Approved by the Faculty Senate: December 4, 2001
Approved by the Chancellor: n/a

Review by the Committee on Committees of the proposed revisions to the University Athletics Committee charge.

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Resolution #01-38
Approved by the Faculty Senate: December 4, 2001
Approved by the Chancellor: December 10, 2001

Curriculum matters contained in the minutes of October 11, 2001 Committee meeting.
(Copies of these minutes are available on the Committee's web site at: http://www.ecu.edu/fsonline/AcademicCommittees/cu/cu10-011.htm.)

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Resolution #02-01
Approved by the Faculty Senate: January 29, 2002
Approved by the Chancellor: February 8, 2002

Curriculum matters contained in the minutes of the November 8, 2001, Committee meeting.
(Copies of these minutes are available on the Committee's web site at: http://www.ecu.edu/fsonline/AcademicCommittees/cu/cum.htm.

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Resolution #02-02
Approved by the Faculty Senate: January 29, 2002
Approved by the Chancellor: February 8, 2002

Revised Administrative University Athletics Committee charge.

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Resolution #02-03
Approved by the Faculty Senate: January 29, 2002
Approved by the Chancellor: February 8, 2002

Request for Permission to Plan for a Great Books Minor - Request for Permission to Establish a Clinical
Audiology Concentration within the Communication Sciences PhD program - Request for Authorization to Establish a Masters of Public Health. (Copies of these requests are available in the office of the Division of Academic Affairs.)

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Resolution #02-04
Approved by the Faculty Senate: January 29, 2002
Approved by the Chancellor: February 8, 2002

Revised *ECU Faculty Manual*, Part VI., Section VIII. Frequently Asked Questions About Faculty 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.

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.

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Resolution #02-05
Approved by the Faculty Senate: January 29, 2002
Approved by the Chancellor: February 8, 2002
Approved by the Board of Trustees: March 22, 2002
Approved by the UNC General Administration: **October 7, 2002**

Revised *ECU Faculty Manual*, Appendix D., Section II. Faculty Appointments

E. Joint Appointments

Joint appointments are made when faculty members are appointed with responsibilities in more than one unit. The source of funds for joint appointments may come solely from one unit, or it may come separately from two or more units to which the faculty member has a joint appointment.

Faculty members who hold joint appointments in more than one unit or center within East Carolina University shall be assigned to a primary academic unit with a greater than half-time appointment in the primary academic unit. The letter of appointment will specify the terms of the appointment, will identify the primary academic unit and will reference all units in which the faculty member holds joint appointments. A single appointment letter signed by all supervising administrators is preferable, but in instances where a jointly appointed faculty member has disparate duties in the various units, a separate joint appointment letter may be issued by the administrators of the units in which the faculty member holds joint appointments, provided that a copy of each joint appointment letter is forwarded to the unit administrator(s) of the other supervising unit(s).

Each appointment letter issued by the primary and joint appointment units will specify the faculty member's responsibilities, performance expectations, and compensation, if any, for that department and/or program. Annual, written evaluations of the faculty member will be prepared by the unit administrator of the faculty member's primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed. If the administrators of the units to which the faculty member is jointly appointed disagree on the annual evaluation, the next higher administrator to the primary academic unit will arbitrate the disagreement and will write the final annual faculty evaluation, if agreement cannot be reached among all joint appointment units.

For probationary faculty appointments and permanently tenured faculty appointments, the policies and procedures of the primary academic unit shall be used for reappointment, tenure, and promotion of the faculty member, as appropriate to the appointment type. Annual progress toward tenure letters for probationary faculty will be prepared by the unit administrator of the primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed, and in consultation with the Personnel Committee of the primary academic unit. If there is disagreement on the progress toward tenure letter, the next higher administrator of the primary academic unit will confer with the Personnel Committee of the primary academic unit and with the administrators of the units to which the faculty member is jointly appointed, determine at his or her discretion the content of the letter, and prepare the progress toward tenure letter.

For all faculty on joint appointments, annual salary increase recommendations will be made on each funding source of the appointment according to the guidelines of the units, the Office of the President, and those of the University. If there is one source of funding, the administrators of the separate portions of the appointment will consult and recommend together. If there is disagreement, it will be appealed to the next higher administrator of the primary academic unit.

All faculty members who hold joint appointments are governed by the *ECU Faculty Manual*, and all provisions of each faculty appointment must be consistent with relevant sections of the *ECU Faculty Manual.*

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Resolution #02-06
Approved by the Faculty Senate: February 26, 2002
Approved by the Chancellor: March 1, 2002

Curriculum matters contained in the January 10, 2002, and January 24, 2002, University Curriculum Committee minutes.

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Resolution #02-07
Approved by the Faculty Senate: February 26, 2002
Approved by the Chancellor: March 1, 2002

University Nomination Procedures for the Oliver Max Gardner Award (attached).

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Resolution #02-08
Approved by the Faculty Senate: February 26, 2002
Approved by the Chancellor: March 1, 2002

Revision to the *ECU Undergraduate Catalog,* Section 5: Academic Regulations, subsection Grade Replacement Policy, revising the text in the second paragraph to read as follows:

"To replace a grade the student must request a grade replacement on the online registration form, the schedule change form, or the grade replacement form; register for the course during the registration period; and submit the form to the Office of Registrar or the Office of Undergraduate Studies. To implement the policy, the form must be submitted no later than the last day of classes of the semester in which the student retakes the course. Although the original grade will not be used in determining the GPA of the student, the original grade will

remain on the student's permanent academic record and will be included in the calculation for consideration for honors. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a D, no additional credit hours will be awarded. "

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Resolution #02-09
Approved by the Faculty Senate: March 19, 2002
Approved by the Chancellor: April 1, 2002

Spring 2002 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

****

Resolution #02-10
Approved by the Faculty Senate: March 19, 2002
Approved by the Chancellor: April 1, 2002

Curriculum matters contained in the February 14, 2002, and February 28, 2002, (excluding action on EHST 2110/2111 for Natural Sciences General Education Credit) University Curriculum Committee minutes.

****

Resolution #02-11
Approved by the Faculty Senate: March 19, 2002
Approved by the Chancellor: n/a

Request to have the Educational Policies and Planning Committee examine the University's general education policy before EHST 2110/2111 or any other non-natural science general education course is approved.

****

Resolution #02-12
Approved by the Faculty Senate: March 19, 2002
Approved by the Chancellor: n/a

Proposed 2003-2004 University Calendar and Revised Guidelines for Scheduling Lecture and Discussion Classes for Fall and Spring Semesters and Summer Sessions were returned to the Calendar Committee for further discussion.

****

Resolution #02-13
Approved by the Faculty Senate: March 19, 2002
Approved by the Chancellor: April 1, 2002

Revised *ECU Faculty Manual*, Part VI. Section VIII. Frequently Asked Questions About Faculty Personnel Records.
(see attached).

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Resolution #02-14
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002

Revised 2002 Fall Semester University Calendar

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Resolution #02-15
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002

2003-2004 University Calendar

****

Resolution #02-16
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002

Revised Guidelines for Scheduling Lecture and Discussion Classes for Fall and Spring Semesters and Summer Sessions

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Resolution #02-17
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002
Approved by the Board of Trustees: May 22, 2002
Approved by the Office of the President: July 20, 2002 (with editorial revisions)

Revised *ECU Faculty Manual,* Appendix I. ECU Policy on Conflicts of Interest and Commitment

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Resolution #02-18
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002
Approved by the Office of the President: August 6, 2002

Revised *ECU Faculty Manual*, Part VII. Research Information, Subsection III. Copyright Procedures

****

Resolution #02-19
Approved by the Faculty Senate: April 23, 2002
Denied by the Chancellor: June 11, 2002 **DENIED**

Vote to keep the three secondary education BS degree programs in the College of Arts and Sciences and not move them to the School of Education

****

Resolution #02-20
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002

Endorsed the Committee's report to oppose the proposed Student Computer Requirement until various issues could be addressed by administration. (see attached list)

****

Resolution #02-21
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002

Curriculum matters contained in the April 11, 2002, University Curriculum Committee minutes

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Resolution #02-22
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002

Selection Procedures for the Max Ray Joyner Award for Faculty Service Through Continuing Education

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Resolution #02-23
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: n/a

Revised Student Scholarships, Fellowships, and Financial Aid Committee's Charge

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Resolution #02-24
Approved by the Faculty Senate: April 23, 2002
Approved by the Chancellor: May 8, 2002

Resolution on Health Insurance stating:
Therefore, be it resolved, that the Faculty Senate Welfare Committee recommends that East Carolina University investigate changes in coverage to reflect fair, equitable, and affordable family health care coverage; Be it further resolved, that the Faculty Welfare Committee recommends that East Carolina University develop and implement strategies to improve faculty health care benefits and that the Chancellor's office educate the Board of Trustees and legislators about the impact that the lack of competitive health care benefits has on recruiting and retaining quality faculty. (see attached)

****

Resolution #02-25
Approved by the Faculty Senate: September 3, 2002
Approved by the Chancellor: September 30, 2002

Curriculum matters contained in the April 25, 2002, University Curriculum Committee minutes

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Resolution #02-26
Approved by the Faculty Senate: September 3, 2002
Approved by the Chancellor: September 30, 2002

Membership on the Enrollment Management Council to include five faculty members to serve as additional members to the Enrollment Management Council. Three faculty members will serve as regular members with vote and will be elected each year by the Faculty Senate. Two faculty members will serve as ex-officio members with vote and will be the Chair of the Admissions and

Retention Policies Committee, or designee and the Chair of the Faculty, or designee.

****

Resolution #02-27
Approved by the Faculty Senate: September 3, 2002
Approved by the Chancellor: September 30, 2002

Resolution reaffirming the commitment of ECU to academic freedom that read as follows: BE IT RESOLVED that the Faculty of East Carolina University reaffirm the commitment of their university to academic freedom and the fair exchange of ideas as well as their commitment to the understanding of different cultures and values of all kinds with the confidence that thoughtful study and intellectual inquiry are fundamental to this University and the goals of the Faculty.

****

Resolution #02-28
Approved by the Faculty Senate: October 1, 2002
Approved by the Chancellor: October 16, 2002

Curriculum matters contained in the September 12, 2002, University Curriculum Committee minutes.

****

Resolution #02-29
Approved by the Faculty Senate: October 1, 2002
Approved by the Chancellor: October 16, 2002

Revised University policy for Distance Education Class Evaluations as follows:

> *"All student evaluations of instructors in distance education classes are to be submitted by the Monday following the last full week of classes in a given semester (i.e. no extension of deadlines following the completion of courses). To increase student response rates, the office of Planning and Institutional Research will send a reminder e-mail to all students enrolled in distance education classes one week prior to the deadline."*

****

Resolution #02-30
Approved by the Faculty Senate: October 1, 2002
Approved by the Chancellor: October 16, 2002

Revise the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, subsection Grade Replacement Policy to read as follows:

> *"To replace a grade, the student should request a grade replacement on the online registration form, the schedule change form, or the grade replacement form . . . . For the student to implement the policy, the form should be submitted no later than the last day of classes of the semester in which the student retakes the course …. "*

****

Resolution #02-31
Approved by the Faculty Senate: October 1, 2002
Approved by the Chancellor: not applicable

Revised Educational Policies and Planning Committee charge

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Resolution #02-32
Approved by the Faculty Senate: October 1, 2002
Approved by the Chancellor: October 16, 2002

Revision to the *ECU Faculty Manual*, Part V. Subsection I.N. Posting Grades to read as follows:

> *"As soon as they are determined at the end of each semester or summer term, grades are posted electronically. Students may secure their grades via the automated voice response system using their pin number, and via the OneStop (https://onestop1.ecu.edu/onestop/) using their exchange userid and password. In compliance with the Family Educational Rights and Privacy Act, faculty are not allowed to post grades by Social Security Number, any sequential part thereof, or any other personally identifiable characteristic. Upon receipt of a written request to the Office of the Registrar, a report of grades is sent to the student at his or her permanent home address. Questions about final examination grades should be directed to the instructor who determined the grade. "*

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Resolution #02-33
Approved by the Faculty Senate: October 1, 2002
Approved by the Chancellor: October 16, 2002

Revised School of Allied Health Sciences' Unit Code of Operation

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Resolution #02-34
Approved by the Faculty Senate: November 5, 2002
Approved by the Chancellor: December 2, 2002
Approved by the Board of Trustees: December 13, 2002

Approval of the Fall 2002 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

****

Resolution #02-35
Approved by the Faculty Senate: November 5, 2002
Approved by the Chancellor: December 2, 2002

Curriculum matters contained in the minutes of the September 26, 2002, and October 10, 2002, University Curriculum Committee meetings.

****

Resolution #02-36
Approved by the Faculty Senate: November 5, 2002
Approved by the Chancellor: December 2, 2002

Revision to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, Auditing Courses by adding: "A student may audit no more than two courses in any semester." It was suggested that this also be added to the Graduate Catalog.

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Resolution #02-37
Approved by the Faculty Senate: November 5, 2002
Approved by the Chancellor: December 2, 2002

Revised School of Human Environmental Sciences Unit Code of Operation

****

Resolution #02-38
Approved by the Faculty Senate: December 3, 2002
Approved by the Chancellor: not applicable

Rejection of the curriculum matters contained in the minutes of the October 29, 2002, University Curriculum Committee meeting. Those courses in Math, English and History being transferred to the School of Education should retain the old prefixes. All courses should go through the appropriate curriculum committee process before action will be taken by the Faculty Senate. Those courses that failed the normal process of approval are given temporary approval for the Spring semester of 2003.

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Resolution #02-39
Approved by the Faculty Senate: December 3, 2002
Approved by the Chancellor: January 2, 2003

Curriculum matters contained in the minutes of October 24, 2002, and November 14, 2002, Committee meetings.

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Resolution #02-40
Approved by the Faculty Senate: December 3, 2002
Approved by the Chancellor: January 2, 2003

New paragraph to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, Subsection: General Requirements for Graduation to read as follows: "*The university does not award degrees solely because a student successfully completed the required courses. Violations of the student Code of Conduct, including both academic and nonacademic violations, may result in a degree not being awarded. For example, when the student has disciplinary charges pending, the degree may be withheld or the awarding of the degree may be delayed*."

****

Resolution #02-41
Approved by the Faculty Senate: December 3, 2002
Approved by the Chancellor: not applicable

2003-2004 Faculty Senate and Agenda Committee Meeting Dates as follows:

Agenda Committee will meet:	**Faculty Senate will meet:**
September 2, 2003	September 16, 2003
September 30, 2003	October 7, 2003
October 21, 2003	November 11, 2003

November 25, 2003
January 13, 2004
February 10, 2004
March 9, 2004
April 6, 2004
April 27, 2004

December 9, 2003
January 27, 2004
February 24, 2004
March 30, 2004
April 20, 2004
Organizational Meeting

****

Resolution #02-42
Approved by the Faculty Senate: December 3, 2002
Denied by the Chancellor: January 2, 2003 **(no longer necessary since position has been eliminated)**

Revised University Athletics Committee charge to include the addition of the "Senior Associate Vice Chancellor for Academic Affairs" as an ex-officio member without vote, but with all other parliamentary privileges.

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Resolution #02-43
Approved by the Faculty Senate: December 3, 2002
Approved, **with modifications** by the Chancellor: January 2, 2003
(**modifications are noted in bold print)**

Proposed Parking Plan Resolution as follows:

WHEREAS, parking operations at East Carolina University must be self-sufficient, and
WHEREAS, the current proposal has been created based on certain assumptions among these being:

1. An oversell ratio in Zones A and B of approximately 1.1.
2. The anticipation of no changes in the parking fees for a four-year period.
3. Spaces reserved for those with disabilities will not change from the current plan in terms of quantity and location.
4. Enforcement practices adequate to ensure operational objectives.
5. Transportation enhancements necessary to support an increase in remote parking.
6. Faculty and staff have a preference when permits are issued in Zones A and B.

THEREFORE BE IT RESOLVED, that the Faculty Senate is in general agreement with the plan proposed at the November 5, 2002, Faculty

Senate meeting, and that such agreement is based on the assumptions presented in that plan, some of which are enumerated above.

BE IT FURTHER RESOLVED, that the Faculty Senate requests that the plan be modified in the following respects:

1. Provide retired faculty with a free Zone A permit in a manner similar to current practice.

*** Chancellor Muse will make a final determination as to whether retired faculty permits will be Zone A or B before the plan is implemented. ***

2. Given the stated goal of providing readily available parking, explicitly provide that:
   a. the oversell ratio in Zone A and B will not exceed a ratio of 1.1, and
   b. parking fees will remain constant over a 4 year period, and
   c. Certain lots east of Founders Drive and surrounding the Jenkins Building not be opened to other University registered vehicles until 6:30 p.m.

BE IT FURTHER RESOLVED, that the Senior Associate Vice Chancellor for Administration and Finance, responsible for Campus Operations, provide an annual report concerning Parking and Traffic matters, including parking lot shuttle services, to the Faculty Senate each year at their January meeting.

BE IT FURTHER RESOLVED, that the Faculty Senate urge the Chancellor to accelerate efforts to create a public transportation system that effectively combines the SGA system and that of the City of Greenville.

*** Chancellor Muse will do further analysis on a public transportation system that merges the Student Transit System with the City of Greenville before a final decision is made.**

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Resolution #03-01
Approved by the Faculty Senate: January 28, 2003
Approved by the Chancellor: February 19, 2003

Curriculum matters contained in the minutes of the January 9, 2003, Committee meeting.

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Resolution #03-02
Approved by the Faculty Senate: January 28, 2003
Approved by the Chancellor: February 19, 2003

Revised University Policy for Distance Education Class Evaluations to read as follows:

"All student evaluations of instructors in distance education classes are to be submitted by the Monday following the last full week of classes in a given semester (i.e. no extension of deadlines following the completion of courses). To increase student response rates, all students enrolled in distance education courses will receive a reminder email prior to the deadline."

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Resolution #03-03
Approved by the Faculty Senate: January 28, 2003
Approved by the Chancellor: not applicable

Revised Faculty Information Technology Review Committee charge.

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Resolution #03-04
Approved by the Faculty Senate: January 28, 2003
Approved by the Chancellor: February 19, 2003

Policy on the Custody, Retention, Transfer and Access to Research Data and Records

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Resolution #03-05
Approved by the Faculty Senate: January 28, 2003
Approved by the Chancellor: February 19, 2003
Approved by the Board of Trustees: March 28, 2003

Revision to the *ECU Faculty Manual*, Appendix L., Section F. Quadrennial Unit Administrator Evaluation to read as follows:

"1. The voting faculty of each unit shall vote on the effectiveness of the unit administrator. During March 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. Please refer to the ECU Policy on Review of Administrative Officers, dated 3-18-02.

2. Each unit will elect a Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with only one Personnel Committee, the elected chair of the Personnel Committee will serve as the Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with more than one Personnel Committee, the unit administrator will call a meeting of the chairs of the Personnel Committees during the fall semester preceding the Quadrennial Unit Administrator Evaluation. At that meeting, a voting faculty member of the unit will be nominated and elected by the chairs of the Personnel Committees within the unit to serve as the Faculty Leader for the Quadrennial Unit Evaluation.

3. The Faculty Leader of the Quadrennial Unit Administrator Evaluation will call a meeting of the voting faculty during March of the following semester. At that meeting, with the unit administrator absent, the faculty will discuss and vote by secret ballot on the effectiveness of the unit administrator. Absentee ballots must be made available for voting faculty members in advance of this meeting; ballots must be deposited with the Faculty Leader for the Quadrennial Unit Administrator Evaluation prior to the meeting so that those ballots may be intermingled with and then counted along with ballots of faculty members present for the meeting. It is the responsibility of the Faculty Leader for the Quadrennial Unit Administrator Evaluation to ensure that absentee ballots and all other ballots are kept secret and confidential.

4. The balloting will be conducted by the Faculty Leader for the Quadrennial Unit Administrator Evaluation, assisted by members of the Personnel Committee(s) from the unit. They shall distribute, collect, and count the ballots after adding any absentee ballots cast prior to the meeting. The unit administrator shall not vote in this procedure.

5. Before adjourning the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall announce the results of the balloting to the voting faculty members. Immediately following the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall convey to the unit administrator the results of the balloting. A copy of this correspondence shall also be submitted to the next higher administrative official by the Faculty Leader for the Quadrennial Unit Administrator Evaluation.

6. A negative vote by a majority of the voting faculty, excluding the unit administrator, shall constitute a recommendation that the unit administrator be removed. A decision to terminate an administrative officer's appointment shall be made by the Chancellor.”

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Resolution #03-06

Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: February 28, 2003
Approved by the Board of Trustees: March 5, 2003

Renaming of the School of Education and School of Business to the College of Education and College of Business.

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Resolution #03-07

Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: March 21, 2003

Curriculum matters contained in the February 13, 2003, University Curriculum Committee minutes.

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Resolution #03-08
Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: not applicable

Revised Course Banking and Unbanking Form, Guidelines for Writing Course Descriptions, Guidelines for Developing and Revising Courses, Guidelines for Developing and Revising Degree Requirements, Course Submission Procedures and the Course Proposal Form.

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Resolution #03-09
Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: March 21, 2003

Revised Spring 2004 University Calendar.

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Resolution #03-10
Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: March 21, 2003

Revised Guidelines for Setting University Calendars, Guidelines for Scheduling Lecture and Discussion Classes, Guidelines for Scheduling 11-Week Summer Session Courses. (all available on the Calendar Committee's website)

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Resolution #03-11
Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: March 21, 2003

2004-2005 University Calendar, including an 11-Week Summer Session.

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Resolution #03-12
Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: not applicable

Revised Faculty Governance Committee Charge.

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Resolution #03-13
Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: March 21, 2003

Revised *ECU Faculty Manual*, Part VI. Subsection I.A Appointment.

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Resolution #03-14
Approved by the Faculty Senate: February 25, 2003
Approved by the Chancellor: March 21, 2003

Revised *ECU Faculty Manual*, Part VI. Subsection I.I. Salary Policies.

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Resolution #03-15
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003
Approved by the Board of Trustees: May 7, 2003

Spring 2003 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

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Resolution #03-16
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

Items 1-12 of the University Curriculum Committee minutes of February 27, 2003.

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Resolution #03-17
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

Revisions to the requirements for the BA in Mathematics as noted in the University Curriculum Committee minutes of February 27, 2003.

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Resolution #03-18
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

The curriculum changes made by the Transition Committee (cross-listing 1067, 2282, 2775, 2935, 3166, 3239 courses) should be kept in effect for the fall 2003 and spring 2004 semesters; that the curriculum committees of Mathematics and Mathematics Education meet to work out revision of the six courses in dispute or write proposals for new courses to replace them in a way that would keep content courses in the Department of Mathematics; provide sufficient content courses and ensure the best professional training in pedagogy for Mathematics Education majors; and fulfill all SACS and NCATE accreditation and licensure requirements. Both units would be required to submit these proposals directly to the University Curriculum Committee by the end of Fall 2003. Failure to meet this deadline would result in the imposition of a solution by the University Curriculum Committee, Faculty Senate and Chancellor.

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Resolution #03-19
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

Revision to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations as follows:
"Courses of Study - Students should refer to the requirements of their respective schools or department for information about their programs of study and confer with their advisers whenever problems arise. The student is expected to follow the program outlined as closely as possible, particularly in the first two years when satisfying basic degree requirements and prerequisites for advanced standing. Students may not be admitted to or change to a specified degree program before the degree program requirements have been published in the official catalog."

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Resolution #03-20
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

Revised Department of Physics' Unit Code of Operation.

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Resolution #03-21
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

Formation of 3 new colleges currently to be called “College of Human Ecology, College of Technology and Computer Science and College of Fine Arts and Communication”.

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Resolution #03-22
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

Rename the School of Health and Human Performance the College of Health and Human Performance.

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Resolution #03-23
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

Rename the Department of Theatre and Dance the School of Theatre and Dance and the Department of Communication and Broadcasting the School of Communication.

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Resolution #03-24
Approved by the Faculty Senate: March 25, 2003
Approved by the Chancellor: April 2, 2003

Move the minor in International Studies and its director from the Office of International Affairs to the College of Arts and Sciences.

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Resolution #03-25
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003

Curriculum matters contained in the minutes of the March 27, 2003, University Curriculum Committee meeting.

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Resolution #03-26
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003

Curriculum matters contained in the minutes of the April 10, 2003, University Curriculum Committee meeting.

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Resolution #03-27
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003

Revision to the *University Undergraduate Catalog*, Section 5: Academic Regulations, Subsection: Double or Second Major to add the following:

"The number of hours applicable toward a second major should not be limited."

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Resolution #03-28
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003

Discontinuation of the advising survey until the reorganization of the Advising Center is complete. The development and use of an advising survey should be reevaluated on an annual basis.

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Resolution #03-29
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003

Revisions to the *ECU Faculty Manual*, Part V. Section III. Curriculum Development.

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Resolution #03-30
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003
Approved by the Board of Trustees: June 18, 2003
Approved by the UNC General Administration: June 28, 2004

FS Resolution #06-19 January 2007 supersedes this resolution.

Revision to the *ECU Faculty Manual*, Appendix D, Section IV. as follows:
(additions are noted in **bold** print and deletions noted in ~~strikethrough~~)

"IV.Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and the Conferral of Permanent Tenure
Recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty are the responsibility of unit committees and the unit administrator. Evaluation of faculty for appointment, reappointment, promotion, and the conferral of permanent tenure shall be initiated by the appropriate unit committee on notice from the unit administrator and higher administrative authority. The appropriate unit committee shall also evaluate faculty for promotion and the early conferral of permanent tenure at the request of the faculty member. Once the evaluation has been completed, the committee's recommendation and the recommendation of the unit administrator shall be forwarded to the next higher administrator above the unit level for initiation of administrative review of the recommendations. The pertinent structures and processes are set forth in this section.

Description of "voting faculty"
For the purposes of Section IV, **voting faculty members are determined by the permanently tenured faculty of the unit using the following criteria;**

A voting faculty member of a unit is someone who:
[Please refer to interpretation #I00-14.]

- holds a full-time faculty position with East Carolina University and a greater than one/half time position in the unit, and

- ~~holds regular professorial rank (instructor, assistant professor, associate professor, or professor), and~~
- **is either a probationary term (tenure track) faculty member or a permanently tenured faculty member.**
- has at least one/half of the teaching/research duties normally assigned in the unit, **as determined by the permanently tenured faculty of the unit using standards appropriate to their discipline.**
- is in at least the twelfth consecutive calendar month of appointment to the faculty of the unit **as either a probationary term (tenure track) faculty member or a permanently tenured faculty member.**
- **is not a unit administrator or an individual with one half or more of his/her load assigned to administrative duties as determined by the permanently tenured faculty in consultation with the unit administrator.**
- or **normally** meets the above conditions and is on leave of absence from all university duties but is in attendance at the meeting of the appropriate committee at the time of the committee's vote on a personnel action (reappointment, promotion, or tenure recommendation)."

Revise Appendix D. Section IV.G. as follows: (additions are noted in **bold** print and deletions noted in ~~strikethrough~~)

"G. Initiation of Recommendations
[Please refer to interpretation #I99-11.]

1. The unit administrator shall give timely notice to the chair of the Unit Personnel Committee when personnel actions are to be initiated, and of the date by which the committee's recommendation must be communicated to the unit administrator. After being notified by the unit administrator that a personnel action is required, the chair of the Unit Personnel Committee shall make at least three attempts at intervals of no less than five working days each to hold a committee meeting. In order to conduct business a committee shall not meet without a quorum (a majority of the members of a committee must be in attendance for the committee to have a quorum). A faculty member on leave and not in attendance at a meeting shall not be counted for the purposes of determining a quorum for that meeting. A faculty member on leave but in attendance at a meeting shall be counted for the purposes of determining a quorum for that meeting. If the committee fails to meet the unit administrator's deadline for receipt of the committee's recommendation, this outcome shall count as a recommendation by the committee against appointment, reappointment, promotion, or tenure. In such a case, the chair of the Unit Personnel Committee shall report in writing to the unit administrator that after at least three attempts the committee has failed to meet due to a lack of a quorum, and that this outcome constitutes a recommendation against appointment, reappointment, promotion, or tenure. The unit administrator shall forward the committee's recommendation and the unit administrator's recommendation to the candidate and to the next higher administrator.

2. Faculty recommendations for appointment, reappointment, promotion, and conferral of permanent tenure shall come from the appropriate committee (see Section IV.A). ~~If the appropriate committee consists of ten or more eligible voting members,~~ **T**he committee members may choose to vote by mail according to the latest edition of *Robert's Rules of Order, Newly Revised*. Within ten working days of notification by the unit administrator of the need to initiate a personnel action, the chair of the Unit Personnel Committee shall convene a meeting of the appropriate committee to ascertain whether or not the committee will vote by mail. If a motion to vote by mail is approved by a majority of the committee members present and voting, voting shall be by mail. If a committee chooses to vote by mail, all members must vote by mail. If a committee votes by mail, the ballots shall be sent by certified mail or distributed by the committee chair. If ballots are distributed, the committee chair shall assure that recipients acknowledge receipt in writing. The acknowledgment must include the date of receipt. A ballot either shall be returned by certified mail or shall be personally returned by hand to the committee chair, at the discretion of the individual committee member. Committee members returning ballots by hand shall sign a confirmation form that is retained by the committee chair. Ballots not returned within twenty working days of certified receipt shall count as a vote against recommending appointment, reappointment, promotion , or tenure. If a committee votes by mail, a faculty member on leave may choose either to vote or not to vote, at his or her discretion. The unit administrator shall ascertain and shall inform the chair of the Unit Personnel Committee in writing as to whether or not a faculty member on leave will participate in a mail ballot. If a faculty member on leave chooses to participate in a mail ballot, the faculty member shall count in determining what is required for a majority vote in favor of the recommendation. If the faculty member on leave chooses not to participate in a mail ballot, the faculty member shall not count in determining what is required for a majority vote in favor of the recommendation.
3. In the case of initial appointment recommendations, each member of the Unit Personnel Committee will indicate by secret ballot his or her choice for the appointment. A candidate who receives a majority vote of the membership of the committee shall be recommended for appointment.
4. In the case of re-employment recommendations for faculty members holding fixed-term appointments, each member of the Unit Personnel Committee will indicate by secret ballot his or her choice for or against recommending re-employment. **This vote may be taken at a committee meeting or by mail ballot as described in section IV.G.2.** ~~A vote for the recommendation by a majority of the membership of the committee shall constitute a recommendation for re-employment. A member of a committee who is not present when a vote is taken counts as part of the membership of the committee for the purposes of determining what constitutes a majority vote of the membership of the committee.~~ Failure to obtain a majority vote of the entire membership of the appropriate committee shall constitute a recommendation against re-employment.

5. In the case of reappointment, promotion, and conferral of permanent tenure, each member of the appropriate committee will indicate by secret ballot his or her vote for or against recommending that the candidate be reappointed, promoted, and/or granted permanent tenure. **This vote may be taken at a committee meeting or by mail ballot as described in section IV.G.2.** ~~A vote for the recommendation by a majority of the membership of the committee (see IV.A.1.b., IV.A.2.b. and IV.A.3.b.) , which includes those voting faculty members on leave but in attendance at the meeting at the time of the committee's vote, shall constitute a recommendation for reappointment, promotion, and/or conferral of permanent tenure. A member of a committee who is not present when a vote is taken and who is not on leave at the time of the vote or who is present when a vote is taken but who does not vote counts as part of the membership of the committee for the purposes of determining what constitutes a majority vote of the membership of the committee.~~ Failure to obtain a majority vote of the entire membership of the appropriate committee shall constitute a recommendation against reappointment, promotion, and/or the conferral of permanent tenure.
6. The recommendation of the appropriate committee shall be communicated by the chair of the Unit Personnel Committee to the unit administrator."

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Resolution #03-31
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003

New section VI. to the *ECU Faculty Manual*, Part II. entitled Guidelines for Organizing into Code Units.

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Resolution #03-32
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: not applicable

Editorial revisions to the *ECU Faculty Manual*, Appendix L, Section C and Section D

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Resolution #03-33
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003

Interpretation #I03-18 to the *ECU Faculty Manual,* Appendix D, Section IV.A.3. Personnel Committee.

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Resolution #03-34
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: not applicable

Resolution on Principles of Salary Adjustments as follows:

Whereas, the Faculty Welfare Committee is charged with reviewing policies related to faculty salaries and fringe benefits, and

Whereas,Chancellor Muse received a correspondence (dated October 11, 2002) from Gretchen Bataille, Senior Vice President for Academic Affairs detailing the Principles of Salary Adjustments, and stating that the criteria for the distribution of salary funds must be clearly understood by the faculty, and that such decisions on the distribution of funds should be based on discussions of the criteria and the process by the faculty in the departments with the final criteria recommended by the chair and the dean.

Therefore Be It Resolved, that the Faculty Welfare Committee recommends that each academic unit develop processes for faculty to have input in future salary increases and report those processes to the Provost/Vice Chancellor for Academic Affairs.

Be It Further Resolved, that new and revised unit codes of operation include a provision for committee action on salary increases within the unit's committee structures.

Be It Further Resolved, that the Unit Code Screening Committee revise their code review procedures to incorporate a provision for committee action on salary increases.

This resolution was referred to the Faculty Governance Committee for implementation into the current governance documents.

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Resolution #03-35
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: May 14, 2003

Revised College of Business Unit Code of Operation.

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Resolution #03-36
Approved by the Faculty Senate: April 22, 2003
Approved by the Chancellor: not applicable

Commendation for Robert C. Morrison, current Chair of the Faculty as follows:

Whereas, Robert C. Morrison has served the faculty well during his tenure as Chair of the Faculty from 2000-2003, and

Whereas, he participated in many committee discussions, which produced over 112 Faculty Senate resolutions, including changes to unit codes, University Academic Calendars, course curriculums and the *ECU Faculty Manual*, and

Whereas, he was instrumental in forming a Commission on Scholarship, with a goal to re-examine University scholarship, and

Whereas, he enhanced communications at Faculty Senate meetings by adding a monthly report from the Chair of the Faculty to keep faculty informed of issues being discussed among the Board of Trustees and other top administrators and by adding a "question period" to allow Senators an opportunity to ask questions of anyone present at a meeting.

Whereas, he was instrumental in re-organizing the Academic Committee structure, and

Whereas, he assisted in organizing the Max Ray Joyner Award and Oliver Max Gardner Award to accommodate concerns of both the faculty and administration, and

Whereas, he fairly represented the faculty on the Chancellor's Search Committee and Provost Search Committee, and

Whereas, during his tenure as Chair, has strived to resolve misunderstandings and misinterpretations among and between his peers and the administration, and

Whereas, he encourages the University community to question the usual way of doing things in order to grow and improve the University, and

Whereas, his work as Chair has reflected a sincere interest in the faculty and the ever-growing challenges of faculty governance and academic freedom, and

Whereas, under his leadership the relationship between faculty and administrators has improved and the faculty governance structure has grown stronger.

Therefore Be It Resolved, that we, the members of the East Carolina University's Faculty Senate, hereby express our appreciation to Robert C. Morrison for his outstanding work as Chair of the Faculty and commend him for his leadership and dedication to the University.

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Resolution #03-37
Approved by the Faculty Senate: September 16, 2003
Approved by the Chancellor: October 6, 2003
Approved by the Board of Trustees (Appendices D, L, Y): October 23, 2003
Approved by the UNC General Administration (Appendix D): March 17, 2004

FS Resolution #06-19 January 2007 supersedes this resolution.

Revisions to Parts I. and VI. and Appendices D., J., L., X., and Y of the *ECU Faculty Manual* as follows:

Revise Part I. to read as follows: (additions are noted in **bold** print.)

"East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, ***veteran's status****, **gender**, age, sexual orientation, **political affiliation,** or disability."*
('veteran's status' added throughout by General Administration)*

Revise Part VI. Section I. to read as follows: (additions are noted in **bold** print.)

"I. Employment Policies
It is a policy of the university throughout the campus and all its branches, divisions, departments, facilities, and activities that firm and positive steps be

taken by all supervisory and management personnel to prevent any discriminatory employment practices; and that affirmative action will be taken to ensure that applicants for employment will be considered and employed based on actual job requirements; and that all personnel matters pertaining to employment, placement, training, upgrading, promotion, demotion, transfer, layoff, termination, and salary administration will be conducted in a nondiscriminatory way without regard to race, color, national origin, religion, ***veteran's status****,* ***gender****, age, sexual orientation,* ***political affiliation,*** *or disability."*

Revise Part VI. Section VI. to read as follows: (additions are noted in **bold** print.)

"VI. Equal Employment Opportunity/Affirmative Action Policy *(Formerly Appendix K)*

East Carolina University is committed to equal opportunity for all members of the university community. In addition, it will take affirmative action to increase recruitment and hiring of black and female faculty and staff. The following is the Equal Employment Opportunity Policy as it appears in the East Carolina University Affirmative Action Plan (1983-1986). East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, ***veteran's status****,* ***gender****, age, sexual orientation,* ***political affiliation,*** *or disability."*

Revise Appendix D, Section II.A.3. to read as follows: (addition is noted in **bold** print.)

"3. Terms and Conditions for Appointment and Reappointment

The chancellor or the chancellor's designee shall set out in writing, with a copy to the faculty member, the terms and the conditions of each appointment, including fixed-term appointments, and each reappointment. Prior to initial appointment the unit administrator shall provide a copy of the unit's criteria for evaluating faculty performance to persons offered a faculty appointment in the unit. Criteria for evaluating faculty performance shall be discussed by the unit administrator in a meeting with each fixed-term and probationary-term faculty member at the beginning of the first term of employment. Criteria for evaluating faculty performance shall be discussed by the unit administrator in a meeting with each probationary-term faculty member at the beginning of an academic year in which a reappointment or tenure decision is made. A record of the discussion shall be placed in the faculty member's personnel file. The terms shall incorporate by reference appropriate sections of the Faculty Manual and shall state any conditions placed on the appointment or reappointment. The responsibility for initiating the inclusion of special terms and conditions in documents of appointment is with the unit administrator. Notice of reappointment or non-reappointment to probationary-term persons shall be written. The decision not to reappoint probationary term faculty shall not be based upon (1) the faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; (2)

discrimination based upon the faculty member's *race, color, national origin, religion,* ***veteran's status****,* ***gender****, age, sexual orientation,* ***political affiliation,*** *or disability."* or (3) personal malice."

Revise Appendix D, Section V.D.2. as follows: (additions are noted in **bold** print and deletions are noted by ~~strikethrough~~.)

"2. Conduct of the Hearing

The chair of the Hearing Committee is responsible for conducting the hearing and for maintaining order during the hearing. Except as provided for herein, the hearing shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised. Attendance at the hearing is limited to the committee's members and alternates, the complainant, one person who may advise the complainant but who may not take an active part in the proceedings, the respondents, an East Carolina University faculty member (with or without administrative appointment) selected by the chancellor to represent the respondents in the conduct of the hearing, an East Carolina University attorney who shall advise the respondents and their representative but who may not take an active part in the proceedings, the chancellor, and an East Carolina University attorney representing the chancellor. Other persons (witnesses) providing information to the committee shall not be present throughout the hearing, but shall be available at a convenient location to appear before the committee as appropriate. ~~An audio recording or a "court reporter's" transcript of the proceedings shall be made.~~ **For any hearing from which an appeal may be taken, a court reporter must be used to record and transcribe the hearing."**

Revise Appendix D, Section V.E. as follows: (deletions are noted by ~~strikethrough~~.)

"Within 10 working days of finishing its deliberations the committee shall provide the complainant, respondents, and the chancellor with a copy of the committee's report and a copy of the ~~audio recording or~~ court reporter's transcript of the hearing."

Revise Appendix D, Section VI.F.2. as follows: (additions are noted in **bold** print and deletions are noted by ~~strikethrough~~.)

"2. Conduct of Hearing

The hearing shall be on the written specification of reasons for the intended penalty. The chair of the Due Process Committee is responsible for conducting the hearing and for maintaining order during the hearing. Attendance at the hearing is limited to the committee's members and alternates, the faculty member requesting the hearing, counsel for the faculty member, the vice chancellor with supervisory authority, and counsel for the vice chancellor. Other persons (witnesses) providing information to the committee shall not be present throughout the hearing, but shall be available at a convenient location to appear before the committee as appropriate. ~~An audio recording or a "court reporter's" transcript of the proceedings shall be made.~~ **For any hearing from which an**

appeal may be taken, a court reporter must be used to record and transcribe the hearing."

Revise Appendix D, Section VI.G. as follows: (deletions are noted by ~~strikethrough~~.)
"Within 10 working days of finishing its deliberations the committee shall provide the faculty member and the chancellor with a copy of its report, including materials entered as evidence, and a copy of the ~~audio recording or~~ court reporter's transcript of the hearing. In its report the committee shall state whether or not it recommends that the intended penalty be imposed."

Revise Appendix D, Section VII.B.7.b. as follows: (additions are noted in **bold** print and deletions are noted by ~~strikethrough~~.)
"b. Conduct of Hearing
The Reconsideration Committee's review of the faculty member's appeal shall be limited solely to determining whether the decision to terminate employment was arbitrary or capricious. The chair of the Reconsideration Committee is responsible for conducting the hearing and for maintaining order during the hearing. Attendance at the hearing is limited to the committee's members and alternates, the faculty member requesting the hearing, counsel for the faculty member, the chancellor or the chancellor's delegates (hereinafter, the chancellor), and counsel for the chancellor. Other persons (witnesses) providing information to the committee shall not be present throughout the hearing, but shall be available at a convenient location to appear before the committee as appropriate. The faculty member and the committee shall be given access, upon request, to documents that were used in making the decision to terminate the faculty member's employment after the decision was made that the position must be terminated. ~~An audio recording or a "court reporter's" transcript of the proceedings shall be made.~~ **For any hearing from which an appeal may be taken, a court reporter must be used to record and transcribe the hearing."**

Revise Appendix D, Section VII.8. as follows: (deletions are noted by ~~strikethrough~~.)
"Within 10 working days of finishing its deliberations the committee shall provide the faculty member and the chancellor with a copy of its report, including materials entered as evidence, and a copy of the ~~audio recording or~~ court reporter's transcript of the hearing."

Revise Appendix J. Section I. to read as follows: (additions are noted in **bold** print.)

"I. Preamble
East Carolina University is committed to the principle of equal opportunity for all faculty regardless of rank, temporary or permanent employment status, and tenure or nontenure status. Therefore, it is university policy that no member of the faculty will suffer discrimination in his or her employment status as a member of the faculty on the basis of based on race, color, national origin, religion,

veteran's status, ***gender***, *age, sexual orientation,* ***political affiliation,*** *or disability". If any faculty member believes that he or she has experienced discrimination on the basis of any of the above factors, he or she is encouraged to seek redress of the grievance by informal administrative corrective action."*

Revise Appendix J. Section II. to read as follows: (additions are noted in **bold** print.)

"II. Steps in the Faculty Informal Grievance Procedure
If any faculty member has a grievance with regard to his or her employment relationship with the university alleging discrimination on the basis of race, color, national origin, religion, ***veteran's status***, ***gender***, *age, sexual orientation,* ***political affiliation,*** *or disability, he or she should comply with the following procedure. "*

Revise Appendix L, Section C.3.g. to read as follows: (additions are noted in **bold** print and deletions are noted by ~~strikethrough~~.)
"g. procedures for the unit's faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit's ~~SACS report~~,major planning documents, ***assessment documents****, and other* ***major reports*** *~~assessments of unit operations~~ prior to their submission* ***in final form*** *to person(s) outside the unit."*

Revise Appendix L., Section D.3.c. to include the following:
"The unit administrator will not participate in this vote."

Revise Appendix X. Section VII.D. to read as follows: (additions are noted in bold print.)
"The hearing shall begin with an opening statement by the Chair of the Board. This statement shall identify the purpose of the hearing, the contents of the complaint, the identity of complainants, respondents, and witnesses to be called, and the procedures to be followed during the hearing. The Board shall specifically note that only testimony and other information clearly bearing on the grievance at hand shall be admissible as evidence. It shall be the Chair's responsibility to reject immediately, stop the presentation or introduction of, or question the relevance of information having no clear bearing on the grievance. However, at any time during a hearing the Board may, by a majority vote, override the Chair's decision regarding admissibility and/or relevance of testimony, written evidence, or other material presented to the Board. It shall also be the chair's responsibility to maintain control of the Hearing so that an orderly exchange of information can be accomplished. ***For any hearing from which an appeal may be taken, a court reporter must be used to record and transcribe the hearing."***

Revise Appendix X. Section VII.E. to read as follows: (additions are noted in **bold** print.)

"Within ten working days of the Board's reaching a determination to sustain or not to sustain a grievance of sexual, racial, or ethnic harassment or discrimination, or conflict of interest against East Carolina University faculty members, or administrators with faculty status, the Board's determination and a summary of the basis for its decision will be communicated in writing to the complainants, the respondents, the Grievance Officer, the relevant unit administrator, the University attorney, and the Chancellor. ***The Board shall provide the faculty member and the chancellor with a copy of the court reporter's transcript of the hearing."***

Revise Appendix Y. Section III.E.1. to read as follows: (additions are noted in **bold** print.)
"The Grievance Committee shall limit its investigations to the written complaints and statement of relief sought provided by the grievant. The committee's responsibility is limited to making recommendations based on the information presented at the hearing. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance and to advise adjustment by the administration when appropriate. In addition to testimony by the grievant, the respondent, and witnesses, presentations may include written materials, sound recordings, video recordings, photographs and other forms of evidence. Each evidentiary item shall be numbered and shall be a part of the formal record of the hearing. ***For any hearing from which an appeal may be taken, a court reporter must be used to record and transcribe the hearing."***

Revise Appendix Y. Section III.F. to read as follows: (additions are noted in **bold** print.)

"F. Step Six
*The Faculty Grievance Committee shall submit a written report of its findings and recommendations****, along with a copy of the court reporter's transcript of the hearing*** *to the administrator most directly empowered to provide the relief sought or otherwise to adjust the grievance, with a copy* ***of the materials*** *to the grievant, the respondent and the chair of the faculty. If the committee's report is not acted upon to the committee's satisfaction within twenty working days, the committee shall submit its report to the next higher administrator empowered to provide the relief sought, and shall continue in this way until the report either is acted upon or is submitted to the Chancellor. "*

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Resolution #03-38
Approved by the Faculty Senate: September 16, 2003
Approved by the Chancellor: October 6, 2003

ECU faculty support the implementation of a system that will eliminate the use of social security numbers as identifiers and that the faculty urge the University

administration to use its best efforts to prevent unauthorized disclosure of social security numbers, even prior to the implementation of a new system, by avoiding the use of social security numbers whenever possible and by educating students, faculty, and staff regarding the security risks associated with social security numbers and the best practices for their safe use.

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Resolution #03-39
Approved by the Faculty Senate: September 16, 2003
Approved by the Chancellor: October 7, 2003

Revised College of Education, Health Sciences Library, and Department of Chemistry unit codes of operation.

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Resolution #03-40
Accepted by the Faculty Senate: September 16, 2003
Approved by the Chancellor: not applicable

The Commission on Scholarships' report was accepted as a document to be forwarded to the Chair of the Faculty to disseminate to the Faculty Governance Committee to discuss in light of the University as a whole and, if appropriate, to bring proposed revised documents to the Faculty Senate for consideration at a later date.

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Resolution #03-41
Approved by the Faculty Senate: October 7, 2003
Approved by the Chancellor: October 15, 2003

Selection of ECU Chancellors

Rationale:

1) Previous candidates for high-level administrative positions have come before faculty groups in an open forum.
2) Strong faculty participation in administrative searches would be consistent with past practices, including searches for chancellors, vice chancellors, deans, directors and departmental chairs.

BE IT RESOLVED that the Faculty Senate requests that:

1) No less than one-third of the voting members of the search committee for the ECU Chancellors be faculty members both nominated and elected by the Faculty Senate; and
2) Each of the final candidates, for the position of chancellor, present to the faculty, in open meetings before the search committee reaches its final decision, their views on higher education and how they intend to apply their philosophies to the running of ECU; and
3) The faculty should have the privilege of expressing its opinion on each candidate to the search committee by means of a written questionnaire; and
4) Results of this questionnaire will be made available to faculty members in the Faculty Senate office in a timely manner.

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Resolution #03-42
Approved by the Faculty Senate: October 7, 2003
Approved by the Chancellor: October 15, 2003

Curriculum Committee minutes of September 25, 2003.

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Resolution #03-43
Approved by the Faculty Senate: October 7, 2003
Approved by the Chancellor: October 15, 2003

Revised Fall 2003 University Calendar to accommodate the days missed due to Hurricane Isabel.

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Resolution #03-44
Approved by the Faculty Senate: October 7, 2003
Approved by the Chancellor: October 15, 2003
Approved by the Board of Trustees: October 23, 2003
Approved by the UNC General Administration: March 17, 2004

FS Resolution #06-19 January 2007 supersedes this resolution.

Revised Appendix D. Section I. of the *ECU Faculty Manual* as follows: (addition is noted in **bold** print)

"I. Tenure

Academic tenure serves to insure academic freedom by guarding faculty members against negative consequences of expressing unpopular points of view. Academic tenure refers to the conditions and guarantees that apply to a faculty member's professional employment. Tenure protects a faculty member against involuntary suspension or discharge from employment or reduction in rank except upon specified grounds and in accordance with the procedures provided in Section VI.; or against termination of employment except as provided for in Section VII. During the term of such guarantees, the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty, misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, **demonstrable, bona fide institutional financial exigency or major curtailment or elimination of a teaching, research, or public service program**. "

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Resolution #03-45
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003

Approval of the Fall 2003 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

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Resolution #03-46
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003

Curriculum matters contained in the minutes of the October 9, 2003, and October 23, 2003, Committee meetings.

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Resolution #03-47
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003

Revision to the *ECU Faculty Manual*, Part V. Section I.R. relating to reporting of grades.
(additions are noted in **bold** print and deletions are noted by ~~strikethrough)~~

“R. Reporting of Grades
Grades ~~are due in the registrar’s office~~ **must be submitted electronically** not later than forty-eight hours ~~(including weekends)~~ after each final examination is given. ~~For the convenience of the faculty, a grade deposit box is located on the curb on the southwest side of Whichard Building. It is requested that grades sheets be deposited in the grade drop box or turned in to the registrar’s office. Grade sheets must not be sent through campus or regular mail.~~ A change in grade, other than “I”, for any reason, must be made within one year from the date the original grade was received. Forms for change of grade are available in school or departmental offices. “

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Resolution #03-48
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003

Resolution on the Role of the Interim Vice Chancellor for Academic Affairs.

Whereas, as a result of recent personnel changes the position of Provost is unfilled, and

Whereas, the position of Vice Chancellor for Academic Affairs is filled on an interim basis, and

Whereas, the Faculty Senate wishes to clearly indicate the individual responsible to carry out the duties of the Provost and Vice Chancellor for Academic Affairs as set forth in the *ECU Faculty Manual*.

Therefore, Be It Resolved, that that term ‘Provost” is synonymous and interchangeable with “Vice Chancellor for Academic Affairs” wherever used in the *ECU Faculty Manual*, and

Be It Further Resolved, that the Faculty Senate recognizes that the Interim Vice Chancellor for Academic Affairs is the chief academic officer of the University, and

Be It Further Resolved, that the Interim Vice Chancellor for Academic Affairs is the individual responsible to perform the duties established in the *ECU Faculty Manual* for the Provost or the Vice Chancellor for Academic Affairs or both, and

Be It Further Resolved, that this resolution will become null and void at such time that a permanent Provost or permanent Vice Chancellor for Academic Affairs is named.

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Resolution #03-49
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003
Approved by the Board of Trustees: December 12, 2003
Approved by the UNC General Administration**:** April 25, 2006

FS Resolution #06-19 January 2007 supersedes this resolution.

Revision to the *ECU Faculty Manual*, Appendix D. Section V. relating to appeals
(addition noted in **bold print** and deletion noted by ~~strikethrough~~)

V. Procedures for Appeal of Notice of Non-Reappointment or Non-Conferral of Permanent Tenure

A. Deadlines for Appeals
Failure to submit the appeals documents specified in this section within the time periods allotted constitutes a waiver of the right to appeal the decision. However, before the expiration of the deadline the faculty member may request an extension, provided that the request is made in writing and presented to the individual or committee who is next to consider the appeal. Decisions on requests for extension of time shall be made by the individual or committee who is next to consider the appeal.

B. Request for Hearing with the Faculty Hearing Committee
Within 25 working days of receiving written notice from the vice chancellor or chancellor of non-reappointment or non-conferral of permanent tenure, a faculty member (hereinafter, the complainant) may request a hearing before the Faculty Hearing Committee.

1. The Hearing Committee
The Hearing Committee shall be composed of five members and five alternates each of whom is a full-time, permanently tenured voting faculty member without administrative appointment. Members shall be elected in accordance with the procedures for election of appellate committees specified in the Bylaws of the East Carolina University Faculty Senate. Members and alternates shall be elected to three-year terms. A quorum for the committee shall be the five members or their alternates.

Upon organization, the members of the Hearing Committee shall elect a chair and a secretary. **The chair and the secretary of the committee are to be appropriately trained in accordance with guidelines and procedures jointly established by the faculty officers and chancellor.** Should any committee officer be absent at the beginning of a hearing, the committee shall elect an alternate

officer for the purposes of the hearing. (Faculty Senate Resolution #03-49, pending final approval)

When the committee is convened to consider any matter associated with a complainant's request for a hearing, those committee members who hold an appointment in the complainant's academic unit, those who might reasonably expect to be called as witnesses, those who might reasonably expect to be asked to serve as advisors (see Section V.D.2) to any party of the request for a hearing, or those who may have any other conflict of interest should disqualify themselves from participation in the activities of the committee related to this specific request for a hearing. The complainant and those individuals or groups who are alleged to be responsible for the action or actions described by the complainant in the request for the hearing (hereinafter, the respondents) are permitted to challenge committee members for cause. The other members of the committee will decide on any potential disqualifications if a committee member is so challenged but wishes to remain.

When, between elections, membership of the committee falls below the specified five members and five alternates, the chair of the faculty, in consultation with the Committee on Committees, shall appoint members to the committee. Vacancies on the committee will be filled by first moving alternates to members and by making appointments as alternates.

Upon receipt of a request for a hearing, the chair of the committee shall determine the availability of the elected members and alternates, and shall select from those available one or more alternates, as necessary. The ranking of the available alternates for selection shall be determined by their years of service to the University. That available alternate who is most highly ranked shall attend all sessions of the hearing and shall replace a regular member should that member be unable to attend the entire hearing.

The committee may at any time consult with the University Attorney in matters of procedure. (See *Part VIII, Responsibilities of Administrative Officers*.)

2. Initiation of the Hearing Process
The basis for a request for a hearing must be found in one or more of the following reasons: (a) the decision was based on any ground stated to be impermissible in Section 604B of The Code of The University of North Carolina; (b) the decision was attended by a material procedural irregularity.[2][2]

"Material procedural irregularity" means a departure from prescribed procedures governing reappointment and conferral of permanent tenure that cast reasonable doubt upon the **integrity** ~~validity~~ of the original decision not to reappoint or not to confer permanent tenure. Whether a material procedural irregularity occurred shall be determined by reference to those procedures which were in effect when the initial decision not to reappoint or not to confer permanent tenure was made and communicated. The Hearing Committee shall ask the chancellor to certify what procedures were then in effect if that question is a matter of dispute. (Faculty Senate Resolution #03-49, pending final approval)

The complainant's request for a hearing must specifically identify and enumerate all reasons for the request. The request must include (a) a description that is as complete as possible of the actions or the failures to act which support each specified contention; (b) the identification of the respondents; (c) an enumeration and description of the information or documents which are to be used to support the contention (copies of the described documents are to be made a part of the request for a hearing); (d) the identification of persons who may be willing to provide information in support of the contention; and (e) a brief description of the information those persons identified in (d) may provide. The complainant's request for a hearing shall be made to the chair of the Hearing Committee.

C. Validation of the Request for Hearing.

Validation of the complainant's request for a hearing is the first step in the hearing process. The Hearing Committee shall convene within 15 days after receipt of the complainant's request for a hearing. The committee shall notify the complainant of the meeting date by registered mail, return receipt requested. The committee shall meet in executive session and the meeting will be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*. The committee's evaluation of the complainant's request for a hearing shall be limited solely to the documents and information submitted as part of the complainant's request for a hearing.

The complainant may submit additional documentation and information supporting the request for a hearing up to 72 hours prior to the committee meeting. All documentation and information submitted after the original request for a hearing must (a) support contentions set forth in the original request for a hearing and (b) be delivered to the chair in the same manner as the original request for a hearing. Such information or documentation shall be made a part of the original request for a hearing.

[2[2]] Appeals based on material procedural irregularity shall refer only to personnel actions which are initiated after the approval of material procedural irregularity as a basis for a request for a hearing.

Documentation and information that do not meet criteria set forth in the previous paragraph will not be accepted and will be returned to the complainant.

The Hearing Committee's review of the complainant's request for a hearing shall be limited solely to determining whether the facts alleged by the complainant, if established, would support the contention that the decision not to reappoint or not to confer permanent tenure was based upon any of the grounds stated as impermissible in Section 604B of The Code of The University of North Carolina or was attended by a material procedural irregularity. Based on their review and evaluation of the submitted material, the committee shall decide whether the request for a hearing is to be validated.

If the request for a hearing is not validated, the complainant shall be notified by registered mail, return receipt requested, within 10 calendar days of the committee meeting. Such a determination confirms the decision not to reappoint or not to confer permanent tenure. (Faculty Senate Resolution #99-4, February 1999)

The complainant may accept the decision of the Hearing Committee not to validate or appeal to the chancellor within 10 calendar days of receipt of the Hearing Committee's decision. The chancellor, within 14 days of the complainant's appeal shall decide to confirm the committee's decision or shall support the complainant's request for a hearing. (Faculty Senate Resolution #99-4, February 1999)

The complainant may accept the chancellor's confirmation of the committee's decision not to validate the request for a hearing, or the complainant may appeal to the Board of **Governors** ~~Trustees~~ within 10 calendar days following receipt of the Chancellor's decision**.** ~~as provided in Section 501C (4) of the Code of the University of North Carolina and the regulations of the Board of Governors implementing that provision.~~ (Faculty Senate Resolution #99-4, February 1999) (Faculty Senate Resolution #03-49, pending final approval)

If the committee validates the request for a hearing, or the decision not to validate the request for a hearing is not supported by the chancellor, the committee shall so notify the complainant by registered mail, return receipt requested, and begin the processes necessary to set the time and date for the hearing.

D. Procedures for the Hearing.
   1. Time and Date of Hearing

If the request for a hearing is validated, the committee shall provide a complete copy of the request for a hearing to the individuals named in the request for a hearing. The committee shall set the time, date, and place for the hearing. The date for the hearing must be within 30 working days of the notification to the complainant that the request for a hearing was
validated. The committee shall then notify the complainant, the respondents, the chair of the faculty, and the chancellor, of the time, date, and place of the hearing.

2. Conduct of the Hearing
The chair of the Hearing Committee is responsible for conducting the hearing and for maintaining order during the hearing. Except as provided for herein, the hearing shall be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*. Attendance at the hearing is limited to the committee's members and alternates, the complainant, one person who may advise the complainant but who may not take an active part in the proceedings, the respondents, an East Carolina University faculty member (with or without administrative appointment) selected by the chancellor to represent the respondents in the conduct of the hearing, an East Carolina University attorney who shall advise the respondents and their representative but who may not take an active part in the proceedings, the chancellor, and an East Carolina University attorney representing the chancellor. Other persons (witnesses) providing information to the committee shall not be present throughout the hearing, but shall be available at a convenient location to appear before the committee as appropriate. ~~An audio recording or a court reporter's transcript of the proceedings shall be made~~. For any hearing from which an appeal may be taken, a **professional** court reporter must be used to record and transcribe the hearing. (Faculty Senate Resolution #03-37, pending final approval) **Any such record is a part of the personnel inquiry and must be treated with appropriate confidentiality. Only the immediate parties to the controversy, the responsible administrators and attorneys, and the members of the University governing boards and their respective committees and staff are permitted access to such materials.** (Faculty Senate Resolution #03-49, pending final approval)

The hearing shall begin with an opening statement by the chair of the committee limited to explaining the purpose of the hearing and the procedures to be followed during the hearing. The chair explicitly will note that the committee shall consider only information bearing on the allegations presented in the complainant's request for the hearing.

Following the opening remarks by the committee chair, the complainant shall present his or her contentions and any supporting witnesses and documentary evidence. The respondents, through their representative, may then reply to these contentions and present any supporting witnesses and evidence. During these presentations, the complainant, and the respondents, through their representative, may cross-examine opposing witnesses. Committee members may question witnesses for purposes of clarification.

E. Procedures After the Hearing

After the hearing, the committee shall meet in executive session and begin its deliberations or shall adjourn for no more than two working days, at which time it shall reconvene in executive session to determine whether it sustains or does not sustain the allegations stated in the request for the hearing. In reaching its decisions the committee shall consider only the testimony and other materials entered or presented as evidence during the hearing. The complainant shall have the burden of proof by the greater weight of the evidence to establish that a basis for his or her contentions is found in one of the reasons listed in Section V.B.2.

Within 10 working days of finishing its deliberations the committee shall provide the complainant, respondents, and the chancellor with a copy of the committee's report and a copy of the ~~audio recording or~~ court reporter's transcript of the hearing. (Faculty Senate Resolution #03-37, pending final approval)

If the Hearing Committee determines that the complainant's contention has not been established, it shall, by simple, unelaborated statement, so notify the complainant, the respondents, the chair of the faculty, and the chancellor. Such a determination confirms the decision not to reappoint or not to confer permanent tenure.

If the Hearing Committee determines that the complainant's contention has been satisfactorily established, it shall notify the complainant, the respondents, the chair of the faculty, and the chancellor by written notice and shall recommend further substantive review.

Within 30 working days after receiving the recommendation of the Hearing Committee, the chancellor shall notify the complainant, the respondents, the chair of the faculty, and the chair of the Hearing Committee what further substantive review, if any, will be made of the original decision not to reappoint or not to confer permanent tenure.

~~The complainant may appeal an adverse decision to the Board of Trustees within 10 calendar days as provided in Section 501C (4) of the Code of The University of North Carolina and the Board of Governors~~

~~regulations implementing that provision. (Faculty Senate Resolution #99-4, February 1999)~~ (Faculty Senate Resolution #03-49, pending final approval)

If the chancellor is considering taking action inconsistent with the committee's recommendations, the chancellor shall request that a joint meeting with the committee occur within 10 working days. At the joint meeting, the chancellor will communicate his or her concerns and the committee will have an opportunity to respond. The joint meeting must occur within the 30 working day period as referenced above. The chancellor must base his or her decision on a thorough review of (1) the record evidence from the hearing and (2) the report of the committee. While the chancellor should give deference to the advice of the faculty committee, the final campus-based decision is the chancellor's.

The chancellor will inform the complainant of his or her decision in writing by a method that produces adequate evidence of delivery. In the event of an adverse decision, the chancellor's notice must inform the complainant: (1) that, within 10 calendar days of the complainant's receipt of the decision, the complainant may file a notice of appeal with the president requesting review by the Board of Governors in accordance with the Board of Governors Policy 101.3.1, (2) that a simple written notice of appeal with a brief statement of its basis is all that is required within this ten-day period, and (3) that, thereafter, a detailed schedule for the submission of relevant documents will be established if such notice of appeal is received in a timely matter. (Faculty Senate Resolution #03-49, pending final approval)

The exercise of the Board of Governors' jurisdiction ~~under Section 501C (4) of the Code~~ is refined to insure that primary emphasis remains properly focused on the campus grievance procedures. Requests for appellate review will be screened to determine whether the Board should consider the issues raised in a petitioner's request for review. The following basic standards will guide that screening process:

1. The Board will grant requests to review contentions that the grievance procedures followed by the campus in a particular case did not comport with University requirements that affect the credibility, reliability, and fairness of such inquiries, thereby arguably depriving the grievant of a valid opportunity to establish his or her contentions.
2. The Board will grant requests to review University policy issues implicated by a particular grievance, when the question appears to require intervention by the governing board to clarify the definition, interpretation, or application of such policies.

3. The Board will review questions about the sufficiency of the evidence to sustain the conclusion reached only if (a) the case involves a substantial interest of the grievant, e.g., tenure or reappointment and/or (b) the history of the case reveals disagreement, with respect to the sufficiency of the evidence to sustain the grievant's contentions, among the responsible decision makers, i.e., the hearing committee, the chancellor**;**~~, or the board of trustees~~[3][3]~~;~~ if the responsible decision makers are in accord, normally no such appeal will be entertained by the Board of Governors. (Faculty Senate Resolution #03-49, pending final approval)

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

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Resolution #03-50
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003

Revision to the *ECU Faculty Manual*, Part II. Section VI. relating to acceptable models for code units..

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Resolution #03-51
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003
Approved by the Board of Trustees: December 12, 2003

Revision to the *ECU Faculty Manual*, Appendix L. Section C.2. relating to

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[3][3]~~The board of trustees will remain responsible for reviewing, on appeal, a grievant's contention that the chancellor's decision (or affirmance of a faculty committee decision) was clearly erroneous.~~

organizing into self-governing autonomous units. (addition noted in **bold print** and deletion noted by ~~strikethrough~~)

2. The faculty ~~of a college or school~~ may democratically decide to organize into self-governing, autonomous units at the department~~al~~**, school, or college** level in accordance with guidelines established by the Faculty Senate. A school's or college's proposal to organize into self-governing, autonomous units will be reviewed by the Faculty Governance Committee. If the Faculty Governance Committee finds the proposal conforms to the guidelines, the proposal will be forwarded to the Faculty Senate for their consideration. If the Faculty Senate acts favorably, the proposal will be forwarded to the Chancellor. With the Chancellor's approval, codes of operation for the individual units shall be democratically developed. Upon approval of the codes, the code of the school or college will become null-and-void. Said school or college may democratically develop a constitution as a governance document. However, this constitution may not conflict with the authorities, responsibilities, and characteristics of the constituent units. If faculty members of schools or colleges do not choose to organize into self-governing, autonomous units, faculty in individual departments may democratically develop rules for the internal organization and operation of their departments."

Link to all of Appendix L. Section C:
http://www.ecu.edu/fsonline/FacultyManual2/AppendixL/LC.htm

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Resolution #03-52
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003
Student Computer and Technology Fee Innovative Project Proposal.

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Resolution #03-53
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: November 17, 2003
Revised Academic Library Services' Unit Code of Operation.

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Resolution #03-54
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: not applicable

Resolution for Donald R. Sexauer.

Whereas, Donald R. Sexauer was a faculty member at East Carolina University for over 40 years, and

Whereas, during his tenure he demonstrated a distinguished record of scholarly activity, teaching, and service to the University and the wider community, and

Whereas, Professor Sexauer was a strong proponent of faculty governance at East Carolina University and in the University of North Carolina System, and

Whereas, Professor Sexauer served as Faculty Senator and on numerous Senate committees, and

Whereas, he served with distinction as Chair of the Faculty for three academic years from August 1995 to July 1998, and

Whereas, the Faculty Senate is profoundly saddened by Professor Sexauer's untimely death at age 71 on October 16, 2003.

Whereas, the Faculty Senate reiterates its appreciation for the decades of Professor Donald R. Sexauer's work for the faculty and for East Carolina University.

Therefore Be It Resolved, that the Faculty Senate expresses its sincere condolences to the family of Professor Donald R. Sexauer at his passing.

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Resolution #03-55
Approved by the Faculty Senate: November 11, 2003
Approved by the Chancellor: not applicable

Whereas, ECU's primary missions are education, research and creative activity, and service to Eastern North Carolina, and

Whereas, Interim Chancellor William Shelton recently affirmed to the Faculty Senate that "the university structure is different from corporate structures," and

Whereas, the Faculty Senate, which consists of elected representatives of academic units, had no direct role in the election of faculty representatives to participate in the search for a chancellor.

Therefore Be It Resolved, that the Faculty Senate recommends that the Chancellor Search Committee strongly consider candidates meeting the following minimum criteria:

(i) holds a terminal degree in a recognized academic discipline,

(ii) has distinguished achievements in teaching, scholarship and service, keeping with this institution's mission,

(iii) has a demonstrated record of upholding shared governance, and

(iv) would lead the university in accordance with core academic values, rather than promoting the university as a private entrepreneurial venture.

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Resolution #03-56
Approved by the Faculty Senate: December 9, 2003
Approved by the Chancellor: December 19, 2003

Curriculum matters contained in the minutes of the November 13, 2003, University Curriculum Committee meeting.

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Resolution #03-57
Approved by the Faculty Senate: December 9, 2003
Approved by the Chancellor: not applicable

2004-2005 Faculty Senate and Agenda Committee Meeting Dates.

Agenda Committee will meet:		Faculty Senate will meet:
August 31, 2004		September 14, 2004
September 28, 2004		October 12, 2004
October 26, 2004		November 9, 2004
November 23, 2004		December 7, 2004
January 11, 2005		January 25, 2005
February 8, 2005		February 22, 2005
March 8, 2005		March 22, 2005
April 5, 2005		April 19, 2005
		April 26, 2005 Organizational Meeting

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Resolution #03-58
Approved by the Faculty Senate: December 9, 2003
Approved by the Chancellor: December 19, 2003

Changes to the Student Opinion of Instruction Survey as follows:

Current SOIS	**Add these to the LAB COURSES**	**Add these to the FIELD BASED COURSES**
1. The instructor has created an atmosphere of helpfulness	1. The lab instructor has created an atmosphere of helpfulness	1. The ECU instructor has created an atmosphere of helpfulness
2. The instructor has informed students about criteria used for grading	2. The lab instructor has informed students about criteria used for grading	2. The ECU instructor has informed students about criteria used for evaluating the field experience including grading
3. The instructor has made the objectives of this course clear	3. The lab instructor has made the objectives of this laboratory course clear	3. The ECU instructor has made the objectives of this course clear
4. The instructor has been well prepared for each class	4. The instructor has been well prepared for each lab session	4. The ECU instructor has been well prepared for each meeting
5. The instructor has shown enthusiasm in teaching this course	5. The instructor has shown enthusiasm in teaching this lab	5. The ECU instructor has shown enthusiasm in supervising this course
6. The instructor's course evaluation methods (quizzes, exams, papers, etc) have been fair	6. The lab instructor's course evaluation methods (quizzes, exams, papers, etc) have been fair	6. The ECU instructor's course evaluation methods (quizzes, exams, papers, etc) have been fair
7. The textbooks used have been appropriate to the course	7. The lab manuals used have been appropriate to the course	7. The textbooks or other reading materials used have been appropriate to the course
8. This class has challenged me to learn course	8. This lab has challenged me to learn	8. This class has challenged me to acquire skills related to

material, concepts, and skills	course material, concepts, and skills	my professional and academic ambitions
9. The instructor's syllabus has clarified the expectations of the course	9. The instructor's syllabus has clarified the expectations of the lab	9. The ECU instructor's syllabus has clarified the expectations of the course
10. The instructor has provided the opportunity to ask questions	10. The lab instructor has provided the opportunity to ask questions	10. The ECU instructor has provided the opportunity to ask questions
11. The assignments, including reading and projects, have contributed to my understanding of the subject	11. The assignments, including reading and lab activities, have contributed to my understanding of the subject	11. The assignments, including reading and projects, have contributed to my understanding of the subject
12. The instructor has been available to students out of class	12. The lab instructor has been available to students out of class	12. The ECU instructor has been available to students
13. The instructor has provided useful feedback when returning tests and assignments	13. The lab instructor has provided useful feedback when returning tests and assignments	13. The ECU instructor has provided useful feedback
14. The instructor has demonstrated respect for me	14. The lab instructor has demonstrated respect for me	14. The ECU instructor has demonstrated respect for me
15. When applicable, the instructor has provided different points of view toward the subject	15. When applicable, the lab instructor has provided different points of view toward the subject	15. When applicable, the ECU instructor has provided different points of view toward the subject
16. The instructor has tested on the material emphasized	16. The instructor has tested on the material emphasized in the lab	16. The ECU instructor has evaluated me on the material and activities emphasized
17. The content of the course has been	17. The content of the course has been	17. The content of the course has been
18. The amount of work/reading	18. The amount of work/reading assigned in this lab has been	18. The amount of work/reading assigned in this course has been

assigned in this course has been		
19. Overall, the instructor is effective in teaching this course	19. Overall, the lab instructor is effective in teaching this course	19. Overall, the ECU instructor is effective in teaching this course
	20. Overall, this lab has contributed to the knowledge and skills required by this course	20. Overall, I have received adequate supervision from my ECU instructor in the activities involved in this course

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Resolution #03-59
Approved by the Faculty Senate: December 9, 2003
Approved by the Chancellor: December 19, 2003

Revised University Athletics Committee charge as follows:

Name: University Athletics Committee

Membership: 8 faculty members and 1 student member. 5 elected by the Faculty Senate, 3 appointed by the Chancellor, and 1 student appointed by the Student Government Association. The NCAA Faculty Athletics Representative will serve as Chair. Ex-officio members (with vote): Chair of the Faculty, President of the Alumni Association, and President of the Pirate Club or their alternates. Ex-officio member (without vote but with all other parliamentary privileges): Chancellor, **Provost/Vice Chancellor for Academic Affairs,** Director of Athletics, Assistant Director of Athletics for Student Development, Director of Compliance, Chair of the University Academic Standards Committee; or their **designees** ~~alternates~~, the President of the Student Government Association, and the President of the Student Athlete Advisory Council.

Quorum: 5 faculty members.

Committee Functions:
The Committee is concerned with issues pertaining to intercollegiate athletics at East Carolina University. Primary functions of the Committee are oversight responsibility in the area of academic integrity, compliance with NCAA rules and regulations, and the overall development of student athletes. General issues such as budget, conference matters, fund-raising, and public relations are inclusive in the charge, but not restricted

to those cited. The Academic Integrity Subcommittee, composed of the faculty members on the committee, will report on the academic quality of the athletic program.

To Whom the Committee Reports:
The Committee makes recommendations concerning the implementation and administration of policies and procedures pertaining to intercollegiate athletics at East Carolina University to the Chancellor. The Committee makes recommendations concerning academic policies that impact the academic integrity of the athletic programs to the Faculty Senate. The Academic Integrity Subcommittee will report its evaluations of the academic integrity of the athletic programs to the Chancellor and to the Faculty Senate.

How Often the Committee Reports:
The Committee reports to the Faculty Senate at least once a year and other times as necessary. The Academic Integrity Subcommittee will report to the Chancellor and to the Faculty Senate each spring.

Power of the Committee to Act:
The Committee makes recommendations concerning the implementation and administration of policies and procedures regarding academic oversight to the Chancellor. The Committee makes recommendations concerning academic policies and procedures that impact the academic quality of the athletic program to the Faculty Senate.

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Resolution #03-60
Approved by the Faculty Senate: December 9, 2003
Approved by the Chancellor: December 19, 2003

Recommendations pertaining to unit evaluations as follows:

1. That the initiation of the 2003-2004 five-year unit evaluation be postponed until after the Faculty Senate receives a report from the committee on integrating and streamlining planning, review, assessment and evaluation processes, provided that this report is made no later than the April 20, 2004 meeting of the Faculty Senate.
2. That if the committee on integrating and streamlining planning, review, assessment and evaluation processes does not report its recommendations to the Faculty Senate by the April 20, 2004 meeting of the Faculty Senate, the five year unit evaluations shall be conducted on all units during the 2004-2005 academic year in the manner currently mandated by the Faculty Senate.
3. That the Chair of the Faculty appoint one member of the Educational Policies and Planning Committee and one Faculty Senator as members of the

committee on integrating and streamlining planning, review, assessment and evaluation processes.

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Resolution #03-61
Approved by the Faculty Senate: December 9, 2003
Approved by the Chancellor: December 19, 2003

Resolution to aid students in poverty as follows:

1. The faculty requests that East Carolina University include $5 million in the centennial capital campaign to be held in an endowment the earnings from which will be used as grant aid for the benefit of economically disadvantaged students admitted to and enrolled at ECU.
2. The appropriate Faculty Senate committee be consulted as to applicable criteria for awarding and disbursing such grant aid.

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Resolution #04-01
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: March 4, 2004

Curriculum matters contained in the University Curriculum Committee minutes of the December 11, 2003, and January 22, 2004, meetings.

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Resolution #04-02
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: March 4, 2004

04-02 Recommendations concerning the "official" University Undergraduate Catalog as follows:

1) The online/CD version should be the official ECU catalog beginning with the 2005–2006 academic year. The catalog for the next academic year (2004–2005) will be the last official paper catalog. This recommendation assumes that recommendation 2 (below) will be completed at the time of implementation (2005–2006).

2) An action plan should be prepared to significantly upgrade the online catalog so that it is intuitive, functional, and aesthetic. ECU should contract with an appropriate (experienced) vendor to achieve an acceptable upgrade prior to the installation of the online catalog as the official version. The upgrade design should be evaluated by a committee of faculty, students, and administrators prior to installation.

3) After the official catalog becomes the online/CD version, a limited number of paper copies will be printed for internal use (advising, departmental offices, library, University Curriculum Committee, University Archives, etc.) and for individuals requesting paper copies.

4) Curricular changes will go into effect the semester following their approval by all campus and UNC-OP authorities. This process makes official the University's current procedures for activating new courses, changes in pre-requisites and course titles, and new programs.

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Resolution #04-03
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: March 4, 2004

Revised Annual Lifetime and Five-Year University Research/Creative Activity Award Procedures.

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Resolution #04-04
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: March 4, 2004

Resolution on Non-Tenure Track Faculty as follows:

Whereas, at East Carolina University there are ever-increasing numbers of non-tenure track faculty, and

Whereas, policies affecting non-tenure track faculty are somewhat vague across the ECU campus, and

Whereas, on March 6, 2002, the UNC Board of Governors approved eight major recommendations of the Committee on Non-Tenure Track faculty, and

Whereas, the work of the Non-Tenure Track Faculty Task Force of 2002-2003 is not completed.

Therefore Be It Resolved, that a faculty and administrative working group be jointly appointed by the Chair of the Faculty and the Chancellor to further study the Board of Governors major recommendations and to provide recommendations and draft documents and policies pertaining to non-tenure track faculty to the Faculty Senate by September 2004.

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Resolution #04-05
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: not applicable

Proposed Serious Illness and Disability Leave Policy for faculty was referred to the Faculty Welfare Committee for further discussion and inclusion of the broad leave policy as directed in the Board of Governors' Guidelines of May 2003.

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Resolution #04-06
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: not applicable

Resolution seeking reduced health insurance costs for University employees as follows:

Whereas, health insurance costs for employees of the University of North Carolina (UNC) system have continued to rise and are currently at an all-time high of $427.48 per month for employee and family coverage, and

Whereas, the health insurance deductible for each person in the current health insurance system is $350.00, and

Whereas, the co-pays for outpatient office visits, surgical procedures, emergency room visits, and prescription costs have continued to rise and are currently at an all-time high of up to $100 for an emergency room visit and $40 for prescriptions not on the preferred drug list.

Therefore Be It Resolved, that the Faculty Senate of East Carolina University recommends that the UNC Faculty Assembly and its appropriate committees actively promote and encourage the legislature to fund a substantial reduction in the portion of the health insurance costs paid by the employee, and

Be It Further Resolved, that the Faculty Senate of East Carolina University directs the Chair of the Faculty to notify his counterparts and the staff senates at the fifteen University of North Carolina campuses about this resolution and seek similar resolutions from these campuses.

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Resolution #04-07

Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: not applicable

Revised Teaching Grant Application Proposal.

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Resolution #04-08
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: March 4, 2004

Revised Department of Economics' Unit Code of Operation and School of Nursing's Unit Code of Operation.

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Resolution #04-09
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: not applicable

Resolution Recognizing the Contributions of Dr. Tom Feldbush to ECU as follows:

Whereas, Dr. Thomas Feldbush served as Vice Chancellor at East Carolina University from August 1995 until November 2003, and

Whereas, under his leadership, research became an integral part of the University resulting in an increase in external funding from $18 million in 1994 to $33 million in 2003, and

Whereas, Dr. Feldbush promoted the establishment of PhD programs in Bioenergetics, Coastal Resource Management, Nursing, and Interdisciplinary Biological Sciences, a Master's program in Public Health as well as over 30 graduate certificate programs, and

Whereas, Dr. Feldbush increased the base stipend for graduate assistantships and the level of resources to support faculty research, and

Whereas, under his leadership, the University established new faculty research awards and increased funding for the Faculty Senate's Research and Creative Activity Grants program, and

Whereas, during his tenure, East Carolina University rose in Carnegie Classification to a Doctoral/Research University – Intensive, and

Whereas, Dr. Feldbush facilitated the establishment of the Office of Technology Transfer to help patent and commercialize ECU faculty inventions with 28 U. S. Patents issued to date, and

Whereas, Dr. Feldbush was instrumental in promoting ECU's role in economic development and has collaborated on a number of economic and community initiatives involving East Carolina University.

Therefore, Be It Resolved, that the Faculty Senate recognizes and thanks Dr. Feldbush for his leadership and many valuable contributions to East Carolina University in the areas of research, graduate studies, and economic and community development, and

Be It Further Resolved, that the Faculty of East Carolina University welcomes him as he joins the Department of Biology, and

Be it Further Resolved, that this resolution be forwarded to the East Carolina University Board of Trustees, the University of North Carolina Board of Governors, and the University of North Carolina President.

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Resolution #04-10
Approved by the Faculty Senate: February 24, 2004
Approved by the Chancellor: March 4, 2004

Resolution on the Status of Faculty Salaries at ECU as follows:

Whereas, faculty salaries at ECU appear affected by salary compression, and

Whereas, salary compression results from low or no raises while the market demand increases for people in the same field so that new hires command higher salaries than earlier hires with comparable or even better qualifications, and

Whereas, there is no stated ECU policy regarding salary increases associated with promotion in professorial rank which

appears to result in inequities in promotion pay raises across university departments, and

Whereas, salary issues create demoralization among the faculty and risks the loss of qualified faculty to institutions in other states.

Therefore Be It Resolved, that the Faculty Senate charge the Faculty Welfare Committee to do the following:

1. Initiate a review of salary conditions at ECU with the purpose of identifying the sources of inequity in faculty salaries.
2. Quantify the current extent of salary compression and promotional salary increase practices that exist at ECU.
3. Present a report to the Faculty Senate on salary conditions at ECU that includes recommendations to redress salary inequities and a target date for the resolution of any problems identified in the report.

Be It Further Resolved, that ECU administration implement hiring policies which will prevent future compression problems and launch a similar study, to end in a plan to address staff salary compression.

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Resolution #04-11
Approved by the Faculty Senate: March 30, 2004
Approved by the Chancellor: April 6, 2004

Spring 2004 Graduation Roster, including honors program graduates, subject to the completion of degree
requirements.

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Resolution #04-12
Approved by the Faculty Senate: March 30, 2004
Approved by the Chancellor: April 6, 2004

Curriculum matters contained in the February 12, 2004, and February 26, 2004, University Curriculum Committee minutes.

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Resolution #04-13
Approved by the Faculty Senate: March 30, 2004
Approved by the Chancellor: April 22, 2204

Revised 2004-2005 University Calendar's common exam schedule and 2005-2006 University Calendar.

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Resolution #04-14
Approved by the Faculty Senate: March 30, 2004
Approved by the Chancellor: April 6, 2004
Approved by the Board of Trustees: March 2004 ?
Approved by the UNC Board of Governors: March 19, 2004

Change name of the School of Art to the School of Art and Design

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Resolution #04-15
Approved by the Faculty Senate: March 30, 2004
Approved by the Chancellor: April 6, 2004

Whereas, it is estimated that over 500 children of East Carolina University faculty, staff, and students are in need of full-time quality early education and child care, and

Whereas, an important predictive relationship exists between the availability of quality early education and child care and recruitment of faculty, staff, and students in higher education, and

Whereas, research has shown a lower employee turnover rate and higher rate of students completing their education where quality on-site child care is available, and

Whereas, research has shown that children benefit from quality inclusive early childhood programs, and it is documented that there is insufficient early education and care for young children in Pitt County and eastern North Carolina, and

Whereas, the proposed center will afford opportunities for observation and training of hundreds of University teaching education students each year, and

Whereas, observation and classroom experiences will be available to students in a broad range of departments and courses of study at ECU, and

Whereas, the College of Human Ecology and the College of Education have given and will continue to give collaborative leadership to the University child care center.

Therefore Be It Resolved, that the faculty fully supports the establishment of a University childcare facility at ECU for the children of faculty, staff, and students.

Be It Further Resolved, that the faculty urge the administration to provide for building and startup funds for a University child care facility from the 2004-2005 reallocation budget or from other sources.

Be It Further Resolved, that the faculty requests that ECU annually provide for operating funds to help support a campus childcare facility.

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Resolution #04-16
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: not applicable

Resolution Supporting Interim Chancellor Bill Shelton as follows:

Whereas, Interim Chancellor Bill Shelton unselfishly stepped forward to lead East Carolina University at a time of uncertainty and turmoil, and

Whereas, Interim Chancellor Shelton provided a calming influence, promoted and supported free and open discussion, encouraged the University community to continue positive forward progress, and

Whereas, Interim Chancellor Shelton practiced inclusive and collaborative decision making with faculty, staff, and administrators, and

Whereas, Bill Shelton demonstrated clear leadership and served with high distinction and integrity as Interim Chancellor during a critical time in the history of the institution,

Therefore Be It Resolved, that the faculty of East Carolina University expresses its collective thanks and heartfelt appreciation to Interim Chancellor Bill Shelton for his leadership, guidance, enthusiasm, steadying hand, belief in the faculty, and adherence to the precepts of shared governance during his tenure as Interim Chancellor.

Be It Further Resolved, that the faculty looks forward to Dr. Shelton reassuming his full-time critical role in the Office of University Advancement as East Carolina University approaches its 100th anniversary.

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Resolution #04-17
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: April 26, 2004

Curriculum matters contained in the minutes of the March 11, 2004, and March 25, 2004, University Curriculum Committee meetings.

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Resolution #04-18
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: not applicable

Revised Course Proposal Form and instructions.

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Resolution #04-19
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: April 26, 2004

The Department of Institutional Planning, Research and Effectiveness should be permitted to perform a pilot study of the web based student survey during 2004 summer session courses. The pilot study should compare the web-based survey with the traditional SOIS forms by surveying the same class both ways. Participation in the study should be on a voluntary basis. Individual faculty results should not be made available to anybody other than the faculty member.

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Resolution #04-20
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: April 26, 2004
Interpretation to the *University Undergraduate Catalog* and Policy for Transfer of Credits from Non-regionally Accredited Institutions.

Interpretation

Up to ½ the hours of credit required for graduation can be taken at regionally accredited community colleges and/or non-regionally accredited institutions, provided in the latter case that the credit is validated by unit testing, credit by exam, or unit acceptance of ACE (American Council on Education) recommendations pertaining to that credit. All granting of credit must be approved by the faculty in the discipline of the course.

Procedure

- During the 2004-2005 academic year, the faculty in each academic unit will review ACE Guide recommendations for awarding of credit in their disciplines. Each unit shall determine and publish its approval process for awarding of credit according to ACE recommendations. Units may not approve awarding of credit for courses not in their discipline.
- The Office of Undergraduate Admissions will solicit additional unit review of transfer student records for enrolling students whose transcripts include such previously disallowed credit.

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Resolution #04-21
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: April 26, 2004

Report on Streamlining Reporting Processes, including the following recommendations.

1. The committee recommends to the Department of Institutional Planning, Research and Effectiveness and the Vice Chancellors for Academic Affairs, Health Sciences, and Research and Graduate Studies the formation of a new Administrative Committee, the Process Improvement Committee, consisting of the Director of IPRE, the Director of Institutional Effectiveness, the Director of Institutional Research and Testing, a representative from the Division of Academic Affairs, the Division of Health Sciences, the Faculty Senate, ITCS, the Graduate School, and three representatives of the Faculty Senate on staggered terms and a dean's representative from each college or school. The charge of this administrative committee should be to review the reporting process and make recommendations to the vice chancellors to coordinate reports, reduce duplication of effort, and enhance the usability of information requested. The committee will develop a charge and membership with staggered terms.

2. The committee recommends to the Department of Institutional Planning, Research and Effectiveness and the Vice Chancellors for Academic Affairs, Health Sciences, and Research and Graduate Studies that graduate and undergraduate program review should be initiated using a 10-year cycle beginning in fall 2005. The reviews should be coordinated with external professional accreditation reports whenever possible. For programs that have professional accreditation, the program review process will not involve external reviewers and will consider the accreditation agency's standards. It is possible that the accreditation report would suffice for internal review purposes. Both internal and external reviewers will review programs without professional accreditation.

3. The committee recommends to the Department of Institutional Planning, Research and Effectiveness and the Vice Chancellor Academic Affairs a significant revision of the Unit Annual Report to be used in spring 2004. The revised report eliminates requests for information that is provided in other reports or that is no longer being used.

4. The committee recommends that the Process Improvement Committee continue to move toward developing relational databases to improve efficiency in report preparation and analysis and to provide units more access to information.

5. The committee recommends that the Process Improvement Committee develop a staggered schedule for the Five-Year Unit Evaluations to begin in 2004-05.

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Resolution #04-22
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: September 22, 2004
Approved by the Board of Trustees: September 24, 2004

Revised *ECU Faculty Manual*, Appendix Y. Grievance Policies and Procedures.

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Resolution #04-23
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: not applicable

Proposed Policy on Serious Illness and Disability Leave for Faculty was returned to the Faculty Welfare Committee for further discussion and review.

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Resolution #04-24
Approved by the Faculty Senate: April 20, 2004
Approved by the Chancellor: April 26, 2004

New unit codes of operation for the Departments of Child Development and Family Relations, Criminal Justice, and Interior Design and Merchandising and a revised School of Social Work unit code.

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Resolution #04-25
Approved by the Faculty Senate: October 12, 2004
Approved by the Chancellor: October 26, 2004

Resolution to support University Athletics.

Whereas, the Knight Foundation Commission on Intercollegiate Athletics has declared that faculty have a critical role to play in the reform of athletics; and

Whereas, in a recent speech, Myles Brand, President of the NCAA, stated that faculty must take a leadership role on academic reform issues, and that faculty members are especially important in the effort to integrate intercollegiate athletics with the academic mission of universities; and

Whereas, the Coalition on Intercollegiate Athletics advocates that a campus athletics board should exist on every campus, bringing faculty (including the Faculty Athletics Representative), administrators, and students together to oversee intercollegiate athletics; and

Whereas, the Association of Governing Boards has stated that governing boards should recognize and support the voice and views of faculty on academics, student welfare, and institutional reputation and should encourage faculty to engage collaboratively on these issues;

Now, therefore be it resolved that minimum standards set forth below be embraced by the faculty senates/councils of each constituent institution of the University of North Carolina system with an intercollegiate athletics program.

1. The Faculty Athletics Representative should have a written job description.
2. The Faculty Athletics Representative should be allocated sufficient resources consistent with the job description.
3. The Faculty Athletics Representative should be a tenured member of the faculty and the appointment should be made with input from the faculty through formal established processes.
4. The Faculty Athletics Representative should have a presumptive renewable term. At the end of the term, a performance review will be conducted and a decision on whether to renew the appointment should be made with input from the faculty through formal established processes. This performance review should be conducted at least every 5 years.
5. The Faculty Athletics Representative should report to the Faculty Senate/Council at least annually.
6. A University Athletics Committee should make recommendations on policies and procedures to the Chancellor, Faculty Senate/Council, or other appropriate bodies.
7. The University Athletics Committee should have a stated charge and report at least annually to the Faculty Senate/Council.
8. A majority of the membership of the University Athletics Committee should be members of the faculty, selected by

normal faculty governance processes. The Faculty Athletics Representative should be a member of the University Athletics Committee.

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Resolution #04-26
Approved by the Faculty Senate: October 12, 2004
Approved by the Chancellor: October 26, 2004

Curriculum matters contained in the committee minutes of September 9, 2004, and September 23, 2004.

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Resolution #04-27
Approved by the Faculty Senate: October 12, 2004
Approved by the Chancellor: October 26, 2004

Revised 2004-05 Application for a Student Computer and Technology Fee Innovative Project Proposal.

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Resolution #04-28
Approved by the Faculty Senate: October 12, 2004
Approved by the Chancellor: October 26, 2004

Commendation for Rick Niswander, Past Chair of the Faculty.

Whereas, Professor Rick Niswander has served with distinction as Chair of the Faculty for the 2003-2004 academic year; and

Whereas, Professor Niswander has dedicated his time and much effort to activities that benefit all faculty at East Carolina University, and

Whereas, Professor Niswander has cultivated an increased awareness of the issues important to the well-being of the university through open communication with the administration and increased awareness of faculty concerns to the Board of Trustees , and has been instrumental in the selection of a new Chancellor,

Whereas, Under Professor Niswander's leadership, several new colleges have been established at East Carolina University; and

Whereas, With Professor Niswander's oversight, revisions to at least 11 appendices and 3 parts of the *ECU Faculty Manual* were successfully completed and revisions to at least 9 unit codes of operation were approved; and

Whereas, Professor Niswander offered valuable input into administrative decisions at East Carolina University during his tenure as Chair of the Faculty; and

Whereas, Professor Niswander has shown leadership and foresight in the development of policies that affect all faculty.

THEREFORE BE IT RESOLVED that Professor Rick Niswander has served the faculty of East Carolina University well during his tenure as Chair of the Faculty, setting high standards for future Chairs of the Faculty to remain vigilant on important matters relating to the welfare of faculty.

BE IT FURTHER RESOLVED that the Faculty Senate commends Professor Rick Niswander for his outstanding leadership, professionalism, and energetic efforts during his tenure as Chair of the Faculty of East Carolina University.

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Resolution #04-29
Approved by the Faculty Senate: October 12, 2004
Approved by the Chancellor: October 26, 2004

The Faculty Senate to join and endorse the Coalition on Intercollegiate Athletics.

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Resolution #04-30
Approved by the Faculty Senate: November 9, 2004
Approved by the Chancellor: November 24, 2004
Approved by the Board of Trustees: December 2004

Fall 2004 Graduation Roster, including honors program graduates, subject to completion of degree requirements.

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Resolution #04-31
Approved by the Faculty Senate: November 9, 2004
Approved by the Chancellor: November 24, 2004

Curriculum matters contained in the minutes of the October 14, 2004, and October 28, 2004, University Curriculum Committee meetings.

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Resolution #04-32
Approved by the Faculty Senate: November 9, 2004
Approved by the Chancellor: November 24, 2004

Addendum to be added as a preamble to both the face-to-face and online Student Opinion of Instruction Survey that reads:

"*As you evaluate this course, please concentrate solely on the performance of the instructor and NOT on any technological problems experienced during the semester. Course delivery and/or network access technologies that are NOT controlled by the instructor, such as failures like those experienced with Blackboard and/or network outage, should NOT influence your assessment of the instructor.*"

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Resolution #04-33
Approved by the Faculty Senate: December 7, 2004
Approved by the Chancellor: January 3, 2005

Curriculum matters contained in the minutes of the November 11, 2004, University Curriculum Committee meeting.

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Resolution #04-34
Approved by the Faculty Senate: December 7, 2004
Approved by the Chancellor: not applicable

2005-2006 Faculty Senate and Agenda Committee Meeting Dates.

Agenda Committee will meet:	Faculty Senate will meet:
August 30, 2005	September 13, 2005
September 27, 2005	October 11, 2005
October 25, 2005	November 8, 2005
November 22, 2005	December 6, 2005
January 17, 2006	January 31, 2006
February 7, 2006	February 21, 2006
March 7, 2006	March 21, 2006
April 4, 2006	April 18, 2006

	April 25, 2006 Organizational Meeting

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Resolution #04-35
Approved by the Faculty Senate: December 7, 2004
Approved by the Chancellor: January 3, 2005

Approval of a request to merge two coded units (formerly School of Industry and Technology and Department of Computer Science) with the newly drafted College of Technology and Computer Science unit code.

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Resolution #04-36
Approved by the Faculty Senate: December 7, 2004
Approved by the Chancellor: pending

Smoking Resolution

Whereas, Cigarette smoke contains over 4,700 chemicals, over 200 poisons, and over 50 human carcinogens; and

Whereas, The Environmental Protection Agency has classified environmental tobacco smoke as a “Group A” Carcinogen – a substance known to cause cancer in humans; and

Whereas, In 2004 there will be about 173,770 new cases of lung cancer in the United States: 93,110 among men and 80,660 among women.

Whereas, In 2004 about 160,440 people will die of this disease: 91,930 men and 68,510 women; and

Whereas, The Center for Disease Control and Prevention estimates at least 440,000 deaths attributable each year to cigarette smoking; and

Whereas, Lung cancer kills more people than breast cancer, colorectal cancer, and prostate cancer combined; and

Whereas, More than 20,000 nonsmokers, predominantly female, are diagnosed with Lung Cancer in the United States every year; and

Whereas, Secondhand smoke is the third leading preventable cause of death in the United States; and

Whereas, The five-year survival rate for someone diagnosed with Lung Cancer is 15%; and

Whereas, Exposure to the hazards of environmental tobacco smoke can be prevented by appropriate smoking regulations.

Therefore Be it Resolved, that East Carolina University adopt a campus-wide nonsmoking policy that would prohibit smoking in high traffic areas including entrances to buildings, all exterior stairwells, stairs, stairwell landings, elevator landings, and partially enclosed corridors outside of classrooms such as those in the new Science and Technology building. Such areas should have no-smoking signs, and faculty, staff and students should be made aware of nonsmoking policies.

Be it Further Resolved, that the University designate smoking areas well away from high traffic areas with signage that states “designated smoking area”.

Be It Further Resolved, that the Chancellor establish a Task Force, to include the Chair of the Faculty, the Staff Senate Chairperson, and the Student Government Association President, to work with administration to further implement this resolution.

References

Link to the Center for Disease Control and Prevention
http://www.cdc.gov/tobacco/datahighlights/Page4.htm

Link to the American Cancer Society
http://www.cancer.org/docroot/lrn/lrn_0.asp

Link to the Women Against Lung Cancer
http://www.4walc.org/risk.cfm

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Resolution #05-01
Approved by the Faculty Senate: January 25, 2005
Approved by the Chancellor: February 7, 2005

Curriculum matters contained in the minutes of the December 9, 2004, and January 13, 2005, University Curriculum Committee meetings.

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Resolution #05-02
Approved by the Faculty Senate: January 25, 2005
Approved by the Chancellor: February 7, 2005

Request to change the name of the Department of Industrial Technology to the Department of Technology Systems, within the College of Technology and Computer Science.

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Resolution #05-03
Approved by the Faculty Senate: January 25, 2005
Approved by the Chancellor: February 7, 2005

Revised Peer Review Instrument to include Review of Distance Education Courses.

Resolution #05-04
Approved by the Faculty Senate: February 22, 2005
Approved by the Chancellor: March 2, 2005

Revised general education goals and objectives, entitled Goals of the Liberal Arts Foundations Curriculum.

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Resolution #05-05
Approved by the Faculty Senate: February 22, 2005
Approved by the Chancellor: not applicable

Resolution that directs the Academic Standards Committee to review the current policy on graduation with distinction that reads as follows:

Whereas, A student has come to me to discuss the current graduation requirements related to degrees with distinction policy; and
Whereas, The student expressed her displeasure with the counting of courses transferred to ECU in the final gpa calculation; and
Whereas, Two students met with the Admission and Retention Policies Committee in the Fall to request special allowances in order to graduate with distinction; and
Whereas, Both students' requests were denied by the Committee.

Therefore be it resolved, that the Faculty Senate charges the Admission and Retention Policies Committee to review the current policy on graduation with distinction found in the *Undergraduate Catalog*, Section 4. Academic Advisement, Progression, and Support.

Be it further resolved, that when the Committee meets to discuss this policy, the meeting date is publicized via Announce and students and faculty are invited to speak with the committee on specific situations.

Be it further resolved, that concerns of the University community are heard before a final report is presented to the Faculty Senate in April 2005.

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Resolution #05-06
Approved by the Faculty Senate: February 22, 2005
Approved by the Chancellor: March 2, 2005

Curriculum matters contained in the University Curriculum Committee minutes of the
January 27, 2005, and February 10, 2005, Committee meetings.

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Resolution #05-07
Approved by the Faculty Senate: February 22, 2005
Approved by the Chancellor: March 2, 2005

Interpretation to the *ECU Faculty Manual*, Appendix L. relating to code unit changes.

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Resolution #05-08
Approved by the Faculty Senate: February 22, 2005
Approved by the Chancellor: March 2, 2005
Approved by the Board of Trustees: April 1, 2005

Revision to the *ECU Faculty Manual*, Appendix L. relating to procedures for developing criteria for salary increases.

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Resolution #05-09
Approved by the Faculty Senate: February 22, 2005
Approved by the Chancellor: March 2, 2005
Approved by the Board of Trustees: April 1, 2005

Revision to the *ECU Faculty Manual*, Appendix C. relating to personnel policies and procedures.

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Resolution #05-10
Approved by the Faculty Senate: February 22, 2005
Approved by the Chancellor: March 2, 2005

New Department of Nutrition and Hospitality Management Unit Code of Operation.

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Resolution #05-11
Approved by the Faculty Senate: February 22, 2005
Approved by the Chancellor: March 2, 2005

Revised Department of Mathematics Unit Code of Operation.

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Resolution #05-12
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: n/a

Resolution Commending the Past Chairs of the Faculty.

Whereas, Professors Adler, Anderson, Atkeson, Ayers, Benjamin, Davis, Ellen, Ferrell, Finch, Johnson, Joyce, Killingsworth, McDaniel, Morrison, Moskop, Niswander, Poindexter, Price, Rosenfeld, Sexauer, Smith, Wilson, and Woodside have served with distinction as Chair of the Faculty from the 1965 through 2004 academic years; and

Whereas, These distinguished former chairs have dedicated their time and effort to activities that have benefited all faculty at East Carolina University, and who have led our efforts in that fragile balancing act called shared governance as we tried, in the words of Don Sexauer, “to solve problems and implement policies in a manner that benefits all constituencies of the university;” and

Whereas, Under these distinguished former chairs East Carolina University has moved from a regional teachers’ college to the university we know today.

THEREFORE BE IT RESOLVED as we commemorate the 40th anniversary of the first meeting of the East Carolina University Faculty Senate, the 2004-2005 Faculty Senate thanks these distinguished former chairs for their leadership, professionalism and efforts on our behalf and on behalf of all the students and faculty of East Carolina University.

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Resolution #05-13
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: April 13, 2005
Approved by the Board ofTrustees: May 6, 2005

Spring 2005 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

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Resolution #05-14
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: April 13, 2005

Curriculum matters contained in the February 24, 2005, and March 10, 2005, University Curriculum Committee minutes.

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Resolution #05-15
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: April 13, 2005

2006-2007 University Calendar.

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Resolution #05-16
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: n/a

Add to all of the charges of the Faculty Senate Academic Committees the following additional responsibility: “The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that correspond to the Committee’s charge and recommend changes as necessary.”

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Resolution #05-17
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: April 13, 2005

New charge for the University Athletics Committee making it a standing Faculty Senate Academic Committee.

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Resolution #05-18
Approved by the Faculty Senate: March 22, 2005
Approved by the General Faculty: August 22, 2005
Approved by the Chancellor: September 21, 2005

Revised *ECU Faculty Manual*, Appendix A. Faculty Constitution.

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Resolution #05-19
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: April 13, 2005

Revised *ECU Faculty Manual*, Appendix A. By-Laws.

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Resolution #05-20
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: n/a

Resolution on domestic partners referred back to the Faculty Welfare Committee for clarification and possible rewording.

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Resolution #05-21
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: April 13, 2005
Approved by the Board of Trustees: May 6, 2005

ECU Serious Illness and Disability Policy.

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Resolution #05-22
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: April 13, 2005

Addition to the *ECU Faculty Manual*, Part V. Section I.BB. relating to Mace Bearer as follows:

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.

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Resolution #05-23
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: voided – see resolution 07-15

Revision to the *ECU Faculty Manual*, Part VI. relating to parking privileges for retired faculty to read as follows: "Free campus parking permit with "A" zone privileges (without a waiting list)."

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Resolution #05-24
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: April 13, 2005

New College of Technology and Computer Science Unit Code of Operation.

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Resolution #05-25
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: n/a

Endorsement in spirit of the Internationalization Goals for 2009 as presented by the committee in January 2005.

****

Resolution #05-26
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: n/a

Formation of an Ad Hoc Committee to advise the Chancellor on the use of, demolition of, and care of campus Greenspace, shrubbery, and trees was approved as presented.

****

Resolution #05-27
Approved by the Faculty Senate: March 22, 2005
Approved by the Chancellor: n/a

Resolve that the Chair of the Faculty should refer to the appropriate committee of the Senate, the matter of looking into what can be done to improve the safety conditions on Tenth Street in the area of the campus, and consider the feasibility of having speed bumps, reduced speed limit, pedestrian bridges and/or tunnels, and other means designed to reduce the incidence of vehicular/pedestrian confrontations in this area, and report back to the Senate on their findings by the end of Fall semester 2005.

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Resolution #05-28
Approved by the Faculty Senate: April 19, 2005
Accepted as Information by the Chancellor: May 18, 2005

Minimum Standards of Shared Governance of the 16 UNC Campuses

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Resolution #05-29
Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: May 18, 2005

Endorsement of a Faculty Assembly Resolution on Proposed Budget Reductions.

WHEREAS, the Office of the President has articulated the significant budget reductions and reversions of the past several years, that these budget reductions were exacerbated by the significant increases in the cost of living,

and that opportunities lost during this period are enormous and will continue to have a negative impact on the experiences of UNC students, faculty, and staff for years to come; and

WHEREAS, budget cuts will be detrimental to the quality of education system wide, endangering both access to higher education and the national reputation of North Carolina's system of higher education.

THEREFORE, BE IT RESOLVED THAT academics be the primary budget priority and sustain as small a budget cut as possible.

BE IT FURTHER RESOLVED that the Office of the President disproportionately shield
academic affairs throughout the system and historically minority students within the
system; and

BE IT FURTHER RESOLVED that, in the event that there are any budget reductions to the university system, the Office of the President and each campus be allowed "management flexibility" as pertains to budget cuts; and

BE IT FURTHER RESOLVED that the decision making process at each campus include faculty input and faculty representation by the faculty governing body.

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Resolution #05-30
Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: May 18, 2005

Endorsement of a Faculty Assembly Resolution on Opposition to the North Carolina State Senate Bill 1139.

WHEREAS, academic freedom is necessary to advance all areas of human knowledge; and

WHEREAS, government control of university teaching and research is antithetical to the free exchange of ideas; and

WHEREAS, numerous protections for the academic freedom of both students and faculty alike are already substantively built into the codes, missions, and visions of the University of North Carolina; and

WHEREAS, the practical effect of Senate Bill 1139 would be to remove professional academic judgment as the standard for decisions about teaching and research in the University of North Carolina.

THEREFORE BE IT RESOLVED THAT The University of North Carolina Faculty Assembly opposes Senate Bill 1139. Further, we urge the President of the University of North Carolina. The legislature, and the governor oppose this bill.

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Resolution #05-31
Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: May 18, 2005

Curriculum matters contained in the minutes of the March 24, 2005, University Curriculum Committee meeting.

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Resolution #05-32
Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: May 18, 2005

Removal of the "University College" admissions classification from all University documents.

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Resolution #05-33
Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: n/a

Proposed revision to Section 5 of the *ECU Undergraduate Catalog* relating to class attendance and participation regulations was returned to the Admission and Retention Policies Committee for further review.

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Resolution #05-34
Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: May 18, 2005

Request to change the name of the BS in Manufacturing to the BS in Industrial Engineering Technology.

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Resolution #05-35

Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: May 18, 2005

Resolution on Faculty Salary Practices.

Whereas, there are a number of cases of faculty salary imbalances such as compression and inversion and depression at East Carolina University; and

Whereas, the UNC-OP has indicated that such salary imbalances are not advisable; and

Whereas, such imbalances can lead to poor faculty morale and faculty retention problems; and

Whereas, the faculty realize that such imbalances are in many cases not the result of policy choices by chairs, directors, and deans at ECU, but are commonly due to market forces and salary directives from higher administration,

Therefore Be It Resolved that the Faculty Senate requests that each year the ECU Chancellor appoint a committee consisting of at least one member of the ECU administration and at least one member of the Faculty Welfare Committee to:

1. Study the salary structure of all colleges/schools and departments at ECU.

2. Compare that salary structure with our OP Peer universities and public PhD-granting universities in the United States.

3. Determine which departments and schools have significant salary imbalances (as noted by comparisons that demonstrate highly compressed, inverted, or depressed salaries).

4. Meet with the appropriate Deans about the salary situations in their schools to discuss the origins of the salary imbalances and decide which are most pressing to solve.

5. Set aside a small percentage of salary money each year to solve the most pressing salary problems.

6. Report annually to the Faculty Senate on progress in mitigating salary imbalances.

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Resolution #05-36
Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: n/a

Revised 2006-2007 Teaching Grant proposal.

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Resolution #05-37
Approved by the Faculty Senate: April 19, 2005
Approved by the Chancellor: May 18, 2005

Revised College of Education Unit Code of Operation.

****

Resolution #05-38
Approved by the Faculty Senate: September 13, 2005
Approved by the Chancellor: September 28, 2005

In accordance with Faculty Senate Resolution #04-21, the cycle for the Five-Year Unit Evaluations should be modified to fit the schedule of (combined undergraduate and graduate) program review (coordinated with external professional accreditation reports whenever possible). The Unit Evaluation would serve as a faculty comment on the unit's self study, a response to the findings and recommendations of the review team, and would be used in the development of a unit response to the recommendations derived from the program review.

For the purpose of this recommendation, a unit is defined in accordance with Appendix D of the East Carolina University Faculty Manual which states "academic units are defined as departments described in the codes of operation of professional schools, the departments in the College of Arts and Sciences, professional schools without departments, Academic Library Services, Health Sciences Library, and any other units in which faculty appointments are made. In the College of Arts and Sciences and in professional schools whose unit codes describe departmental structures, departmental chairs are the unit administrators. In schools that do not have departments described in their unit codes, the dean of the school is the unit administrator."

****

Resolution #05-39
Approved by the Faculty Senate: September 13, 2005
Approved by the Chancellor: September 28, 2005

Resolution on Classroom Discussion on Alcohol

Whereas, students have complained about instructors either joking about student drinking, canceling classes or exams because of concern too many students will be hung over, or telling their own drinking stories, and

Whereas, 20% - 23% of ECU students report that they are either abstinent or non-drinkers and another 20% report that they are light drinkers (OtC Student Health Survey 2002, Core Inst. Student Survey 2004), and

Whereas, the majority of ECU students are enrolled in order to gain an education, and

Whereas, jokes about student drinking and canceling classes or exams promote drinking and insult the non-drinkers, and

Whereas, heavy problem drinking has caused serious harm to a number of students and one recent death, and

Whereas, the Student Government Association has asked the Faculty Senate of East Carolina University to join with them in a request that the draft letter noted below be sent to all members of the faculty at the University.

Therefore Be It Resolved, that the Faculty Senate recommends that a letter be sent to all ECU faculty under the endorsement of the Faculty Senate and with the signature of either the Provost or the Chancellor.

****

Resolution #05-40
Approved by the Faculty Senate: September 13, 2005
Approved by the Chancellor: September 28, 2005

Interpretation to the *ECU Faculty Manual*, Appendix L.

Part B of Appendix L allows ALL permanently tenured faculty members, *regardless of administrative appointments, leaves of absence, etc.*, to vote on the acceptability of the nominees. Hence, in the case of a search for a new department chair, a nominee would be considered acceptable if he or she gets the endorsement of a majority of all of the permanently tenured faculty in the department. The total number of permanently tenured faculty in the department includes any tenured departmental faculty on leave of absence (if present and voting) or on administrative assignment within or outside the department.

****

Resolution #05-41
Approved by the Faculty Senate: October 11, 2005
Denied by the Chancellor: November 8, 2005

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

Replace the current text with the following:

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

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

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

Instructors may require that students provide reasonable advanced notice of a university-excused absence, when possible. It is the student's responsibility to obtain verification of a university-excused absence by contacting the Office of the Provost or his or her designee. Requests for university-excused absences should be submitted, whenever possible, to the Office of the Provost or his or her designee at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

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

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

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

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

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

****

Resolution #05-42
Approved by the Faculty Senate: November 8, 2005
Approved by the Chancellor: November 29, 2005
Approved by the Board of Trustees: December 16, 2005

Approval of the Fall 2005 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

****

Resolution #05-43
Approved by the Faculty Senate: November 8, 2005
Approved by the Chancellor: not applicable

Proposed revision to the *ECU Undergraduate Catalog*, Section 2. Admission and Readmission, relating to Nontraditional Students was returned to the Committee for further discussion.

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Resolution #05-44
Approved by the Faculty Senate: November 8, 2005
Approved by the Chancellor: November 29, 2005

Curriculum matters contained in the minutes of the October 13, 2005, and October 27, 2005, Committee Meetings.

****

Resolution #05-45
Approved by the Faculty Senate: November 8, 2005
Approved by the Chancellor: November 29, 2005

(With regard to this resolution, the Academic Council will proceed to draft a plan that will be discussed with the Chancellor's Executive Council and the Faculty Governance Committee. The Academic Council will then, in concern with the Faculty Governance Committee, present the plan to the Faculty Senate.)

Resolution on Fixed term Faculty

Whereas, the faculty of ECU recognizes the important contribution of fixed term faculty to the success of the university's mission; and

Whereas, faculty also recognize the diversity of roles played by fixed term faculty in the various colleges and schools of ECU; and

Whereas, faculty recognize that for the institution to achieve its mission and to maintain quality it is necessary to have an appropriate mix of qualified, adequately compensated and supported faculty.

Whereas, the Non-Tenure Track Faculty Task Force of 2002-2003 asked academic units to provide data on fixed term faculty, however this data has not been forthcoming; and

Whereas, in February 2004, the Faculty Senate requested a Fixed-Term Faculty Task Force (Resolution #04-04) to further study the Board of Governors major recommendations and to provide recommendations and draft documents and policies pertaining to non-tenure track faculty to the Faculty Senate by September 2004; and

Whereas, the Fixed-Term Faculty Task Force has not reported to the Faculty Senate; and

Whereas, in April 2005, the Chair of the Faculty requested the Faculty Governance Committee to form an ad hoc committee to review ECU's utilization of fixed-term faculty, specifically focusing on the recommendations

from the Office of the President and on the voting rights currently allowed in ECU's unit codes.

Therefore Be It Resolved, that the Faculty Senate recommends, in agreement with the Office of the President's recommendations of March 6, 2002, that the Academic Council recommend a plan to the Faculty Senate that:

1. Defines the desired mix of various types of faculty appointments and monitor its progress in moving toward its staffing goals.

2. Provides guidelines and criteria for transforming some of the current fixed term faculty lines into tenured and tenure-track faculty lines.

3. Encourages multi-year contracts of three years or more to full-time fixed term faculty who have demonstrated their effectiveness and contributions.

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Resolution #05-46
Approved by the Faculty Senate: December 6, 2005
Approved by the Chancellor: January 19, 2006

05-46 Curriculum matters contained in the minutes of the November 10, 2005, Committee meeting.

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Resolution #05-47
Approved by the Faculty Senate: December 6, 2005
Approved by the Chancellor: not applicable

2006-2007 Faculty Senate and Agenda Committee meeting dates as follows:

Agenda Committee will meet:	Faculty Senate will meet:
August 29, 2006	September 12, 2006
September 26, 2006	October 10, 2006
October 24, 2006	November 7, 2006
November 21, 2006	December 5, 2006
January 16, 2007	January 30, 2007
February 6, 2007	February 20, 2007
March 6, 2007	March 20, 2007
April 3, 2007	April 17, 2007
	April 24, 2007 Organizational Meeting

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Resolution #05-48
Approved by the Faculty Senate: December 6, 2005
Approved by the Chancellor: not applicable

Revised Teaching Grants Committee charge.

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Resolution #05-49
Approved by the Faculty Senate: December 6, 2005
Approved by the Chancellor: not applicable

Revised University Athletics Committee charge.

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Resolution #05-50
Approved by the Faculty Senate: December 6, 2005
Approved by the Chancellor: January 19, 2006

Addition to the *ECU Faculty Manual*, Part VI. Section I.H. relating to Phased Retirement to read as follows:

> "1. Phased Retirement
>
> Participation in East Carolina University's Phased Retirement Program is available to certain tenured faculty. Summary information is provided here with additional information available on the Office of Academic Affairs personnel forms web page and from the offices of the deans, the provost/vice-chancellor for academic affairs, and the vice chancellor for health sciences.
>
> Participation is not an absolute right. East Carolina University may limit participation in the Program in response to a bona fide finding that financial exigencies prohibit enrollment in the program or that further enrollment will substantially weaken academic quality or disrupt program sequence. The university may also set caps to limit the number of eligible faculty members who may participate in the program.
>
> To be eligible, faculty members must be at least 50, have at least five years of full-time service at East Carolina University, and be eligible to receive retirement benefits through either the Teachers' and State Employees' Retirement System (TSERS) or the Optional Retirement System (ORP).
>
> Faculty members who are considering applying for this program are encouraged to contact the Department of Human Resources for a list of the program officers and to schedule an informational session. Faculty members are also encouraged to consult their attorney and financial advisor before making a decision to enter the program. A decision to enter the program is binding once

made. However, the period of phased retirement may be terminated if the faculty member and the university both agree.

Faculty members who are accepted for participation in the program are required to give up tenure and terminate their current full-time positions. In return, the university contracts with the faculty member for half-time re-employment for a period of three years. Each participant negotiates their specific teaching duties and the time frame for fulfilling them with the appropriate unit administrator.

Faculty members in the program are initially compensated at a salary equal to fifty percent (50%) of the salary they received prior to the phased retirement during their last nine or twelve months of full-time employment. Their salary is paid over a twelve-month period. The faculty member continues to be subject to performance reviews. Subject to any limitations imposed under the State Retirement System and the legislative appropriations process, faculty members are eligible for salary increases and merit pay in subsequent years of program participation based on annual evaluations.

Faculty members in the program may participate in all employee benefits available to half-time employees. They should review their benefits with a Human Resources benefits counselor. Medical School faculty should contact the Practice Plan Benefits Administrator for information specific to the supplemental program for medical faculty. Phased Retirement Participants are considered permanent employees during the period of phased retirement.

Faculty members on phased retirement are also eligible to participate in the other programs discussed in the Retirement section of the Faculty Manual."

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Resolution #05-51
Approved by the Faculty Senate: December 6, 2005
Approved by the Chancellor: January 19, 2006

Revision to the *ECU Faculty Manual*, Part VI. Section I.H.2.a.6 relating to the University Employee Assistance Program to read as follows: "6) Access to the University Employee Assistance Program and Provider Directory when such services are available."

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Resolution #05-52
Approved by the Faculty Senate: December 6, 2005
Approved by the Chancellor: January 19, 2006

Revised Allied Health Sciences' Unit Code of Operation.

Resolution #06-01
Approved by the Faculty Senate: January 31, 2006
Approved by the Chancellor: February 6, 2006

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

Resolution #06-02
Approved by the Faculty Senate: January 31, 2006
Approved by the Chancellor: February 6, 2006

New Academic University Environment Committee.

Resolution #06-03
Approved by the Faculty Senate: January 31, 2006
Approved by the Chancellor: February 6, 2006

Resolution on Health Insurance as follows:

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

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

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

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

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

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

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

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

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

Resolution #06-04
Approved by the Faculty Senate: January 31, 2006
Approved by the Chancellor: February 6, 2006

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

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

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

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

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

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

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

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

▪ The timely completion of a study that applies standardized measures to determine the extent of the problem across the conference.

▪ Establishing specific policies resulting in a 25% reduction in missed class days over a two-year period.

▪ Eliminating scheduling of mid-week conference contests whenever practical.

▪ Creating conference tournament schedules that do not conflict with the primary academic mission of the conference members.

Resolution #06-05
Approved by the Faculty Senate: January 31, 2006
Approved by the Chancellor: February 6, 2006

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

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

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

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

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

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

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

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

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

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

Resolution #06-06
Approved by the Faculty Senate: February 21, 2006
Approved by the Chancellor: March 1, 2006

Curriculum matters contained in the University Curriculum Committee minutes of the

January 26, 2006, Committee meeting.

Resolution #06-07
Approved by the Faculty Senate: February 21, 2006
Approved by the Chancellor: March 1, 2006

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

Board of Governors Award for Excellence in Teaching
Revise the text under #2 to read:
"Nominated faculty who wish to pursue the award must have their portfolios in the Center for Faculty Development Office, Ragsdale 124, no later than 5 p.m. on ~~December 1~~ ***November 1****."*

Board of Governors Distinguished Professor for Teaching
Revise the text under #3 to read:
"Nominated faculty must have their portfolios in the Center for Faculty Development Office, Ragsdale 124, no later than 5 p.m. on ~~December 1~~ ***November 1****."*

Max Ray Joyner Award for Faculty Service Through Continuing Education
Revise the text under #3 to read:
"Nominated faculty who wish to pursue the award shall submit the portfolio of all evaluative materials to the Faculty Senate office no later than ~~December 1~~ ***November 1*** *of each year."*

University Award and Robert L. Jones Award for Outstanding Teaching
Revise the text under #4 to read:
"Nominated faculty who wish to pursue the award should submit the portfolio of all evaluative materials to the Faculty Senate office no later than ~~December 1~~ ***November 1*** *of each year."*

Annual Lifetime and Five-Year University Research/Creative Activity Awards
Revise the text Research Procedures to read:
"The nominating letter, the nominee's complete curriculum vitae, and three letters from outside referees must be submitted to the Academic Awards Committee on or before ~~December 1st~~ ***November 1****of each year."*

Resolution #06-08
Approved by the Faculty Senate: February 21, 2006
Approved by the Chancellor: March 1, 2006

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

Resolution #06-09
Approved by the Faculty Senate: February 21, 2006
Approved by the Chancellor: March 1, 2006

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

Resolution #06-10
Approved by the Faculty Senate: March 21, 2006
Approved by the Chancellor: April 18, 2006

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

Resolution #06-11
Approved by the Faculty Senate: March 21, 2006
Approved by the Chancellor: May 5, 2006
Approved by the Board of Trustees: July 25, 2006

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

Resolution #06-12
Approved by the Faculty Senate: March 21, 2006
Approved by the Chancellor: April 18, 2006

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

Resolution #06-13
Approved by the Faculty Senate: March 21, 2006
Approved by the Chancellor: April 18, 2006

2007-2008 University Calendar.

Resolution #06-14
Approved by the Faculty Senate: March 21, 2006

Approved by the Chancellor: April 18, 2006

Policy for making up missed class days as follows:

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

Designated make-up days for Fall Semester
Make-up days should be used in the following order:
Reading Days at the end of the semester; Tuesday of Fall Break; Monday of Fall Break; Wednesday before Thanksgiving.

Designated make-up days for Spring Semester
Make-up days should be used in the following order:
Reading Days at the end of the semester; Good Friday.

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

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

Resolution #06-15
Approved by the Faculty Senate: March 21, 2006
Approved by the Chancellor: April 18, 2006
Approved by the Board of Trustees: May 5, 2006

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

Resolution #06-16
Approved by the Faculty Senate: March 21, 2006
Approved by the Chancellor: April 18, 2006

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

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Resolution #06-17
Approved by the Faculty Senate: April 18, 2006

Approved by the Chancellor: May 5, 2006

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

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

"Writing Intensive Requirement

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

Resolution #06-18
Approved by the Faculty Senate: April 18, 2006
Approved by the Chancellor: May 5, 2006

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

Resolution #06-19
Approved by the Faculty Senate: April 18, 2006
Approved by the Chancellor: May 5, 2006
Approved by the Board of Trustees: July 25, 2006
Approved by the Senior VP Academic Affairs/General Counsel: December 2006
Approved by the President of UNC System: January 9, 2007

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

Resolution #06-20
Approved by the Faculty Senate: April 18, 2006
Approved by the Chancellor: May 5, 2006

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

(A list of all manual interpretations are available online at:
http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/interpretations.htm)

Resolution #06-21
Approved by the Faculty Senate: September 12, 2006
Approved by the Chancellor: September 25, 2006

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

Resolution #06-22
Approved by the Faculty Senate: October 10, 2006
Approved by the Chancellor: not applicable

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

Resolution #06-23
Approved by the Faculty Senate: October 10, 2006
Approved by the Chancellor: not applicable

Guidelines for 2007/08 Research/Creative Activity Grants

Resolution #06-24
Approved by the Faculty Senate: October 10, 2006
Approved by the Chancellor: October 19, 2006

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

Resolution #06-25
Approved by the Faculty Senate: October 10, 2006
Approved by the Chancellor: October 19, 2006

Resolution on Crime Within Our Community and Neighborhoods as follows:

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

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

Resolution #06-26
Approved by the Faculty Senate: November 7, 2006
Approved by the Chancellor: not applicable

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

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

Resolution #06-27
Approved by the Faculty Senate: November 7, 2006
Approved by the Chancellor: December 13, 2006

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

Resolution #06-28
Approved by the Faculty Senate: November 7, 2006
Approved by the Chancellor: December 13, 2006

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

Resolution #06-29
Approved by the Faculty Senate: November 7, 2006
Approved by the Chancellor: not applicable

Revised Academic Research/Creative Activity Grants Committee charge.

Resolution #06-30
Approved by the Faculty Senate: November 7, 2006
Approved by the Chancellor: December 13, 2006

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

Resolution #06-31
Approved by the Faculty Senate: December 5, 2006
Approved by the Chancellor: December 15, 2006

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

Resolution #06-32
Approved by the Faculty Senate: December 5, 2006
Approved by the Chancellor: not applicable

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

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

Resolution #06-33
Approved by the Faculty Senate: December 5, 2006
Approved by the Chancellor: December 15, 2006

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

Resolution #06-34
Approved by the Faculty Senate: December 5, 2006
Approved by the Chancellor: not applicable

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

Resolution #07-01
Approved by the Faculty Senate: January 30, 2007
Approved by the Chancellor: March 1, 2007

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

Resolution #07-02
Approved by the Faculty Senate:February 20, 2007
Approved by the Chancellor: March 13, 2007

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution #07-03
Approved by the Faculty Senate: February 20, 2007
Approved by the Chancellor: October 25, 2007 with following amendment:

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

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

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

"GRADE POINTS AND GRADE POINT AVERAGE

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

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

Grade	Meaning
A	~~Excellent~~ **Achievement substantially exceeds basic course expectations**
A-	
B+	
B	~~Above Average~~ **Achievement exceeds basic course expectations**
B-	
C+	
C	~~Average~~ **Achievement adequately meets basic course expectations**

C-	
D+	
D	~~Unsatisfactory~~ **Achievement falls below basic course expectations**
D-	
F	~~Failure-no credit given for course~~ **Failure - achievement does not justify credit for course**
I	Incomplete (granted for deficiency in quantity, not quality, of work)
N	Audited

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

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

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

~~The following grade symbols are currently in use for all undergraduate courses: A-excellent, B-good, C-average, D-barely passed, F-failed (Course must be repeated to secure credit.), I-incomplete, N-audited. A grade of I is given for a deficiency in quantity, not quality, of work. Grade points are computed by multiplying the number of semester-hour credits by four for courses in which a~~

~~grade of A is earned, by three for a grade of B, by two for a grade of C, by one for a grade of D. No grade points are given for a grade of F, but hours attempted are recorded for each attempt of a given course. (See Grade Replacement Policy, below.) The GPA is obtained by dividing the total number of grade points earned by the total number of semester hours attempted.~~

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

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

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

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

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

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

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

"WARNING AND PROBATION
A student will be placed on academic warning if his or her cumulative GPA is less than **2.0** ~~2.00~~ but meets the minimum GPA required for his or her retention period. A student will be placed on academic probation if he or she does not meet the current academic eligibility standards. Students on

probation are required to meet with their advisor and attend an academic review session conducted by the Academic Advising and Support Center or his or her academic unit prior to registration for the next academic term (fall or spring). A student will remain on academic warning or probation until the required GPA is obtained or the student is suspended."

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

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

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

Subsequent GPAs of students readmitted under this policy will be computed without inclusion of previous course work in which a grade below ~~C~~ **C-** was received; credit toward graduation will not be allowed for such course work. However, this work will be included in calculations for consideration for degrees with distinction.

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

Resolution #07-04
Approved by the Faculty Senate: February 20, 2007

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

Revisions to the *ECU Faculty Manual*, Part VI.I.J. Salary Policies.
(Additions are noted in **bold print** and deletions are noted in ~~strikethrough~~.)

J. Salary Policies

1. General Information

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

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

~~State income tax is withheld on the basis of information furnished to the payroll office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the payroll office with a revised Form NC-4 if the number of withholding exemptions is changed due to deaths, birth, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.~~

2. Supplemental Pay

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

For a full-time member of the faculty, the salary approved by the Chancellor is the full compensation to be expected during the period of employment, regardless of the funding source. The period of employment is as stated in the

individual contract and includes all formal holidays and interludes during which no classes are scheduled during the contract period. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed.

Supplemental pay is not provided for service on university committees.

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

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

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

- Less Than Full-time Employees: Upon appropriate approvals, faculty with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of a faculty member exceed full-time commitment unless specifically approved in advance by the appropriate vice chancellor; additional compensation may not exceed full-time equivalency.

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

- Overloads: Overloads should be limited. Compensation for overloads will be computed based on the annual nine-month salary rate.

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

- Summer Compensation: No overloads will be permitted during summer sessions. Regardless of the salary source, total compensation received during the summer may not exceed three-ninths of the previous year's nine-month annual salary base rate.

- Work for ECU outside the Home Unit: Prior approval from all involved administrative levels is required to teach or perform other duties outside the faculty member's home unit.

- Special or Temporary Administrative Assignments: Each special or temporary administrative assignment should be reviewed and approved annually by the appropriate vice chancellor.

- External Professional Activities for Pay: In accordance with the UNC Board of Governors' policy on Conflicts of Interest and Commitment Affecting Faculty and Non-Faculty EPA Employees *(UNC Policy # 300.2.2)*, sometimes faculty may engage in compensated activities that are not a part of University employment. The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI section V of the Faculty Manual. Individuals are expected to comply with these policies that include seeking administrative permission prior to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Professional Activities for Pay forms are available at *UNC Policy #300.2.2.1[R].*

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

Dual Employment.

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

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

a. The faculty member must submit a written request stating the justification for supplemental pay in advance of the start of the special assignment. The statement must clearly identify the activities covered, the relationship of the activities to the employee's regularly assigned job responsibilities, the expected duration, and the basis for determining the one-time or periodic supplemental payment.

b. The written request must be approved by the faculty member's immediate supervisor and then by the department head/chair. If the request is for not more than 4/3 or 133 1/3% of the annual nine-month base salary, the department head/chair's approval is sufficient.

c. If the request is for more than 4/3 or 133 1/3 % of the annual nine-month base salary or for any employee on a 12-month contract, it must be forwarded to each of the next highest administrators until it reaches the appropriate vice chancellor.

d. If approved by the appropriate vice chancellor, the request must be forwarded to EPA Personnel Administration in the Department of Human Resources for final review and processing.

e. Documentation of supplemental compensation payments must be retained in the faculty member's personnel file as maintained by the approving vice chancellor.

f. Exceptions to this policy must be approved by the faculty member's immediate supervisor, each of the next highest administrators, and the appropriate vice chancellor *in advance*."

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

~~Regardless of the salary source, total compensation paid during the period of~~

~~appointment cannot exceed the salary amount authorized in the current academic salary increase document, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor~~

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

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

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

~~Overloads: Effective August 1, 2002, overload stipendsfor any purpose should normally be limited to one per academic year and onlyafter the appropriate dean has granted prior approval and notified theirappropriate vice chancellor. Pay rates for non-distance education overloads willbe equated to the annual nine-month salary rate; i.e., pay per credit hour foroverloads may not exceed the per credit hour nine-month rate based on a twelvecredit 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.~~

~~ExternalActivitiesfor Pay: The policies covering Faculty and Professional Staff incomederivedfrom external activities for pay are governed by Part VI.oftheECU FacultyManual. Individuals are expected to comply with thesepolicies that includeseeking prior administrative permission to thecommencement of the activity andthe filing of annual conflict of interststatements at the end of the academicyear. The External Activities for Payforms and the Conflict of Interest Formsare availableatwww.aa.ecmedu/forms.(FacultySenateResolution#03-14, March 2003)~~

Resolution #07-05
Approved by the Faculty Senate: February 20, 2007
Approved by the Chancellor: March 13, 2007

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

Department of Geology Unit Code of Operation.

Resolution #07-06
Approved by the Faculty Senate: February 20, 2007
Approved by the Chancellor: March 13, 2007

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

Resolution #07-07
Approved by the Faculty Senate: February 20, 2007
Approved by the Chancellor: March 13, 2007

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

Resolution #07-08
Approved by the Faculty Senate: March 20, 2007
Approved by the Chancellor: April 24, 2007
Approved by the Board of Trustees: May 2007

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

Resolution #07-09
Approved by the Faculty Senate: March 20, 2007
Approved by the Chancellor: April 24, 2007

Summer 2008 – Spring 2009 University Calendars.

Resolution #07-10
Approved by the Faculty Senate: March 20, 2007
Approved by the Chancellor: April 24, 2007

Revised School of Nursing Unit Code of Operation.

Resolution #07-11
Approved by the Faculty Senate: March 20, 2007
Approved by the Chancellor: April 24, 2007

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

Resolution #07-12
Approved by the Faculty Senate: March 20, 2007
Approved by the Chancellor: April 24, 2007

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

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

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

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

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

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

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

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

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

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

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

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

Resolution #07-13
Approved by the Faculty Senate: April 17, 2007
Approved by the Chancellor: June 4, 2007

Policy on Disruptive Academic Behavior as follows:

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

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

The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class. A student who does not follow reasonable standards of academic decorum should receive a private verbal warning from the faculty member. The instructor should describe the behavior of concern to the student, explain

that it is inappropriate, and ask the student to stop the behavior. If the behavior continues, the instructor should give the student a written warning indicating that the student will be removed from the course if the behavior does not cease. If the behavior persists, the instructor should discuss the situation with his/her department chair. If it is decided to remove the student from the course then the instructor should schedule a meeting with his/her department chair and the student to inform the student that s/he is being removed from the course. This decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. The department chair must promptly communicate the decision in writing to the Office of the Registrar so that the student's schedule will be adjusted accordingly.

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

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

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

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

Resolution #07-14
Approved by the Faculty Senate: April 17, 2007

Approved by the Chancellor: June 4, 2007

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

“Policy on Disruptive Academic Behavior

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

Resolution #07-15
Approved by the Faculty Senate: April 17, 2007
Approved by the Chancellor: June 4, 2007

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

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

Resolution #07-16
Approved by the Faculty Senate: April 17, 2007
Approved by the Chancellor: June 4, 2007

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

Resolution #07-17
Approved by the Faculty Senate: April 24, 2007
Approved by the Chancellor: not applicable

Commendation for Professor Henry Ferrell as follows:

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

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

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

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

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

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

Resolution #07-18
Approved by the Faculty Senate: April 24, 2007
Approved by the Chancellor: not applicable

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

Resolution #07-19
Approved by the Faculty Senate: September 11, 2007
Approved by the Chancellor: October 10, 2007

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

Resolution #07-20
Approved by the Faculty Senate: September 11, 2007
Approved by the Chancellor: October 10, 2007

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

Resolution #07-21
Approved by the Faculty Senate: October 9, 2007
Approved by the Chancellor: November 27, 2007

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

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

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

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

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

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

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

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

Be It Further Resolved, that the ECU faculty requests that submittal of the "Code 603/604 Committee" recommendations be deferred so that appropriate Faculty Senate committees might have adequate time to evaluate both the implications of the proposed changes for the status of academic tenure and the implications for administrating such changes within the academic units at this institution and respectfully invites the administration of ECU to join us with the request.

Resolution #07-22
Approved by the Faculty Senate: October 9, 2007
Approved by the Chancellor: not aplicable

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

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

Resolution #07-23
Approved by the Faculty Senate: October 9, 2007
Approved by the Chancellor: November 27, 2007

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

Resolution #07-24
Approved by the Faculty Senate: October 9, 2007
Approved by the Chancellor: November 27, 2007

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

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

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

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

1. Introduction

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

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

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

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

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

a. Leadership - Promotes high standards in the areas of teaching, research/creative activity, and service; communicates priorities, standards, and administrative procedures effectively; articulates a vision for the future; communicates ideas in a clear and timely fashion to faculty, staff, and other University administrators; demonstrates listening skills; provides national and statewide visibility and recognition for the constituency; contributes to the leadership of the University and effectively advocates for all relevant constituencies.
b. Shared Governance – Supports the principles of shared governance; adheres to the policies of the *ECU Faculty Manual* and other established governance documents.

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

3. Timeframe

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

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

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

Faculty involvement in the review of administrators shall be initiated by the administrator charged by the Board of Trustees, the Chancellor, or his/her representatives to conduct the review (hereafter to be named the reviewing officer). The review of the Chancellor shall be initiated by the Board of Trustees. In September, the reviewing officer will notify the Chair of the Faculty to begin the faculty portion of the review process.

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

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

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

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

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

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

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

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

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

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

6. Procedures

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

a. Meet with the reviewing officer to whom it reports to receive advice regarding specific areas for review and persons to consult, and to determine a proper timeline for the review to assure that the faculty evaluation material is ready in time to be included in the entire evaluation document.

b. Meet with the officer under review. At this time, the officer under review will submit the administrative performance portfolio (attachment), and may also suggest additional persons to consult. There should be no bar to further oral or written communication after this meeting.

c. The committee may gather other information as suggested by the reviewing officer, the officer under review or at its own discretion; including, if appropriate, reviews by professionals outside the constituency regarding the performance of the officer under review in representing the officer's unit externally.

d. The committee will determine a method of operation that allows maximum participation in a consistent way. The committee will submit that method to the entire constituent faculty as a public document. This document should:

i. State clearly how the review information will be sought.

ii. Specify the timeframe for written or oral evaluations of the performance of the officer under review by faculty.

iii. Specify procedures to address confidentiality in information supplied to the committee and to allow for anonymous input to the committee.

iv. Identify persons or groups with whom the committee wishes to speak.

v. Indicate openness to meetings with reasonable time limits with any individual or group that seeks access.

7. Review Reporting

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

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

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

The faculty report should:

a. Describe the main premises governing the report.

b. State clearly what information was used, and the sources of this information in assessing performance in relation to the standards of evaluation.

c. Give fair treatment both to the strengths and the weaknesses of administrator.

d. Clearly state whether:
    i. The review is positive.
    ii. The Review Committee has areas of concern, in which case recommendations for improvement should be provided.
    iii. The review is negative.

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

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

8. After the review

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

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

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

Attachment

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

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

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

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

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

will be forwarded to the voting faculty a minimum of five working days prior to their vote.

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

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

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

Resolution #07-25
Approved by the Faculty Senate: November 6, 2007
Approved by the Chancellor: December 7, 2007

Fall 2007 Graduation Roster, including honors program graduates.

Resolution #07-26
Approved by the Faculty Senate: November 6, 2007
Approved by the Chancellor: December 7, 2007
with an amendment (noted in ~~strikethrough~~ and **bold**) to Part VI. Section I.2.b.

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

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

<u>Part VI. Section I.I.1.</u>

"I. Retirement

1. Insurance

~~Upon receiving written confirmation of intent to retire by a tenured faculty member with ten or more years of full-time service to East Carolina University, the unit head shall notify the unit personnel committee which, in turn, may recommend granting the retiree emeritus status. Its decision shall then be forwarded to the unit head and other appropriate administrative officers in the same manner as other personnel recommendations for their concurrence or nonconcurrence.~~ All full-time employees of the university with a permanent appointment must participate in the North Carolina Teachers' and State Employees' Retirement System with the exception that employees who hold faculty rank are eligible to choose between the North Carolina Teachers' and State Employees' Retirement System (TSERS) or the Optional Retirement Program (ORP). When first employed or when given a permanent appointment, all employees should contact the department of Human Resources to be enrolled in the retirement system. Once the eligible employee has made a choice and enrolled in the system he or she selects, the decision will be irrevocable. It is not possible to change from one program to the other during employment in an eligible position. All members of TSERS or ORP will contribute 6 percent of their earnings, including summer session salaries. All retirement contributions to either TSERS or to ORP are tax sheltered from federal and state withholding taxes. For those who teach a regular nine-month school term and who are active members of TSERS, one year of creditable service is allowed for retirement purposes. The employee in TSERS should apply for retirement benefits at least thirty days but not more than ninety days prior to the effective date. Arrangements for retirement should be made at the university department of Human Resources. For those in ORP, individual guidance from the ORP representatives is always available. A few months before retirement age, the employee will receive information and specific figures for options in regard to retirement benefits from ORP."

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

<u>Part VI. Section I.2.b.</u>

"b. Upon the recommendation of the unit personnel committee, unit head, ~~and~~ appropriate dean, **and** ~~the~~ appropriate vice chancellor**, the chancellor** may grant the faculty retiree emeritus status **(as defined in Appendix C.)** which includes the items listed above under Section I.I.2.a. and, in addition, the following privileges:

1) Access to recreational facilities under the same conditions as active faculty.

2) Continuance of eligibility to march, wearing appropriate regalia, in University commencement exercised and other University formal processions, as active faculty.

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

Resolution #07-27
Approved by the Faculty Senate: November 6, 2007
Approved by the Chancellor: December 7, 2007

Curriculum matters contained in the minutes of the October 11, 2007, University Curriculum Committee meeting.

Resolution #07-28
Approved by the Faculty Senate: November 6, 2007
Approved by the Chancellor: not applicable
Resolution on ECU SPA Employees that reads as follows:

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

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

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

Resolution #07-29
Approved by the Faculty Senate: November 6, 2007
Approved by the Chancellor: not applicable
Resolution on James LeRoy Smith that reads as follows:

Whereas, James LeRoy Smith has been a champion of shared governance as a faculty member, Chair of the Faculty, Faculty Assembly representative, and in various administrative capacities; and

Whereas, James LeRoy Smith has been a beacon of integrity, reasoned discourse, and receptiveness to faculty input and dialogue within our administration; and

Whereas, James LeRoy Smith has been an anchor for ECU during periods of turbulence and transition; and

Whereas, James LeRoy Smith's dedication to teaching is well known; and

Whereas, throughout his career, his unflagging and tireless dedication to East Carolina University, the region of Eastern North Carolina and the people of this state have demonstrated James LeRoy Smith to be the personification of ECU's motto "*Servire*".

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

Resolution #07-30
Approved by the Faculty Senate: December 4, 2007
Accepted by the Chancellor: January 28, 2008 (link to actual letter)

UNC Faculty Assembly Resolution that reads:

Whereas, the UNC Tomorrow initiative is of crucial importance to the State of North Carolina, the University System, and East Carolina University; and

Whereas, more than 1000 faculty members from throughout the System have recently attended faculty listening forums and have followed the progress of the UNC Tomorrow Commission and the Scholars Council in other ways; and

Whereas, the Faculty Assembly has requested each campus to have substantial faculty involvement in the next stage of the UNC Tomorrow initiative effective.

THEREFORE, BE IT RESOLVED, that

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

4. The Faculty Senate will devote time and attention supporting the Faculty Assembly in its efforts to address key focal areas during spring semester 2008.

Resolution #07-31
Approved by the Faculty Senate: December 4, 2007
Approved by the Chancellor: not applicable
2008-2009 Faculty Senate and Agenda Committee Meeting Dates, as follows:

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

Resolution #07-32
Approved by the Faculty Senate: December 4, 2007
Approved by the Chancellor: January 28, 2008

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

Resolution #07-33
Approved by the Faculty Senate: December 4, 2007
Approved by the Chancellor: January 28, 2008
Approved by the Board of Trustees: February 15, 2008

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

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

<u>Appendix C. Section I.D.4.</u>

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

Resolution #07-34
Approved by the Faculty Senate: December 4, 2007
Approved by the Chancellor: January 28, 2008

Revision to the *ECU Faculty Manual*, Part VI.H. Phased Retirement, as follows:
Replace the current text with the new text noted below to allow for ongoing updates of this program.

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

Resolution #07-35
Approved by the Faculty Senate: December 4, 2007
Approved by the Chancellor: January 28, 2008

Curriculum matters contained in the minutes of the October 25, 2007, Committee meeting.

Resolution #08-01
Approved by the Faculty Senate: January 29, 2008
Approved by the Chancellor: February 20, 2008

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

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

Resolution #08-02
Approved by the Faculty Senate: January 29, 2008
Approved by the Chancellor: February 8, 2008

Curriculum matters contained in the minutes of the November 8, 2007 and December 13, 2007, Committee meetings.

Resolution #08-03
Approved by the Faculty Senate: January 29, 2008
Approved by the Chancellor: February 20, 2008

Proposed new Department of Nutrition and Dietetics' Unit Code of Operation and revised College of Nursing's Unit Code of Operation

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Resolution #08-04
Approved by the Faculty Senate: February 19, 2008
Approved by the Chancellor: accepted with note

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

Resolution #08-05
Approved by the Faculty Senate: February 19, 2008
Approved by the Chancellor: approved with exception to Sections VI.C. and VI.D.

Revised Health Sciences Library Unit Code of Operation.

Resolution #08-06
Approved by the Faculty Senate: February 19, 2008
Approved by the Chancellor: April 3, 2008

Curriculum matters contained in the minutes of the January 24, 2008, Committee meeting

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Resolution #08-07
Approved by the Faculty Senate: February 19, 2008
DENIED by the Chancellor: February 22, 2008 (link to **response**)

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

> Whereas, it has been recognized that faculty must play a critical role in the implementation of academic policies and procedures, and therefore must also be intimately involved in the preparation of those policies and procedures, and
>
> Whereas, such procedures and policies are being developed by administrative task forces across campus, and
>
> Whereas, if these policies and procedures are to succeed it is critical that they be developed and approved via the established mechanisms of shared governance.
>
> Therefore be it resolved, that the Faculty Senate calls upon the ECU administration to work within our established shared governance structure to involve faculty, Faculty Senate committees, and the Faculty Senate in task forces that are charged with evaluating and revising polices currently included in the *ECU Faculty Manual.*
>
> Be it further resolved, that to ensure such involvement, the Faculty Senate requests that 50% of the membership of the task forces be non-administrative faculty, and that the appointment of faculty members to task forces be at the discretion of the Faculty Senate.

Resolution #08-08
Approved by the Faculty Senate: February 19, 2008
Approved by the Chancellor: April 3, 2008

Because of a series of transitional problems, the Faculty Senate believes that the Student Opinion of Instruction Survey (SOIS) results for Fall 2007 may show

greater variability than data from other semesters and should be used with caution taking into account factors such as response rates for individual sections and a careful comparison with other indicators of teaching performance.

Resolution #08-09
Approved by the Faculty Senate: March 18, 2008
Approved by the Chancellor: April 24, 2008
Approved by the Board of Trustees: April 18, 2008

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

Resolution #08-10
Approved by the Faculty Senate: March 18, 2008
Approved by the Chancellor: April 24, 2008

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

Resolution #08-11
Approved by the Faculty Senate: March 18, 2008
Approved by the Chancellor: April 24, 2008

Summer 2009-Spring 2010 University Calendars.

Resolution #08-12 **LATER RESUBMITTED WITH REVISIONS as #09-19 and #10-83**
Approved by the Faculty Senate: March 18, 2008
Edited by the Chancellor: September 30, 2008 (link to response)
Rescinded by the Chancellor: November 3, 2008 (link to response)

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

Resolution #08-13
Approved by the Faculty Senate: March 18, 2008
Approved by the Chancellor: not applicable

Revised 2008/2009 Teaching Grant Application Process.

Resolution #08-14
Approved by the Faculty Senate: March 18, 2008
Approved by the Chancellor: May 21, 2008 (with exceptions)
(Refer to later Resolution #08-38, September 2008)

Revised Psychology Unit Code of Operation.

Resolution #08-15
Approved by the Faculty Senate: March 18, 2008
Approved by the Chancellor: April 24, 2008

Curriculum matters contained in the minutes of the February 14, 2008 and February 28, 2008, meetings.

Resolution #08-16
Approved by the Faculty Senate: March 18, 2008
Approved by the Chancellor: not applicable

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

Resolution #08-17
Approved by the Faculty Senate: April 22, 2008
DENIED by the Chancellor: August 13, 2008 (link to **response**)

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

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

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

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

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

Resolution #08-18
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: May 21, 2008

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

Our discussion centered on recommendation 5.3:
"UNC should lead the campuses in a refinement and adjustment of the tenure, promotion, and incentive system to place greater value on faculty involvement and engagement in applied research and outreach that will enhance the state's competitiveness without decreasing support for teaching, basic research and scholarship."

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

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

Resolution #08-19
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: not applicable

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

Resolution #08-20
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: August 13, 2008

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

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

The most important issue is safeguarding access to the results. For Fall 2008, the instructor reports (and comments) would be available for access online so that instructors can see their own results and comments. The supervisor would be enabled to access the instructor reports only (but not the comments). In the future summary reports would also be accessible online to the appropriate administrator with comparable security safeguards in place.

Resolution #08-21
Approved by the Faculty Senate: April 22, 2008
ACCEPTED by the Chancellor as NON-BINDING: August 13, 2008 (link to **response**)

Guidelines for Outcome Assessment of Foundations Courses

Resolution #08-22
Approved by the Faculty Senate: April 22, 2008
DENIED by the Chancellor: August 1, 2008 (link to **response**)

Resolution on Undergraduate Retention

Resolution #08-23
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: July 25, 2008
forwarded to Vice Chancellor Deirdre Mageean for inclusion in the on-going deliberations of the ECU Response Team to UNC Tomorrow (Phase II)

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

According to its charge, the Continuing and Career Education Committee addresses issues relating to 4.1 (Global readiness), 4.2 (Citizen access to higher

education), and 4.3 (Improving public education) of the UNC Tomorrow document.

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

4.2.3 (UNC as a model for accommodating persons with disabilities)
East Carolina University has much to offer children and adults with disabilities in Eastern North Carolina. The University has policies and practices that ensure that websites, online programs, and content where appropriate are ADA compliant.

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

Resolution #08-24
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: May 21, 2008

Request for a new Concentration Area in Theatre for Youth, School of Theatre and Dance, College of Fine Arts and Communication; Request for a Name Change of the Minor being offered, from "Management of Recreation and Facilities Services" (MRFS) to "Recreation and Park Management" (RPM), Department of Recreation and Leisure Studies, College of Health and Human Performance; Notification of an Intent to Plan a Master of Science in Sustainable Tourism, North Carolina Center for Sustainable Tourism, Division of Research and Graduate Studies; Request to add Graduate Certificate programs in Health Care Administration and Health Informatics within the Department of Health Services & Information Management's, College of Allied Health Sciences; Request to add new certificates in Global Understanding and Global Understanding with Distinction within International Studies', College of Arts and

Sciences; Request to change the title of the Ph.D. in Bioenergetics to Bioenergetics and Exercise Science within the Department of Exercise and Sports Science, College of Health and Human Performance; Request to add a Graduate Certificate in Deaf-Blindness within the Department of Curriculum and Instruction, College of Education; Request to establish new M.A. concentrations in English Studies, Creative Writing, Linguistics, Literature, Multicultural and Transnational Literatures, Rhetoric and composition, Teaching English to Speakers of Other Languages [TESOL], and Technical and Professional Communication within the Department of English, College of Arts and Sciences; Request to establish new minors in Architectural Design Technology and Mechanical Design Technology within the Department of Technology Systems, College of Technology and Computer Science; Request to establish a minor in Recreational Therapy within the Department of Recreation and Leisure Studies, College of Health and Human Performance.

Resolution #08-25
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: July 25, 2008

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

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

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

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

Resolution #08-26
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: July 25, 2008

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

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

Phase I
- Preliminary Information for Development of a 10-Year Enrollment Plan—Due February 2008

- Final Draft on 10-Year Enrollment Plan—Due March 2008

- Report on Plans to Respond to Outreach and Engagement Recommendations—Due May 2008

- Report on Proposed Changes to Internal Policies and Processes—Due May 2008

Phase II
- Report on Faculty and Staff Recruitment and Retention—Due December 2008

- Report on Review of Tenure and Rewards Systems—Due December 2008

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

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

1. Involvement of Faculty Governance in all the stages of the creation of the different reports. However, as indicated below, Faculty Governance has not been involved in any of the activities that ECU has conducted to regarding Stage I. If this is not resolved, then it will not be possible to fulfill step number 2.

2. Timely response from Faculty Governance in the drafting of policies. If Faculty Governance does not respond in a timely manner policies could be developed or implemented without Faculty Governance, or even without seeking Faculty Senate approval.

Faculty Governance Committee and Phase I

•10-Year enrollment plan
While the Faculty Governance Committee, per se has not been involved in the Strategic Enrollment Management Task Force, the Chair of the Faculty and multiple other faculty members have been involved and are expected to provide the appropriate linkage and communication with the Faculty Governance Committee. As this Task Force proceeds, matters related to faculty workload; retention and recruitment of faculty; promotion and tenure; and balance of fixed term and tenure-track faculty will be of concern to the Faculty Governance Committee.

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

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

Faculty Governance Committee and Phase II

•Faculty and staff recruitment and retention
The Faculty Governance Committee will be involved in generating this report. Faculty Governance has already addressed the following areas:

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

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

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

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

Resolution #08-27
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: May 21, 2008

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

(addition noted in **bold** print, deletion noted in ~~strikethrough~~):
"The Personnel Action Dossier shall include the following items:
A. ….
B. Recommendations
1. For reappointment:

…….

2. For tenure:
   a. **One cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Tenure Committee. A draft of this cumulative evaluation, to be completed after the candidate turns in the PAD, should be available for discussion by the entire Tenure committee before the vote.** ~~A cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Tenure Committee.~~
   b. A cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit administrator.
   c. Unit Tenure Committee's recommendation, signature of the chair of the unit Personnel Committee, and date
   d. Unit administrator's recommendation, signature, and date
   e. Dean's recommendation, signature, and date
   f. Provost/Vice Chancellor's recommendation, signature, date
3. For promotion:
   a. **One cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Promotion Committee. A draft of this cumulative evaluation, to be completed after the candidate turns in the PAD, should be available for discussion by the entire Promotion committee before the vote**.
   ~~A cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Promotion Committee~~.
   b. ……..

Resolution #08-28
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: May 21, 2008

Revised School of Communication and School of Medicine Unit Codes of Operation and new Department of Hospitality Management Unit Code of Operation.

Resolution #08-29
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: May 21, 2008

Revised Health Sciences Library Unit Code of Operation.

Resolution #08-30
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: May 21, 2008

Revised General Guidelines for Writing and Revising A Unit Code of Operation.

Resolution #08-31
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: July 25, 2008
forwarded to Vice Chancellor Deirdre Mageean for inclusion in the on-going deliberations of the ECU Response Team to UNC Tomorrow (Phase II)

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

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

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

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

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

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

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

Resolution #08-32

Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: not applicable

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

WHEREAS, this information is a public record; and

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

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

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

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

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

Resolution #08-33
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: May 21, 2008

Curriculum matters contained in the minutes of the March 27, 2008 and April 10, 2008, committee meetings.

Resolution #08-34
Approved by the Faculty Senate: April 22, 2008
Approved by the Chancellor: July 25, 2008
forwarded to Vice Chancellor Deirdre Mageean for inclusion in the on-going deliberations of the ECU Response Team to UNC Tomorrow (Phase II)

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

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

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

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

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

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

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

statement of having considered those objectives in the justification requested of the faculty.

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

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

Resolution #08-35
Approved by the Faculty Senate: April 22, 2008
DENIED by the Chancellor: August 1, 2008 (link to **response**)

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

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

1. Approve and distribute to students, faculty, and staff the sustainability and conservation survey created by Dr. Shereif Sheta and Dr. Robert Chin.
2. Develop a website detailing sustainability practices and initiatives at ECU and feature this site prominently on the ECU homepage.
3. Create an Office of Campus Sustainability under the direction of Facilities Services and hire a full-time sustainability coordinator with administrative staff to publicize existing practices and coordinate new initiatives. This Office should perform the following:
   - promote energy and natural resource conservation, as well as energy efficiency projects
   - promote public awareness of conservation issues, along with campus conservation initiatives
   - serve as a liaison with the City of Greenville and other government agencies regarding conservation and the environment
   - help plan and design energy-efficient buildings and transportation links
   - promote recycling across campus
   - educate the university community about how to reduce energy and resource consumption
   - relay student staff and faculty suggestions to university departments that can implement changes

- ○ periodically report on conservation, energy efficiency improvement efforts, recycling efforts, and other sustainability efforts to the university and the public
- maintain a sustainability website to educate the university community about sustainability

4. Establish a Sustainability Committee to focus on education and research. This committee should promote the inclusion of sustainability issues in the curriculum, as well as faculty research in areas related to sustainability. The committee should monitor efforts in both areas and report progress to the university.
5. Continue to replace old windows, doors, etc. and to insulate campus buildings to decrease campus energy consumption.
6. Construct all new buildings to at least LEED-silver standards.
7. Purchase more hybrid buses and hybrid or electric maintenance/parking vehicles.
8. Work with Greenville Utilities to install wind and solar power generation on campus in order to supply the relatively small amounts of electricity needed to heat water and operate lights.
9. Preserve existing mature trees by designating a list of significant trees across the ECU Campus, thereby ensuring that they will not be removed or destroyed in future construction projects.
10. Encourage Aramark and ECU Dining Services to purchase local, Eastern North Carolina produce and meat in order to ensure the freshest food possible for students and to support the regional economy. Mandate this practice in the next food service contract.
11. Include plans for expansion of sidewalks, bike lanes, and greenways in the upcoming ECU Campus Master Plan. ECU planners should maintain contact with the City of Greenville to ensure that ECU Campus sidewalks and bike lanes conform to the 2004 Greenville Greenway Master Plan. Funding of such facilities should be negotiated in partnership with the City, so that costs can be shared.
12. Set up more recycling bins around campus to encourage recycling.
13. Explore the possibility of recycling water from sinks into toilets to conserve water, at least in new buildings that will be constructed.
14. Launch a campus-wide initiative to reduce use and waste of plastic bottles.

Resolution #08-36
Accepted by the Faculty Senate: September 9, 2008
(Refer to Resolution #08-40)

Request for Authorization to Establish PhD Program in Curriculum and Instruction in the College of Education.

Resolution #08-37
Approved by the Faculty Senate: September 9, 2008
Approved by the Chancellor: October 22, 2008 (referred to UNC Tomorrow Task Force)

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

Impact of Enrollment Growth on Faculty Welfare

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

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

limit the opportunity to develop programs that expand the connections between the university and the citizens and region we serve.

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

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

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

In particular, Distance Education (DE) faculty and students cannot be merely 'add-ons'. They must be intelligently incorporated into the mainstream of campus learning and campus life. Current full-time faculty need to be engaged and involved in developing a learning model that works for all students. Yet evidence of erosion in our 'small university' feel is already manifesting, particularly among faculty who participate in distance education programs. ECU has already stepped beyond its physical campus boundaries and is recognized as a major provider of online education. While 88% of the students taking only DE courses reside outside Pitt County and never come to campus, having DE only faculty who never come to campus is not the solution to the

increased campus crowding associated with increasing enrollment. ECU must carefully examine the role and function of DE faculty. For example, some of our current DE faculty are physically removed from campus and therefore disassociated and, in part, disenfranchised from university life. In many cases, these faculty and others who are primarily non-tenure track are hired for reduced salaries and without benefits. They are viewed as 'filling the gap' to make up for a deficit in faculty numbers. Their lower salaries, lack of benefits and reduced level of interaction with their faculty peers, and with students, relegate them to second class citizen status. This is demoralizing for them personally and for an institution that should pride itself on fair and equitable treatment of employees.

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

Resolution #08-38
Approved by the Faculty Senate: September 9, 2008
Denied by the Chancellor: October 22, 2008 (link to **response**)

Revised Department of Psychology Unit Code of Operation.

Resolution #08-39
Approved by the Faculty Senate: September 9, 2008
Approved by the Chancellor: not applicable

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

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

WHEREAS, it has long been a tradition and procedure at ECU to conduct votes relating to the conferral of tenure, the promotion in rank of tenured and

tenure-track faculty, and the contract renewal of probationary faculty, under a veil of secrecy by voting to enter into executive session; and,

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

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

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

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

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

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

Resolution #08-40
Approved by the Faculty Senate: October 7, 2008
Approved by the Chancellor: December 1, 2008

Request for Authorization to Establish a PhD Program in Curriculum and Instruction in the College of Education.

Resolution #08-41
Approved by the Faculty Senate: October 7, 2008
Approved by the Chancellor: November 3, 2008

Guidelines for Preparing a Cumulative Evaluation.

Resolution #08-42 **LATER RESUBMITTED WITH REVISIONS as #09-33**
Approved by the Faculty Senate: October 7, 2008
Approved by the Chancellor: November 3, 2008
Approved by the Board of Trustees: November 21, 2008
Approved by UNC General Administration: August 13, 2010

Revisions to the *ECU Faculty Manual*, Appendix B. Policy for the Cumulative Review of Permanently Tenured Faculty of ECU.

Resolution #08-43
Approved by the Faculty Senate: October 7, 2008
Approved by the Chancellor: not applicable

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

Resolution #08-44
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 3, 2008

Fall 2008 Graduation Roster, including honors program graduates.

Resolution #08-45
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 12, 2008

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

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

1) Integrate the service with course content. The service component should support the academic focus of the course.

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

"SL" Designation

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

SL Designation Form

EAST CAROLINA UNIVERSITY
SERVICE LEARNING COURSE SUBMISSION FORM

Check one: ____ New Course ____ Renewal
College, Department or Program(s)
_____
Course Number _____ Section # _____ Credit Hours
_____
Course Title
_____
Will all sections of this course have service learning? Yes ___ No ___
Instructor _____ Email
_____
Semester(s) Offered
_____
Anticipated Enrollment _____

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

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

Faculty Signature _____ Date _____

SERVICE LEARNING COURSE SUBMISSION PROCESS

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

Why get a SL Designation?

1) Many students consider service learning a transformative way to learn and grow while others may want the credits to satisfy requirements proposed for the Leadership and Service certificate or portfolio, or the honors program. Students find that this documentation also helps when they seek employment and/or apply to graduate school. The SL designation will be recorded on student transcripts.

2) Faculty members who are familiar with service learning serve as a peer review committee for service learning course submissions. The committee reviews proposals and syllabi to ensure they meet the five criteria listed below, and also offers suggestions and constructive input as needed to make the service-learning experience a positive one for all involved.

3) The SL designation helps ECU collect information, report, and recognize the important contributions that our faculty make to the community.

Support for Faculty Who Incorporate Service Learning:

1) The Volunteer and Service Learning Center is available to assist faculty with identifying community partners and projects, and then maintaining positive partner relationships. The Center works with several non-profit agencies and maintains a database of current community needs and requests.

2) Orientation sessions for your students at the beginning of each semester to introduce your students to service learning and to answer their questions about community partners, logistics, and safety.

3) Free liability insurance for your students. This insurance provides liability insurance if students damage people or property while performing service at the agency. The policy also provides limited coverage for motor-vehicle accidents and personal injury. Students must complete a registration form to be eligible for insurance coverage.

4) The Volunteer and Service Learning Center also offers workshops and a conference on service learning. The Center arranges for faculty with experience and expertise to offer workshops and to serve as mentors, and also hosts nationally recognized experts in the field of service learning.

5) Assessment opportunities for the service learning component of your course by the Volunteer and Service Learning Center. The Center provides you a summary of the data collected from your students. This provides valuable information about what worked and what did not and how you can introduce changes you think will be beneficial. These assessments also help the Center better serve ECU service learning courses.

How to Apply for a SL Designation: Submit the SL Course Proposal Form with your syllabus to the University Service Learning Committee by the appropriate deadline (listed below). The form should be sent to: Linner Griffin, Associate Vice Chancellor for

Academic Programs. The committee will review your proposal/syllabus/assignments to make sure they meet the criteria listed below. The criteria have been adapted from the national standards that have been established by Campus Compact.

WHAT IS SERVICE LEARNING? ECU'S DEFINITION

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

1) service learning is structured within a course and has a formal, academic curriculum that is rooted in the discipline in which the course is being offered;
2) the course contains a set of organized community-based learning activities through which students directly serve a constituency as a means to address an identified community need;
3) the course provides structured opportunities for students to formally connect their service activities to the course curriculum and to broader social issues through reflective methods.

THE FIVE CRITERIA FOR A SERVICE LEARNING COURSE

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

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

SERVICE LEARNING INTENDED OUTCOMES

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

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

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

Resolution #08-46
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 12, 2008

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

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

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

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

Because of the current and inherent College of Education departmental structure, the Library Science program has been unable to provide evidence of autonomy in all three of these focal areas. Thus it has become clear that the Library Science program should be administratively organized as a separate department within the College of Education in order to meet these requirements.

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

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

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

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

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

Following those votes, the proposal to establish the Library Science program as a department within the College of Education and seek merger of the

Instructional Technology program with the Department of Mathematics and Science Education was taken to the tenured faculty of the College of Education for approval. Between the dates of April 17-22, 2008 a majority of the tenured faculty in the College by secret ballot voted approval of the realignment.

Resolution #08-47
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 12, 2008

Request for Authorization to Establish New Distance Education Degree Program for a MAEd in Family and Consumer Sciences Education.

Resolution #08-48
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 12, 2008

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

Resolution #08-49
Approved by the Faculty Senate: November 4, 2008
Rejected by the Chancellor: December 12, 2008
Rejection Rescinded and now Approved by the Chancellor: February 24, 2009

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

Resolution #08-50
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: not applicable

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

Resolution #08-51
Approved by the Faculty Senate: November 4, 2008

Approved by the Chancellor: December 12, 2008

Guidelines for Unit Academic Program Review.

Resolution #08-52
Approved by the Faculty Senate: November 4, 2008
Rejected by the Chancellor: December 12, 2008

Guidelines for Reviewing Low Productivity/Low Enrollment Programs.

Resolution #08-53
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 12, 2008

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

Resolution #08-54
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 12, 2008

Change in Name of the Master's Degree in Speech Language Pathology to Communication Sciences and Disorders.

Resolution #08-55
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: not applicable

Revised Guidelines for the 2009/2010 Research/Creative Activity Grants.

Resolution #08-56
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 12, 2008

Curriculum matters contained in the September 11, 2008 and October 9, 2008 committee meeting minutes.

Resolution #08-57
Approved by the Faculty Senate: November 4, 2008
Approved by the Chancellor: December 12, 2008

Resolution on Green Space and Heritage Trees, as follows:

Whereas, the University Environment Committee has reviewed the East Campus Green Space Report and Heritage Tree Report , and

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

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

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

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

Resolution #08-58
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: December 12, 2008

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

Procedures used with Undergraduate and Graduate Student Courses:

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

member, department chair, dean, Senior Executive Director of Enrollment Management, and Provost.

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

Grading System:

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

Benefits of using the "NR" grade:

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

Timeline for the submission for final grades:

- With the implementation of the Banner system, effective Fall 2007, faculty no longer have a 48-hour deadline (after the exam is given) to submit grades. The Office of the Registrar provides the deadline in the memo sent to ECU Official, and available on their website, www.ecu.edu/registrar, for the deadline that all grades must be submitted.
- Ideally, staff within the Office of the Registrar would begin the multiple programs and processes that must be run at the time of the deadline. However, in an effort to avoid penalizing students when a faculty member has not

submitted grades, the deadline is such that there are two to three hours where faculty can be contacted - one last effort to receive the remaining grades before an administrative grade must be assigned to begin running grades and calculating GPA and Academic Standing.
Once all grades processes have run, and Academic Standing is complete, Athletics, Financial Aid, Advising, and various other areas on campus can begin their next step in the process (determining whether or not students are eligible to compete [Athletics], if a student is making Satisfactory Academic Progress and can still receive aid [Financial Aid], if the student needs to grade replace or re-take a course the following term [Advising]). Delays in the processing of final grades can result in these offices not in compliance with the rules that govern them.

Resolution #08-59
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: January 26, 2009

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

Resolution #08-60
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: not applicable

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

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

Resolution #08-61
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: December 12, 2008

Change in name of the graduate degree program in the Department of Recreation and Leisure Studies.

Resolution #08-62
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: December 12, 2008

Request for authorization to establish a MS in Biomedical Sciences in the School of Medicine.

Resolution #08-63
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: December 12, 2008

Request for authorization to establish a BS in Atmospheric Sciences and Meteorology
in the Department of Geography.

Resolution #08-64
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: December 12, 2008

Request for authorization to establish a BS in Geographic Information Science and Technology in the Department of Geography.

Resolution #08-65
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: December 12, 2008

Post Master's Certificate in Nursing Leadership in the College of Nursing.

Resolution #08-66 (Later resubmitted with revisions #11- 45)
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: December 12, 2008
Approved by the Board of Trustees: Removed from consideration due to additional revisions made to document

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

"E. Unit Academic Program Review

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

Resolution #08-67
Approved by the Faculty Senate: December 2, 2008
Approved by the Chancellor: January 26, 2009

Curriculum matters contained in the minutes of the October 23, 2008 and November 13, 2008 meeting minutes.

Resolution #09-01
Approved by the Faculty Senate: January 27, 2009
Approved by the Chancellor: March 25, 2009

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

Resolution #09-02
Approved by the Faculty Senate: January 27, 2009
Approved by the Chancellor: not applicable

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

Resolution #09-03
Approved by the Faculty Senate: January 27, 2009
Rejected by the Chancellor: March 2, 2009 link to response

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

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

Resolution #09-04
Approved by the Faculty Senate: January 27, 2009
Approved by the Chancellor: March 2, 2009

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

Resolution #09-05 **(Later resubmitted as #09-30)**
Approved by the Faculty Senate: January 27, 2009
Approved by the Chancellor: further study requested (link to response)

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development.

Resolution #09-06
Approved by the Faculty Senate: January 27, 2009
Approved by the General Faculty: August 24, 2009
Approved by the Chancellor: September 17, 2009

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

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

Resolution #09-07
Approved by the Faculty Senate: February 24, 2009
Approved by the Chancellor: March 25, 2009

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

> "D. **Class and Enrollment Verification** ~~Class Roll Verification~~
> ~~Each semester, the registrar sends class roll verifications to all instructors for each class they teach. The purpose of these forms is to verify the accuracy of the lists of properly registered students. Specific instructions for noting discrepancies and returning the forms accompany the class roll verifications and should be followed carefully.~~
> **Twice each semester—once near the beginning of the term (prior to census day) and once near the mid-point of the term—the registrar contacts each instructor in order to verify student enrollment in that instructor's classes.**

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

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

Resolution #09-08
Approved by the Faculty Senate: February 24, 2009
Approved by the Chancellor: not applicable

Revised Academic University Environment Committee Charge, as follows:
(Additions are noted in **bold** print.)

1. Name: University Environment Committee
2. Membership: 7 elected faculty members. (5 from the Division of Academic Affairs and 2 from the Division of Health Sciences.) Ex-officio members (with vote): The Chancellor or appointed representative, the Provost or appointed representative, the Vice Chancellor for Health Sciences or appointed representative, the Vice Chancellor for Administration and Finance or appointed representative, the Vice Chancellor for Student Life or appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as deemed necessary by the chair.
3. Quorum: 5 elected members exclusive of ex-officio.
4. Committee Responsibilities:

A. The committee recommends policies to preserve, improve and advance the general physical environment of the University.
B. The committee provides recommendations to mitigate the loss of habitat that includes repairing or replacing landscaping of the university that have been displaced owing to planned or unplanned actions.
C. The committee makes recommendations relating to traffic flow patterns, hardened sidewalk designs, speed limits, and parking facilities in and around the University campuses.

D. The committee indexes and recommends policies for maintenance of those trees of significant size and type, culturally historic landscape features, and ground covers possessing aesthetic, historic, and/or environmental value.

E. The committee reviews potential and actual effect of university projects upon water quality and quantity, runoff, and other physical impacts upon the community.

F. The committee shall be familiar with the current East Carolina University master plan and intended placement of buildings and other construction approved by the Board of Trustees. The Committee shall consult with planning officers regarding future land use, changes to the current master plan, and future campus development.

G. The committee promotes sustainability efforts on campus, which include energy and resource conservation, recycling, and the reduction of waste.

H. The committee raises the awareness and promotes how sustainability issues are included in the curriculum and in faculty research.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommended policies, procedures, and other procedural criteria.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
The Committee may draft reports, hold hearings, or seek advice as necessary.

8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Thursday of each month.

Resolution #09-09
Approved by the Faculty Senate: February 24, 2009
Approved by the Chancellor: March 25, 2009

Request for authorization to establish a MS in Sustainable Tourism in the Center for Sustainable Tourism, Division of Research and Graduate Studies

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Resolution #09-10
Approved by the Faculty Senate: February 24, 2009
Denied by the Chancellor: March 17, 2009 link to response
Approved by the Board of Trustees: ----------

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

"1. teaching

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

a. formal methods of peer review, including direct observation of the classroom teaching of new and tenure-track faculty.

b. review by the unit administrator and/or peers of course materials such as syllabi, reading lists, outlines, examinations, audiovisual materials, student manuals, samples of student's work on assignments, projects, papers, examples of student achievement, and/or other materials prepared for or relevant to instruction.

c. data from surveys of student opinion when an individual faculty member's data vary consistently (more than 2 semesters) and significantly (more than 2 standard deviations) from the unit's median for similar courses.

d. other procedures provided for in unit codes.

~~1. teaching~~

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

~~a. data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching of faculty members, each unit shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching or utilize the instrument developed by the Teaching Effectiveness Committee to determine student opinion of teaching.~~

~~b. formal methods of peer review, including direct observation of the classroom teaching of new and tenure-track faculty.~~

~~c. procedures provided for in unit codes;~~

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

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

Resolution #09-11 (Later resubmitted as #09-12, #09-20, #09-51)
Approved by the Faculty Senate: February 24, 2009
Approved by the Chancellor: Removed from consideration due to additional revisions made to document
Approved by the Board of Trustees: Removed from consideration due to additional revisions made to document
Approved by the UNC General Administration: Removed from consideration due to additional revisions made to document

Revised *ECU Faculty Manual,* Appendix D, Section V. Procedure for Review of Notice of Non-Reappointment or Non-Conferral of Permanent Tenure.

Resolution #09-12 (Later resubmitted as #09-20, #09-51)
Approved by the Faculty Senate: February 24, 2009
Approved by the Chancellor: March 25, 2009
Approved by the Board of Trustees: Removed from consideration due to additional revisions made to document
Approved by the UNC General Administration: Removed from consideration due to additional revisions made to document

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

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

A. **Sanctions** ~~Penalties~~

A faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary **sanctions** ~~penalties~~. During the period of such guarantees, the faculty member may be discharged **from employment, suspended, or demoted in rank or serious sanctions may be imposed** ~~or suspended from employment or diminished~~ ~~in rank~~ only for reasons of:

1. incompetence, **including significant, sustained unsatisfactory performance after the faculty member has been given the opportunity to remedy such performance and fails to do so within a reasonable time;**

2. neglect of duty, **including sustained failure to meet assigned classes or to perform other significant faculty professional obligations;** or

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

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

B. Notice

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

C. Penalty Without Recourse

If, within **14 calendar** [1] ~~10 working~~ days after the faculty member receives the notice **and written specification of the reasons** referred to in Section VI.B. above, the faculty member makes no written request for ~~either a specification of reasons or~~ a hearing, the faculty member may be **discharged or serious sanction imposed** ~~penalized~~ without recourse to any institutional grievance or appellate procedure.

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

~~If, within 10 working days after the faculty member receives notice referred to in Section VI.B. above, the faculty member makes a written request to the vice chancellor with supervisory authority,~~

~~method that provides delivery verification and is consistent with UNC Policy 101.3.3, for a specification of reasons, the vice chancellor with supervisory authority or the vice chancellor's designee shall supply such specification in writing by a method that provides delivery verification and is consistent with UNC Policy 101.3.3, within 10 working days after receiving the request.~~

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

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

E. Due Process Committee

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

When the ~~c~~**C**ommittee is convened to consider any matter associated with a faculty member's request for a hearing, those ~~c~~**C**ommittee members who hold an appointment in the faculty member's academic unit, those who might reasonably expect to be called as witnesses, or those who may have any other conflict of interest should disqualify themselves from participation in the

activities of the ~~c~~**C**ommittee related to this specific request for a hearing. The faculty member and the vice chancellor with supervisory authority are permitted to challenge ~~c~~**C**ommittee members for cause. The other members of the ~~c~~**C**ommittee will decide on any potential disqualifications if a ~~c~~**C**ommittee member is so challenged but wishes to remain. (Faculty Senate Resolution #99-10)

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

Upon notification by the vice chancellor with supervisory authority ~~or the vice chancellor's designee~~ that a faculty member has requested a hearing, the chair of the ~~c~~**C**ommittee shall determine the availability of the elected members and alternates, and shall select from those available one or more alternates, as necessary (see Part XI of the ECU
Faculty Manual, UNC Code, Section 603).The ranking of the available alternates for selection shall be determined by their years of service to the University. That available alternate who is most highly ranked shall attend all sessions of the hearing and shall replace a regular member should that member be unable to attend the entire hearing. (Faculty Senate Resolution #99-10)

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

F. Procedures for the Hearing
   1. Time and Date of Hearing
      The ~~Due Process~~ Committee shall set the time, date, and place for the hearing. **The Committee shall accord the faculty member 30 calendar days from the time it receives the faculty member's written request for a hearing to prepare a defense. The Committee may, upon the faculty member's written request and for good cause, postpone the date of the hearing by written notice to the faculty member.** ~~The date for the hearing must be within 30 working calendar days of the time the committee receives the vice chancellor with supervisory authority's notification of the faculty member's~~

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

2. Conduct of Hearing

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

   The hearing shall begin with an opening statement by the hearing chair limited to explaining the purpose of the hearing and the procedures to be followed during the hearing. Following the opening remarks by the hearing chair, the vice chancellor with supervisory authority**, his/her designee**, or his/her counsel shall present the university's contentions and any supporting witnesses and documentary evidence. The faculty member or the faculty member's counsel may then reply and present any supporting witnesses and documentary evidence. During these presentations, the vice chancellor with supervisory authority, **his/her designee**, or **his/her** ~~his or her~~ counsel, and the faculty member or **his/her** ~~his or her~~ counsel,

shall have the right to confront and cross-examine adverse witnesses, and to make argument ~~may cross-examine opposing witnesses~~. Committee members may question witnesses for purposes of clarification. At the conclusion of the hearing, the faculty member and then the vice chancellor with supervisory authority**, or his/her designee**, will be given the opportunity to provide summary statements. (Faculty Senate Resolution #99-10).

G. Procedures After the Hearing

After the hearing, the ~~c~~**C**ommittee shall meet in executive session and begin its deliberations or shall adjourn for no more than two **calendar** ~~**working**~~ days, at which time it shall reconvene in executive session. In reaching its decisions the ~~c~~**C**ommittee shall consider only the testimony and other materials entered or presented as evidence during the hearing **and such written or oral arguments as the committee, in its discretion, may allow. The University has the burden of proof. In evaluating evidence, the Committee shall use the standard of "clear and convincing" evidence in determining whether the institution has met its burden of showing that permissible grounds for serious sanction exist and are the basis for the recommended action.**

Within **14 calendar** ~~10 working~~ days of finishing its deliberations **or after the full transcript is received, whichever is later**, the ~~c~~**C**ommittee shall provide the faculty member[1] and the chancellor with a copy of its report, including materials entered as evidence, and a copy of the court reporter's transcript of the hearing. In its report the ~~c~~**C**ommittee shall state whether or not it recommends that the intended **sanction** ~~penalty~~ be imposed (Faculty Senate Resolution #03-37).

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

H. Appeal

If the chancellor concurs in a recommendation of the ~~c~~**C**ommittee that is favorable to the faculty member, the decision shall be final. If the chancellor rejects a finding, conclusion, or recommendation of the ~~Due Process~~ Committee, the chancellor shall state the reasons for doing so in a written decision. If the chancellor either declines to accept a Committee recommendation that is favorable to the faculty

member or concurs in the ~~c~~**C**ommittee recommendation that is unfavorable to the faculty member, the faculty member may appeal the chancellor's decision to the Board of Trustees.

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

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

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

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

1. The Board will grant requests to review contentions that the grievance procedures followed by the campus in a particular case did not comport with University requirements that affect the

credibility, reliability, and fairness of such inquiries, thereby arguably depriving the grievant of a valid opportunity to establish his or her contentions.

2. The Board will grant requests to review University policy issues implicated by a particular grievance, when the question appears to require intervention by the governing board to clarify the definition, interpretation, or application of such policies.
3. The Board will review questions about the sufficiency of the evidence to sustain the conclusion reached only if (a) the case involves a substantial interest of the grievant, e.g., tenure or reappointment and/or (b) the history of the case reveals disagreement, with respect to the sufficiency of the evidence to sustain the grievant's contentions, among the responsible decision makers, i.e., the due process committee, the chancellor, or the board of trustees [1]; if the responsible decision makers are in accord, normally no such appeal will be entertained by the Board of Governors.

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

I. Suspension During a Period of Intent to Discharge

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

Resolution #09-13
Approved by the Faculty Senate: February 24, 2009
Approved by the Chancellor: April 2, 2009

Curriculum matters contained in the minutes of the January 22, 2009, and February 12, 2009, Committee meetings.

Resolution #09-14
Approved by the Faculty Senate: February 24, 2009
Accepted by the Chancellor: March 18, 2009 link to response

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

> "Prior to his January appearance before the Faculty Senate, Associate Vice Chancellor Koch met with the Faculty Welfare Committee to inform the committee of a proposed policy change to the waiting list for those seeking to purchase an "A" permit and of a proposed increase in fees for parking permits that is scheduled to take place in July 2009.
>
> Since that time, it has become apparent to members of the Faculty Welfare Committee that university employees face the probability of no raises in the coming year, as well as the probability of significant changes in the costs associated with health care: increases in co-payments, deductibles, coinsurance maximums, and costs of medications and medical supplies for all employees; and increases in payment for coverage of dependents for employees insuring others.
>
> Moreover, in his presentation before the Faculty Welfare Committee, Mr. Koch indicated that the fee change was needed in order to increase the money in the Parking Reserves; under a scenario that the fee increase would be implemented over a two-year period (with each year's increase being 50% of the total amount), in the first year (FY 09/10) the amount added to the Reserves would be $227,851, while $405,271 would be added in subsequent years. The five-year financial plan presented by Mr. Koch, however, shows a transfer of over $200,000 in 09/10 for "Police/Admin. Fees"—an expenditure that apparently was initiated for FY 08/09.
>
> The Faculty Welfare Committee is still unclear as to ***why*** fees from parking permits are now being diverted to "Police/Admin. Fees"; clearly, if those fees were not being re-allocated, the current fee structure would be sufficient to fund most of the projected increase in Parking Reserves for the coming fiscal year.
>
> A possible use of the Parking Reserves that Mr. Koch cited is implementation of planning for a Parking Deck in FY 11/12, with construction beginning in FY12/13. Yet, it is unclear where such a Parking

Deck would be located, who would use it, and what the total construction costs would be. Given the severity of the current financial crisis, the Faculty Welfare Committee believes that a Parking Deck should be very low on any prioritized list of needed university construction.

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

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

Resolution #09-15
Approved by the Faculty Senate: February 24, 2009
Approved by the Chancellor: not applicable

Whereas, the faculty of ECU are aware of and concerned about the impact of recent
and pending budgetary decisions on the mission of our University; and

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

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

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

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

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

Resolution #09-16
Approved by the Faculty Senate: March 31, 2009
Approved by the Chancellor: April 6, 2009

Approved by the Board of Trustees: April 17, 2009

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

Resolution #09-17
Approved by the Faculty Senate: March 31, 2009
Approved by the Chancellor: April 30, 2009

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

Resolution #09-18
Approved by the Faculty Senate: March 31, 2009
Approved by the Chancellor: April 30, 2009

Summer 2010 – Spring 2011 University Calendars.

Resolution #09-19 (Submitted earlier as #08-12 and later as #10-83)
Approved by the Faculty Senate: March 31, 2009
Approved by the Chancellor: May 4, 2011 (link to response)
Rescinded by the Chancellor: May 5, 2011 (link to response)

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

Resolution #09-20 (Earlier submitted as #09-11, #09-12 and later as #09-51)
Approved by the Faculty Senate: March 31, 2009
Approved by the Chancellor: April 9, 2009
Approved by the Board of Trustees: Removed from consideration due to additional revisions made to document
Approved by the UNC General Administration: Removed from consideration due to additional revisions made to document

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

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

….

D. Procedures for the Hearing.

1. Time and Date of Hearing

If the request for a hearing is validated, the committee shall provide a complete copy of the request for a hearing to the individuals named in the request for a hearing. The committee shall set the time, date, and place for the hearing. The date for the hearing must be within ~~30~~ **42 calendar** ~~working~~ days of the notification to the complainant that the request for a hearing was validated, **except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts the hearing committee cannot be assembled**. The committee shall then notify the complainant, the respondents, the chair of the faculty, and the chancellor, of the time, date, and place of the hearing. At least ~~15~~ **21 calendar** ~~working~~ days before the hearing, the complainant shall notify the committee, the respondents, the chair of the faculty, and the chancellor of the identity of the complainant's advisor, if any, and whether or not the advisor is an attorney. ("Attorney" is defined as anyone with a Juris Doctor, or other recognized law degree, regardless of whether or not that person is licensed to practice law in the State of North Carolina and/or whether or not that person is "representing" the employee). **No later than 14 calendar days before the hearing, the complainant and respondent will submit documents and a list of witnesses to be used in the hearing.**

Resolution #09-21 **LATER RESUBMITTED WITH REVISIONS as #09-40, #09-45**
Approved by the Faculty Senate: March 31, 2009
Approved by the Chancellor: returned to committee for additional review

Revised Department of Psychology Unit Code of Operation, Department of Geography Unit Code of Operation, and Department of English Unit Code of Operation.

Resolution #09-22
Approved by the Faculty Senate: March 31, 2009
Approved by the Chancellor: April 30, 2009

Curriculum matters contained in the minutes of the February 26, 2009, meeting.

Resolution #09-23
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: June 3, 2009

ENGL 3290 Asian American Literatures as a Foundation Curriculum Course for Humanities.

Resolution #09-24
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: June 3, 2009

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

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

Resolution #09-25
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: June 3, 2009

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

Resolution #09-26
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: June 3, 2009

Elimination of BS in Accounting, College of Business.

Resolution #09-27
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: June 3, 2009

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

Resolution #09-28
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: June 3, 2009

Mechanical Engineering Concentration, College of Technology and Computer Science.

Resolution #09-29
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: June 3, 2009

Certificate in Computer-based Instruction, College of Education.

Resolution #09-30 **(Earlier submitted as #09-05; Later resubmitted again as #10-03)**
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: further revisions requested (link to response)

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development.

Resolution #09-31
Approved by the Faculty Senate: April 21, 2009
Approved by the Chancellor: June 3, 2009

Curriculum matters contained in the minutes of the March 26, 2009 and April 9, 2009, committee meetings.

Resolution #09-32
Approved by the Faculty Senate: April 28, 2009
Approved by the Chancellor: not applicable

Resolution on Change

Whereas, from this day forward, the communication among the elected Faculty Officers and general faculty must improve and more faculty invited to the process of discussion and dialogue on all issues relating to the welfare of the faculty and academic mission of the University.

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

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

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

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

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

organizational meeting, prior to reporting to the Faculty Senate and distributing the guidelines to counselors and appellate committee members.

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

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

Resolution #09-33 **(submitted earlier as #08-42)**
Approved by the Faculty Senate: September 15, 2009
Approved by the Chancellor: October 15, 2009
Approved by the Board of Trustees: November 20, 2009
Approved by the UNC General Administration: August 13, 2010

Additional Revisions to the *ECU Faculty Manual*, Appendix B. Policy for the Cumulative Review of Permanently Tenured Faculty of ECU.

Resolution #09-34
Approved by the Faculty Senate: September 15, 2009
Approved by the Chancellor: October 15, 2009

Revisions to the Procedures for the Lifetime and Five Year Research Awards.

Resolution #09-35
Approved by the Faculty Senate: October 6, 2009
Approved by the Chancellor: October 26, 2009

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

Resolution #09-36
Approved by the Faculty Senate: October 6, 2009
Approved by the Chancellor: October 26, 2009

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

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

Resolution #09-37
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: November 24, 2009

Fall 2009 Graduation Roster, including honors program graduates.

Resolution #09-38
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: November 24, 2009

Revisions to the *ECU Faculty Manual,* Part V. Section I.J. Grade Appeals, as follows:

Current Text

"J. Grade Appeals
A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting a written appeal to the instructor's department chairperson or dean, as appropriate, not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The instructor's department chairperson or dean, as appropriate, shall review the student's request with the faculty member and either concur with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade. (Faculty Senate Resolution #96-1, January, 1996) Faculty are required to retain for one

calendar year from the date a grade is posted all course records that substantiate the posted grade. (Faculty Senate Resolution #00-11, March 2000)"

Proposed New Text

"Grade Appeal Policy

Overview and Purpose

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

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

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

Appeals Procedure

1. Formal grade appeals must be initiated by the student by the end of the twenty-first calendar day of the semester (not including summer sessions) following the award of the grade.
2. The first step to resolve differences between an instructor and student concerning a grade should be a discussion with the instructor. If the instructor of record will not be available within one semester (not including summer sessions), the department chair or designee may act in lieu of the instructor of record for the purpose of grade appeals.
3. If the instructor and student cannot resolve the appeal, and the student wishes to pursue the matter further, he or she must present to the chair of the department or designee in which the course is offered, a written appeal that includes the following:

    - A statement addressing how the appeal meets one or more of the three criteria necessary for a formal appeal.
    - A description of the outcome of the informal discussion process.
    - Any relevant documents the student would like to be reviewed as part of the appeal process.
    - A copy of the course syllabus and assignment descriptions.

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

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

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

Resolution #09-39
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: November 24, 2009

Request for Undergraduate Game Development Certificate within the College of Technology and Computer Science, Request for Realignment of Higher Education Doctoral Concentration within the College of Education, and Request for Film Studies Interdisciplinary Minor within the Department of English.

Resolution #09-40 **EARLIER SUBMITTED as #09-21**
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: December 3, 2009

Revised Department of Geography and Department of Psychology unit codes of Operation.

Resolution #09-41
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: November 24, 2009

Approval of Geography 1000 for Social Science Foundations Credit.

Resolution #09-42
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: November 24, 2009

Revisions to the *University Undergraduate Catalog*, Section 5: Academic Regulations, as follows:

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

DROPPING AND ADDING COURSES

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

Petitions for drops after the deadline for course drops will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal problems directly affecting the course(s) to be dropped. Course drops for medical problems will be heard by Student Health Services and course drops for psychological problems will be heard by the Center for Counseling and Student Development. The written appeal must contain the rationale for the appeal and documentation of personal, family, or medical problems and how these problems affected the course(s) to be dropped. Students who petitions for drops are denied by Student Health Services, the Center for Counseling and Student Development may appeal the decision to the Student Academic Appellate Committee. Students may petition the Student Academic Appellate Committee through the Center for Academic Services for drops by exception (drops after the ~~40~~ **50** percent drop period, drops beyond student's allotted number, and drops not counted against the allotted number). Poor performance in course work; missed deadlines; change of major; or a course grade's adverse effect on the student's grade point average, probationary standing, or other eligibility is not in itself a sufficient basis for exception.

Requests for exceptions will not be considered after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been expected. Petitions for drops by

exception will typically be granted only for medical or counseling reasons related to the course(s) to be dropped and will be considered by Student Health Services or the Center for Counseling and Student Development, respectively, upon receipt of appropriate documentation.

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

GRADING SYSTEM

"Grade Replacement Policy

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

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

ACADEMIC ELIGIBILITY STANDARDS

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

1-29 attempted hours and/or transfer hours, ~~1.6~~ **1.8** GPA
30-59 attempted hours and/or transfer hours, ~~1.8~~ **1.9** GPA
60+ attempted hours and/or transfer hours = 2.0 GPA
~~60-74 attempted hours and/or transfer hours, 1.9 GPA2.0~~
~~75 or more attempted and/or transfer hours, 2.0 GPA~~
Second undergraduate degree, 2.0 GPA

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

Resolution #09-43
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: December 3, 2009

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

Resolution #09-44
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: December 3, 2009

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

Resolution #09-45 **EARLIER SUBMITTED as #09-21**
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: December 3, 2009

Revised Department of Biology and Department of English unit codes of Operation.

Resolution #09-46
Approved by the Faculty Senate: November 3, 2009
Approved by the Chancellor: November 24, 2009

Resolution in Support of the Biosciences Building, as follows:

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

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

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

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

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

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

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

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

Resolution #09-47
Approved by the Faculty Senate: December 1, 2009
Approved by the Chancellor: January 12, 2010

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

Resolution #09-48
Approved by the Faculty Senate: December 1, 2009
Approved by the Chancellor: not applicable

2010-2011 Faculty Senate and Agenda Committee Meeting Dates.

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

Resolution #09-49
Approved by the Faculty Senate: December 1, 2009
Approved by the Chancellor: January 12, 2010

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

Resolution #09-50 **(Later resubmitted as #10-36)**
Approved by the Faculty Senate: December 1, 2009
Approved by the Chancellor: returned to committee for additional review
(links to Chancellor's response and suggested revisions)

Proposed revisions to the *ECU Faculty Manual*, Appendix I. Policy on Conflicts of Interest and Commitment.

Resolution #09-51 (submitted earlier as #09-11, #09-12, #09-20)
Approved by the Faculty Senate: December 1, 2009
Approved by the Chancellor: January 12, 2010 (link to Chancellor's response)
Approved by the Board of Trustees: February 26, 2010
Approved by General Administration: July 12, 2010

Proposed revisions to the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures of ECU.

Resolution #09-52
Approved by the Faculty Senate: December 1, 2009
Approved by the Chancellor: January 12, 2010

Curriculum matters contained in the November 12, 2009, University Curriculum Committee minutes.

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.

Resolution #10-02
Approved by the Faculty Senate: January 26, 2010
Approved by the Chancellor: February 24, 2010

Request to move Media Production Program (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.

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 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" 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

Faculty Senate Resolution #10-03, 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 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

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) relating to Dropping and Adding Courses (FALL 2010), Grading System (FALL 2010), and Academic 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) 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 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 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 **(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. 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

~~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 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, and January 28, 2010 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 and February 25, 2010, meetings.

Resolution #10-21
Approved by the Faculty Senate: March 30, 2010
Approved by the Chancellor: July 1, 2010

Revised Department of Anthropology Unit Code of Operations (full code review) and School of Medicine 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.

Resolution #10-23
Approved by the Faculty Senate: March 30, 2010
Approved by the Chancellor: May 5, 2010

Summer 2010 – Spring 2011 University Calendars.

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

New University Scholarship of Engagement Award.

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.

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.

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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~~D. Report of Potential Conflicts of Interest Related to Teaching and Ownership of Intellectual Property.~~
~~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~~

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 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

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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, 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, 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, ~~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 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)

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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. <u>Use of Leave with Pay</u>

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. 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, and April 8, 2010, 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 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.

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 **(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 must establish 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, 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, 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, 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), 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, 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 to the Master of Arts in Teaching Program, Department of Curriculum and Instruction, College of Education.

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, Department of Computer Science, College of Technology and Computer Science.

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, Department of Health Services and Information Management, College of Allied Health Sciences.

Resolution #10-62
Approved by the Faculty Senate: April 20, 2010
Rejected by the Chancellor: August 25, 2010 (link to response)
Rescinded rejection by the Chancellor with editorial change: February 3, 2011 (link to response)

Request to change the name of the Bachelor of Science degree in Health Education and Promotion to Bachelor of Science in Public Health **Studies,** College of Health and Human Performance.

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)

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.

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.

~~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.*~~

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.~~

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)

Proposed revisions to the ECU Faculty Manual, Part XIII. Promotion and Tenure Timeline.

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.

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."

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.

Resolution #10-70
Approved by the Faculty Senate: September 7, 2010
Approved by the Chancellor: October 18, 2010 (with minor addition)

Addition to the *ECU Faculty Manual*, Part V. Section I. Academic Procedures and Policies, Subsection V. Student Advising.

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)
Approved by the Chancellor: March 1, 2012 (with edits)

Revisions to the College of Allied Health Sciences 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, and September 23, 2010, 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)
Rejected by the Chancellor: March 1, 2012 (with suggestions for revision)

Revised College of Technology and Computer Science 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.

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*.

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, University Curriculum Committee meeting minutes.

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.

"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 enhance proficiencies 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."

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 Examinations
The 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."

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 membe 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."

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 in the Bachelor of Science in Construction Management program, within the Department of Construction Management, College of Technology and Computer Science.

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

in the Bachelor of Science in Construction Management program, within the Department of Construction Management, College of Technology and Computer Science.

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.

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, 2011
Approved 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. Personnel Policies and Procedures for the Faculty.

Resolution #10-84
Approved by the Faculty Senate: November 2, 2010
Rejected by the Chancellor: December 3, 2010 (link to response)

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."

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.

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."

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, University Curriculum Committee minutes.

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.)

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.

Resolution #10-90
Approved by the Faculty Senate: December 7, 2010
Accepted by the Chancellor: January 28, 2011

Formal Faculty Advice on proposed Faculty Workload Regulation.

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."

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. 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."

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.*~~

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

Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development.

Resolution #10-95
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: February 21, 2011 (with minor editorial revisions)

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.

Resolution #10-97
Approved by the Faculty Senate: December 7, 2010
Approved by the Chancellor: February 21, 2011 (with minor editorial revisions)

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."

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.

12/30/19